

# Getting Started with Workday Employees



## 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. (If you need support accessing the App Store or Google Play, visit: <https://support.google.com/googleplay> or <https://support.apple.com/.>)

- New Medline Workday User ID is **first name initial, last name initial, Employee Number, @medline.com** (example: John Taylor would be JT123456@medline.com)
- New Password is **DOB MM/DD/YYYY, Work Location, Last 4 of SSN** (For Ops – 3 Character Branch Code upper case, For Manufacturing = MFG) (example: 04/17/1976MFG9328 *including back slashes*). **Please note, this password is temporary and you will be asked to change it.**

## 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 Manager and Org Chart

*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. You will see a hierarchical overview, including your peer colleagues and supervising manager.
- If your Org Chart is incorrect, follow the instructions in the **Need Help** section of this checklist.



## TASK 4

### Update your Career Information

*Think of the Career tab of your Workday Profile as an internal LinkedIn Profile that captures your background and skills in one convenient location. Your people manager will have visibility into this information, and these details will automatically populate if you apply for any Medline jobs 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 within 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.



## TASK 5

### Explore Workday

*By completing the above, we hope you have found that Workday is an intuitive platform. Take some time to try the **Search** feature and explore additional applications. Use the **Search** feature to search for tasks, people, reports, and more.*



### Need help?

- **If you need help navigating or completing processes:** Work with your site HRBP or Change Champion to receive assistance. You will also have access to printed reference materials and job aids at your site.

