

Marymount Faculty and Staff,

One week from today (9/30), Workday will be live! Please read below for important information to help prepare for this significant change for the university.

Town Hall Highlights

We had a great turn out to the Workday Town Hall on September 18th, but if you couldn't make it, here are the highlights:

- To login to Workday, you will need to use a second factor of authentication in addition to your MU password. Options to receive the second factor include the Okta Verify mobile app, text message, Google Authenticator mobile app or phone call (mobile or landline).
- Non-exempt (Hourly) workers will enter time and absences (time off and leave) in Workday; Exempt workers don't need to enter time, ONLY absences (time off and leave)
- Employees can update their personal information (as well as banking and tax information) online
- New hires will be able to set up their MU email in advance of their start date
- And much more...go to the [SaintsConnect portal page](#) and view **What's Happening? - > Events** for the presentation and recording of the event

Logging in to Workday with Two Factor Authentication

Workday is highly secure and security is incorporated throughout the system design. To login to Workday, you will need to use a second factor of authentication to login in addition to your MU password.

Please review the job aids on the [SaintsConnect portal page](#) so that you are prepared to set up your second factor when you login to Workday for the first time. These aids can be found under **Employee Resources -> Logging Into Workday with Multi-factor Authentication**

The easiest way to login to Workday will be to download the Okta Verify mobile app which you can do now! While you are at it, please go ahead and download the Workday mobile app too.

If you are not comfortable using your mobile phone to receive your second factor of authentication, please email its@marymount.edu and request an exception.

Workday Wednesdays

The first Workday Wednesday will be held September 25th and sessions will continue through the end of November. The sessions will be held from 11am – 12pm in Rowley G217 and cover specific an variety of topics. Here are the dates and topics for the first four Workday Wednesdays:

- *09/25: Employee Self Service Activities*
- *10/02: Time Entry /Time Approval*
- *10/09: Manager Functions*
- *10/16: Recruiting*

Checklist Challenge

On September 30th, all employees will be asked to log onto Workday and complete the Checklist Challenge. The Checklist Challenge will ask you to verify your information and notify the project team if there are any errors. The Challenge part is that we are going to be providing lunch to 3 organizations (previously called departments) who have the highest percentage or number of people completing the challenge by end of the week. So make sure you encourage your colleagues to complete the Workday Checklist Challenge and be one of the winners for this prize.

Go Live Activities

On September 30th and periodically throughout the next two weeks in the Lee Center and Ballston Center there will be celebrations and hands on opportunities to get help with Workday. Go to the [SaintsConnect portal page](#) and view **What's Happening? -> Events** for more details.

Thank you for your continued support and preparation for next week's launch.

Steve Munson
Chief Information Officer

Workday Tip of the Week

Workday has its own vocabulary, so here are some translations for you to learn:

Old Term = Workday Term

Department = Organization

Pay Advice = Payslip

Appointment = Assignment

Job Posting = Job Requisition

