

Workday Day-One Checklist

Action	Steps
Log in to Workday	Log in to Workday (also available from your ZENworks Window). https://www.myworkday.com/trinityhealth/login.html Enter your network user ID and password.*If you're having issues logging in, call Information Resources 614-234-8700 Click on Let's Get Started to view Home page icons and navigation options.
Review Personal Information	Click on Personal Information icon (icons are referred to as 'Apps' in Workday). Select Contact Information : <ul style="list-style-type: none"> • Verify Home Address and Phone—make updates by clicking Edit in upper left of page. • Work Contact Information – make sure to add your office phone number so it can be displayed in Outlook. Select Personal Information : <ul style="list-style-type: none"> • Verify and update as needed, add Military Service if applicable. Select and review Emergency Contacts : Refer to job aid for more information on managing Personal Information . Once changes are completed, return to Home page using Home icon in upper left of screen.
Review Benefits	Click on Benefits icon/Worklet. Review your benefits information: <ul style="list-style-type: none"> • Elections • Beneficiaries – select Edit to make changes • Dependents
Review Pay	Click on Pay Worklet. Review pay information: <ul style="list-style-type: none"> • Withholdings • Payment Elections • Direct Deposit click Payslips to view pay data. Return to Home page using Home icon in upper left of screen.
(Managers) Review Organization	Click on My Team Worklet from the Home page. Select My Org Chart . Review department information—Workday org structures will be used for activities and measures throughout the year, including the Colleague Engagement and Safety Survey, so please verify: <ul style="list-style-type: none"> • Reporting relationships • Positions If organizational updates are needed, go back to the My Team page and select from options available under the heading Actions : <ul style="list-style-type: none"> • End Additional Job • Terminations For Add Job or to make any other organization changes, please contact your local HR Business Partner. Return to Home page using Home icon in upper left of screen.
Check Inbox	Click on Inbox Worklet. Review any pending items. Contact your local HR Business Partner for assistance with Inbox filters if needed. Return to Home page using Home icon in upper left of screen.
Signing out of Workday	Click the Workday icon in upper right corner of the screen. Select Sign Out .
Install Workday phone app	Refer to the Network Login Reference Guide to download the Workday application for your iPhone or Android for access anywhere, anytime.
Issues/Questions	Call the HR Service Center at 1-877-750-4748 (HR4U), or visit the HR4U Colleague Portal https://hr4u.trinity-health.org/