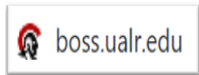


# Checklist-Access Workday!

*\*For New Hires with I-9 Documents submitted and processed by HR*

*Note: Once documents are processed it can take up to three days to sync in the system.*



## Log in to BOSS for University Accounts

- To find your UA Little Rock **University Accounts** (i.e. T#, Email address, Original NetID) you will need to set up your BOSS account.
- Go to **boss.ualr.edu**
  - **Select Secure Login**
  - If you do not know your **User ID** (T#) enter your Social Security number in User ID (leave the **PIN** blank) and select **Login**. The T# will be displayed in **RED** at the top.
  - Enter the T# in the USER ID
  - Select Forgot PIN
    - You will be asked your DOB, Last four of SSN and your email (if you are new this will be the email you provided during the hiring process).
    - If you have previously worked at UA Little Rock or have been a student it will ask a question you selected during your original PIN setup. (*If you experience any issues, please create an [IT Services Help](#) ticket!*)
  - Select Personal Information link
  - Select View System Accounts and Change Password link
    - Scroll down and you will find your University Accounts
    - Scroll down to Password
      - Create a new password using the **requirements required**
    - Select Change Password. This will be the password you use to log in to most of your University accounts (i.e. Workday, Email).



## Access Workday

- To access Workday, **use Google Chrome**, the recommended browser for Workday.
- Navigate to [workday.ualr.edu](http://workday.ualr.edu) (*bookmark this page!*)
- Log in with your UALR email and Password you created in BOSS (NetID 2.0).**
  - You may be prompted to authenticate via Multi-Factor Authentication (MFA) or set up MFA if you have not done so previously for [both UA Little Rock and UA System accounts](#).
- You will automatically be logged into Workday.



## Review your Benefits

- View your benefits elections** by clicking the **Benefits** App on your home page.
- Verify your benefits elections are correct by clicking the **Benefit Elections** button.
  - Let your HR team know if this information is incorrect.
- View or add dependents** by clicking [Change > Dependents](#).
- Add beneficiaries** by clicking [Change > Beneficiaries](#).
  - *This must be completed when you log into Workday!*

# Checklist-Access Workday!

*\*For New Hires with I-9 Documents submitted and processed by HR  
Note: Once documents are processed it can take up to three days to sync in the system.*



## Review your Personal Information

- To access your Workday profile page, click your **Profile icon (cloud or your picture in right hand corner)**, then select **View Profile**.
- Add your professional photo** by clicking [Actions > Personal Data > Change My Photo](#).
- Add or edit your **contact information** under the **Contact tab**.
  - Addresses
  - Email Addresses
  - Phone Numbers
- Add or edit your **emergency contacts** under the **Contact tab**.
- Modify your **Personal Information** by clicking on the **Personal tab**.
- If necessary, **change your legal name or preferred name** by clicking [Actions > Personal Information > Change My Legal Name / Change My Preferred Name](#).
- Check to see if your Manager is correctly listed**.
  - Let your Manager know if this information is incorrect.



## Review your Payment Options

- Add or edit a direct deposit account and manage payment elections** by selecting your **Profile icon (cloud or your picture in right hand corner)**>[View Profile](#)>[Pay](#) ([Pay](#) is in the blue column to the right of the screen. You may need to click [More](#) to see [Pay](#) option). **NOTE:** You must be either physically on the main campus or connected to the upgraded University [VPN](#) to set up direct deposit. Please select the link to set up your Virtual Private Network if needed.
- You can **view or print payslips** from the [Pay](#) screen at the top of the page click [Payslips](#).
- View your tax documents** from the [Pay](#) screen at the top of the page click [My Tax Documents](#).



## Change Your Work Space

- In the Search bar**, type [Change My Work Space](#).
- Update your Work Space to your current building and room location.
- Click **Submit**.
- Enter the Effective Date of today, and your Work Space.



## Check your Workday Inbox

*You can access your Inbox using your desktop/web browser or mobile device.*

- Access your Workday Inbox** by clicking the [Inbox icon](#) next to your Profile icon.
  - Your Inbox includes tasks, approvals, to dos, and other items sent to you as part of your institution's business processes.
- Click the Actions tab** to view your business process tasks, approvals, and to dos.

# Checklist-Access Workday!

**\*For New Employees with I-9 Documents submitted and verified by HR**

*Note: Once documents are processed it can take up to three days to sync in the system.*



## MANAGERS ONLY: Review and Manage your Direct Reports

All Managers have the **My Team Management app** on their Workday home page.

- Review your direct reports** in [My Team](#).
  - My Team displays the photo, name, job title, and work location of all employees you supervise.
  - You may need to click [View More](#) to view your full team. Clicking on an employee will take you to their Workday Profile.
  - Alert your institution's HR Partner and Security Partner if your direct reports listed are incorrect.



Learning

## Workday Learning

**Workday Learning is the home for Workday training.** Workday Learning allows current and new employees to access training materials directly in Workday. To access Workday Learning, click the **Learning** app on your Workday home page. You will find useful Videos, Quick Reference Guides, and more to help guide you in Workday.



## If you experience a problem!

*If you experience any problems in this process, please contact [IT Services](#) for assistance.*