Day one
ready guide
Welcome to your day one ready guide.

This guide has been developed to support your first steps in using Workday.
Accessing Workday

There are several ways to access Workday, please select the method(s) you prefer:

**My.UQ dashboard**
Visit my.UQ dashboard and under UQ Sites and Systems select “Workday”.

**Workday directly**
Visit workday.uq.edu.au
Enter your uq username and password following single sign on protocols.

**Mobile app**
Search for “Workday” in the Apple App Store or Google Play Store. Download and open the app. Click the cog in the upper left hand corner to access the general settings and enter the following:

Tenant: uq
Web address: https://wd3.myworkday.com

Alternatively, scan the QR Code from the Profile Menu. To access the QR Code, login to Workday, click the Worker Profile photo, select My Account > Organisation ID.
Day one checklist

Complete the checklist items below, which are grouped by the applications/icons you will see on your home page. As you progress through each item, further guidance and information is available via the short URL links provided. Alternatively, additional support resources can be found on pages 9 and 10.

**Personal Information**

Click the Worker profile photo. From the drop-down menu, click View Profile to access and verify the following information.

**REVIEW and UPDATE:**

- **Personal information**
  From the tabs on the left-hand side, click Personal and Edit to update. For further guidance, please review Update My Personal Information online via t.ly/85oM.

- **Home Address**
  From the tabs on the left-hand side, click Contact and Edit. Click the Pencil to update. For further guidance, please review Update My Contact Information online via t.ly/YtX3.

- **Phone Number**
  From the tabs on the left-hand side, click Contact and Edit. Click the Pencil to update. For further guidance, please review Update My Contact Information online via t.ly/7Rqx.

- **Emergency Contacts**
  From the tabs on the left-hand side, click Contact. Click the Emergency Contacts tab and Edit. Click the Pencil to update. For further guidance, please review Update My Emergency Contacts online via t.ly/f1ja.

**ADD**

- **Profile photo**
  From the tabs on the left-hand side, click Actions > Personal Data > Change My Photo. For further guidance, please review Change My Photo online via t.ly/KLoF.

**Career**

Click the Career application to access and verify the following information.

**REVIEW and UPDATE:**

- **Education**
  Under View, click Education. Click Edit alongside the record to be updated.

**Pay**

Click the Worker profile photo. From the drop-down menu, click View Profile to access and verify the following information.

**REVIEW**

- **Compensation**
  From the tabs on the left-hand side, click Compensation. Click the tabs to review your compensation information.

  Please note: Your total rewards annualised figures are indicative only and are based on your current base pay and allowances. For your actual pay please refer to your payslip, available on the payslips tab under the pay menu (following the next pay cycle).

**REVIEW and UPDATE:**

- **Bank Details**
  From the tabs on the left-hand side, click Pay. On the Payment Elections tab click Edit to the right of the account or payment election to update. For further guidance review Update My Bank Details online via t.ly/8zNh.
Directory
Click the Directory application to access and view the following information.

VIEW:
- **My Org Chart**
  Under **View**, click **More** then click **My Org Chart**. Click the drop down arrow on the left of the Org Chart (平等) to filter by Contingent Workers and Open Positions.
- **Find Workers**
  Under **View**, click **Find Workers**. Enter a partial name in the search bar and click **Search**. You can further refine your search results by selecting additional filters from the list on the left-hand side of the page.

View My Team Management
Click the **My Team Management** application to access and verify the following information.

REVIEW
- **My Team Management**
  For further guidance, please review **My Team Management** online via t.ly/10nf.

Delegations
Click the **Inbox** to access the link to Delegations.
- **Add (if required)**
- **Delegations**
  Click the down arrow below Archive, then click **My Delegations**. Click Manage Delegations to add a delegation arrangement. For further guidance, please review Manage My Delegations online via t.ly/opM2.

Inbox
Click the **Inbox** to access your Workday tasks regularly.

