

## Logging into Workday

Chrome is the recommended browser for use with Workday

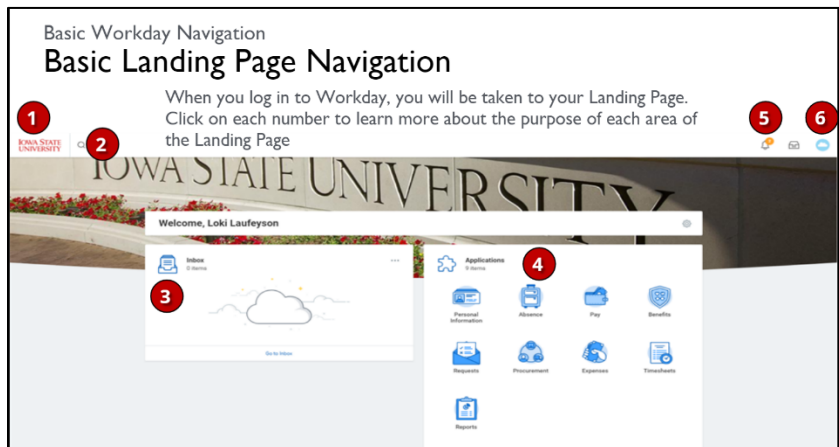
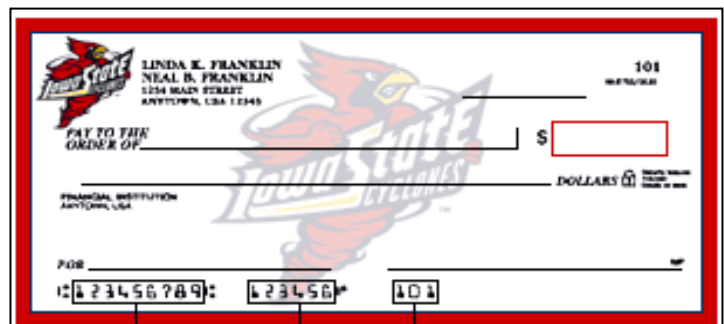
You'll log into Workday using the same username and password you use to access other Iowa State Services. Workday can be accessed through Okta

- Using Okta, sign into your Workday account with your normal login information
- The landing page will have several features to choose from
  1. Navigates to Workday's home page
  2. Search Bar
  3. Inbox for actions needing to be completed
  4. Applications available to choose from
  5. New notifications
  6. **Worker Profile**
- To set up your direct deposit, navigate to your worker profile (#6 in the image above) and click on "PAY"
- In order to set up a direct deposit you will need to have a checking account within your bank
  - Please use the example check to the right to complete your direct deposit set up
  - This process will take 4-6 days business days to take effect, if not done within the appropriate payroll period your next check will be mailed to the address listed in your profile settings

### Basic Workday Navigation

#### Basic Landing Page Navigation

When you log in to Workday, you will be taken to your Landing Page. Click on each number to learn more about the purpose of each area of the Landing Page

Routing #      Account #      Check #

## Reviewing Time

\*In order to view your weekly hours, please use Workday, NOT ScheduleSource

- To find this section find the timekeeping app on your homepage and navigate to the current weeks' time block (click on this week)
- You will then be brought to a review screen
  - If there is an issue contact your manager immediately
  - If no issue, click submit
- You will be directed to a final review page where you need to click submit again. Your hours will then be approved and sent to payroll for completion

**\*\*Workday requires all employees to review and submit their time at the end of each work week\*\***

Enter Time

This Week (16 Hours)

Last Week (0 Hours)

Select Week

This is where you can see time that you have entered by week

View

My Schedule

Time Clock History

This section allows you to view your work schedule and your time clock history

8 AM		Regular Hours 8:00am - 12:00pm 4 Hours ⌚ Not Submitted	Regular Hours 8:00am - 12:00pm 4 Hours ⌚ Not Submitted	Regular Hours 8:00am - 12:00pm 4 Hours ⌚ Not Submitted	Regular Hours 8:00am - 12:00pm 4 Hours ⌚ Not Submitted	Regular Hours 8:00am - 12:00pm 4 Hours ⌚ Not Submitted
9 AM						
10 AM						
11 AM						
12 PM						
1 PM		Regular Hours 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted	Regular Hours 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted	Regular Hours 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted	Regular Hours 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted	Regular Hours 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted
2 PM						
3 PM						
4 PM						
5 PM						
6 PM						

Submit

Enter Time

For the work week indicated in this time calendar, I hereby certify that: (1) I have worked all the hours and/or effort reported on this submission; (b) any overtime was approved by my supervisor prior to being worked; and (c) I received all meals and rest breaks to which I was legally entitled. I understand that misrepresentation of hours worked and/or effort is a violation of law and may lead to disciplinary action, up to and including termination. If I have concerns about my ability to make this certification, I understand I must promptly report these concerns to University Human Resources, Employee/Labor Relations at 515-294-4800.

Following date range will be submitted for approval.

March 10 - 16, 2019 : 40 Hours Total

Total for March 10 - 16, 2019

Regular Hours	40
Overtime Hours	0
Holiday Premium	0
Non-Regular Hours	0
Absence Hours	0
Total Hours	40
On Call Hours	0

enter your comment

Submit Cancel