


Getting Started with Workday

(All Employees)

Get to know the Workday system and verify your information by completing this checklist.

To access Workday, visit MyWilliams and the MyTools menu.

 Explore the system and follow the steps below to review or update your information in Workday. For each process, you can refer to the corresponding step-by-step Quick Reference Guide, available on the [Workday site](#).



View/Update your **Personal Information**



View/Update your **Pay Information and Elections**



Verify **PTO/Leave Balances** and review process for submitting and approving time off



Review process for entering **Time**



View/Update your **Career Information**



View and register for required and optional **Learning**



Use the organization chart to view your team



Explore Workday

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View/Update your **Personal Information**

Make sure your personal info is correct.

- ☐ Select the **Personal Information** application from the homepage
- ☐ Select **Contact Information** to view or change your address, or **Emergency Contacts** to add or update a contact. Follow the prompts to make changes if necessary, and click **Submit** to save the updates.



View/Update your **Pay Information and Elections**

Validate that your pay information, pay elections and withholding elections are accurate.

- ☐ Select the **Pay** application from the homepage
- ☐ Go to **Payslips** in the View column
- ☐ To make changes to your **Payment Elections** – like **direct deposit** information and distribution across accounts – go to **Payment Elections** in the Actions column and click **Edit**. You can split distribution for regular pay and bonus pay.



Verify **PTO/Leave Balances** and review process for submitting time off

In Workday, time away from work is called absence. Check to make sure your absence balances to date are correct, and enter any upcoming PTO or other absences.

- ☐ Select the **Absence** application from the homepage
- ☐ Review the **Available Balance as of Today** section. If you believe there is an error, contact Williams Way to Answers or call (918) 573-5400 or 1-800-Williams (945-5426), option 3, then option 3 again.
- ☐ To enter upcoming time off, click **Request Absence**. Follow the prompts to submit time off for manager approval.

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Review process for entering and approving **Time**

Get familiar with how to track time in Workday, as it may vary by employee type [e.g., Exempt, Non-exempt (Shift/Non-shift)]. If you do not currently enter time, you will not need to do so in Workday. As is done today, you will need to charge time to projects and overrides as required.

- ☐ Select the **Time** application from the homepage
- ☐ Select from the **Enter Time** column to enter time worked or project overrides



Review/Update your **Career Information**

Review the information in this section and make any necessary updates.

- ☐ Select the Career application on your homepage to review or update your:
 - ☐ Job History
 - ☐ Education
 - ☐ Languages
 - ☐ Internal Projects (development experiences and special projects)
 - ☐ Relocation preferences
 - ☐ Career Profile (Certifications, Achievements, Professional Affiliations, Career Interests, etc.)



Review and register for required and optional **Learning**

Review assigned/required courses and due dates using the Learning application and select browse to view optional training offerings.



Use the organization chart to view **your team**

The organization chart can be found in your profile.



Explore **Workday**

By completing the above, you've likely found that Workday is intuitive. Take some time to try the search feature, and explore applications such as Directory and Career.