**VIEW DAILY**
- **Actions tab**
  Lists inbox items awaiting action. Filter inbox items by clicking the **Viewing dropdown arrow**. Sort inbox items by clicking the **Sort By dropdown arrow**.
- **Archive tab**
  The Archive tab provides access to the status of any business processes in which you have been involved. Once an inbox item is completed, it will automatically move from the Actions tab to the Archive tab listing items archived within the last 30 days. Click the down arrow menu to the right to view archived items older than 30 days by clicking **View More Processes**.
Home page

The Workday Home page for employees (image 1) and managers/supervisors (image 2) will differ slightly in terms of the applications that are available to them. The shared navigation features are listed below.

**UQ logo**
Click to return to the Home page from anywhere in Workday.

**Configure applications icon**
Click to select the available applications on your home page.

**Quick Access**
Click for shortcuts and your most used applications.

**Notifications bell**
Click to access your Notifications for information – no action required.

**Inbox**
Click to access the Workday inbox for your tasks – action required.

**Profile**
Click to change your password, set up favourites and sign out.

The following pages provide an overview of the home page navigation and descriptions of the applications/icons available to all employees and the additional few that are specific to managers/supervisors.
Workday Search

Enter a word or a partial name in the search bar to search for people, processes and reports.

Scenario: Search for your manager (e.g Naomi Dahl)
1. Type “dahl” and press Enter.
2. Select Naomi Dahl from the list of results.

Scenario: Search for your leave balances
3. Type “leave” in the search field and press Enter.
4. Select My Time Off from the list of results.

Note: Your most recent searches will appear in the search drop-down.

Applications

Below is a list of the applications that are available to employees in Workday.

Onboarding (new starters)
View tasks and information assigned during the onboarding process.

Absence
Request and correct absences, view and predict leave balances, view team leave calendar.

Talent and Performance
Track goals and request feedback, view and manage skills and experience, performance and career development.

Learning
Access mandatory training, browse learning content and enrol in courses, track progress and completion of learning.

Request
Create requests, e.g. purchased leave, request a reference letter.

Personal Information
Add or change contact information and emergency contacts, modify personal information.

Pay
View your payslips.

Directory
View the organisational chart, a UQ staff directory by Location, or use the powerful find workers function to find UQ staff that meet specific criteria i.e. Academic Rank, Job Classification, Fields of Study, Location.

Career
Search for jobs within UQ, create job alerts, and manage your job applications.
Below is a list of the applications that are available for managers/supervisors in Workday.

**My Team Management**
View and change team information, organisational chart, team's learning, team members currently on leave, team's upcoming time off and employees with contracts.

**Team Performance**
Track team goals, start development plans, run a suite of reports including probation reviews due, view performance reviews due, in progress and complete.

**Recruiting**
Create a job requisition to fill a vacancy, find candidates for vacancies and view all recruiting jobs.

**Birthdays**
Informs managers of when their team members have a birthday within the next two weeks.

**Compensation and Benefits Dashboard**
View your team’s compensation and benefit information including compensation changes that are in progress and one-time payment history.

**Academic Dashboard**
Allows a Manager to select specific reports for Academic Appointments (Affiliations and Service Roles), as well as include links to other favourite reports.
Digital learning can be accessed on the Systems Training Hub via the short URL link below. Digital learning consists of several resources to support you with using Workday such as, simulation videos and quick reference guides.

t.ly/pUpt
Local support
Local on the ground support, such as:
1. Your Manager/Supervisor
2. Local AskHR representative
3. Local HR Client Partnering representative

AskHR
Additional support in relation to specific processes and support for users on how to find the right information. Any technical troubleshooting enquiries will be escalated to the Systems Support team for investigation.
email askhr@uq.edu.au | phone (07) 3365 2623
web support.staff.uq.edu.au/app/support

Systems Support
The Human Capital Management Solution Support Team (within Human Resources) will be working closely with the ITS support teams (eg ITS Service Desk, Integrations) to ensure any technical/troubleshooting issues are responded to in a timely manner.

For additional support, please follow the escalation pathway detailed in the post go-live support model below.
Thank you for your continued support as we deliver a Human Capital Management Solution that enables a greater employee experience.