

Getting Started with Workday People Leaders



Get to know Workday and verify your information by completing these tasks!
When you login for the first time, some of these tasks will appear as notifications.

Accessing Workday

- Go to the App Store or Google Play and search “Workday” to download the mobile app. The organization ID is: Medline.
- Log into Workday via desktop [here](#), or via the app on your mobile device with your Medline SSO credentials.
- Refer to the email you received on July 1, 2024 from Corporate Communications with personal log-in instructions and additional information.

TASK 1

Verify your Personal Information

Workday is now the system of record for your personal information, such as your home address, emergency contacts, and more.

- Click **View All Apps** on your Workday homepage, then select the **Personal Information** application.
 - Under the **Change** column, select **Contact Information** to view or change your own information (e.g. home address), or **Emergency Contacts** to add or update an emergency contact.
 - Under the **Change** column, select **Photo** to upload a photo for your **Workday Profile**. Drag and drop the new photo or click **Select Files**. Once you upload your photo, crop how you would like it to appear then click **OK**.
- Follow the prompts to make necessary changes, then click **Submit** to save any updates.



TASK 2

Validate your Pay Information

Review your payslips, tax withholding elections, payment elections, and direct deposit information to confirm all your pay information is up-to-date.

***Please note, your first payslip will be visible once July payroll is processed.**

- Click **View All Apps** on your Workday homepage, then select the **Pay** application.
 - Under **View**, select **Payslips** to view and print payslips.
 - Under **Actions**, select **Withholding Elections** to view your tax elections and allocations.
 - Under **Actions**, select **Payment Elections** to view or change your banking information for direct deposit. You can **Edit**, **Remove**, or **View** existing banking information, or **Add** new accounts.
- Follow the prompts to make necessary changes, then click **Submit** to save any updates.



TASK 3

Validate your Org Chart and Direct Reports

In Workday, every person belongs to a Supervisory Organization – also known as a reporting structure. You can see this structure reflected in your Org Chart.

- To check your **Org Chart**, click the **Avatar (person)** icon in the top right-hand corner of your screen, then select **View Profile**.
- On your profile, click on the **Team** icon under your name to view your Org Chart. Confirm that your direct reports and reporting structure are displaying correctly.
- If your Org Chart is incorrect, follow the instructions in the **Need Help** section of this checklist.

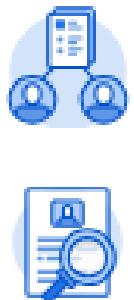


TASK 4

Make sure you have access to Manager Tools

Workday makes it quick and easy for you as a people leader to view team information or take action to grow your teams.

- Click **View All Apps** on your Workday homepage, then select the **My Team Management** application. This app provides you with direct access to key team reports/actions related to managing your team.
- Confirm you have access to the **Recruiting Dashboard** application by following the same steps. This app enables you to start job requisitions, view your open job requisitions, and more.
- If you don't have one of these apps pre-loaded on your Workday apps list, adding it is simple! Just click **View All Apps** then **Add Apps** to search for the app by name and add it.



TASK 5

Update your Career Information

Think of the **Career Profile** as an internal LinkedIn Profile that captures your background and skills in one convenient location. You can view this information for your direct reports, and these details will automatically populate if you apply for any jobs at Medline through Workday.

- Click on the **Avatar (person)** icon in the top right-hand corner of your screen, then select **View Profile**.
- On your profile, select the **Career** tab from the left-hand menu.
- Here, you can update the sub-tabs for **Learning**, **Education**, **Job History**, **Skills**, **Language**, **Interests**, and **Internal Projects**.



Did you know?

You can browse and apply for jobs across Medline in Workday. To get started, click **View All Apps** on your Workday homepage, then select the **Jobs Hub** application to be taken to Medline's internal job board.



Need help?

- **If you need help navigating or completing processes:** Visit the [HR Zendesk](#) to access all reference guides and/or Workday Learning to access training courses with guided simulations.
- **If you need additional technical support, notice your reporting structure is incorrect, or can't get into the system at all:** contact your Change Champion for more information. Change Champion assignments can be found on [here](#) on The Source.

