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.

boss.ualr.edu

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.
    - 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** *(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!*

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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 on campus or connected to the upgraded University VPN to set up direct deposit.
- ❑ 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

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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.

If you experience a problem!

If you experience any problems in this process, please contact IT Services for assistance.