



Marymount Faculty and Staff,

Workday will be live on Monday at 8AM! Please see below for some important reminders to help you get started with Workday.

**Need Help?**

If you need assistance, please engage the HR, Payroll or IT team based on the type of issue (same as how you would contact these teams pre-Workday).

*Issues related to your employee records, benefits, recruiting, onboarding, personnel actions:*  
Human Resources [hr@marymount.edu](mailto:hr@marymount.edu)

*Issues related to pay or taxes:*  
Payroll [payroll@marymount.edu](mailto:payroll@marymount.edu)

*Issues logging in, system security or any other Workday questions:*  
IT Support Services [its@marymount.edu](mailto:its@marymount.edu) or 703-526-6990

*Remote Help Desks*

The project team will have several “remote help desks” over the course of next week. Day and times are:

*Lee Center Atrium (Main Campus)*

Monday 10AM-Noon  
Tuesday 10AM-Noon  
Wednesday 10AM-Noon

*Ballston Center Lobby*

Monday 4-6PM  
Tuesday 4-6PM  
Wednesday 4-6PM

**Logging in to Workday with Two Factor Authentication**

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. Once we are live on Monday, you will be able to activate these applications to use with Marymount Workday.

*If you are not comfortable using your mobile phone to receive your second factor of authentication, please email [its@marymount.edu](mailto:its@marymount.edu) and request an exception.*

### **Workday Wednesday**

Our first Workday Wednesday Employee Self Service Training was a great success and very well attended (thank you!). The event was recorded and a video for the event will soon be posted on the [SaintsConnect portal page](#) under **What's Happening -> Training**.

These sessions will be held from 11AM – Noon in Rowley G217 and you can also join remotely through Zoom. The Zoom links will be available on the [SaintsConnect portal page](#) under **What's Happening? -> Training**.

*Upcoming Workday Wednesday Sessions:*

*10/02 Time Entry/Time Approval*

*10/09 Manager Functions*

*10/06 Recruiting*

### **Checklist Challenge**

When you log into Workday, you will see a notification in your Inbox that asks you to participate in the Checklist Challenge. Please review this message and take the Checklist Challenge! Participating departments will be eligible for a drawing for a team lunch.

Participating in the Challenge will help you to get oriented to Workday, and there is some key information that we need your help to update (not brought over from Colleague). This information includes:

*Emergency Contact Information*

*Beneficiaries*

*Consent for Electronic Delivery of W-2 (if applicable)*

Please update this information in Workday when you login for the first time. Thank you for your continued support of the Workday project!

Steve Munson

Chief Information Officer

### **Workday Tip of the Week**

Workday will not have your past pay and tax documents such as pay advices and W-2s. Past pay and tax documents (e.g. 2018 W-2) will need to be accessed via Marynet.