



Workday Wednesday

September 25, 2019 (Go-Live in 5 days!)

Topic: Employee Self-Service

- Okta Login Information
- Employee Profile
 - Accuracy of information
 - Business title and position
 - Hire date
 - Service
 - Work location
- Organization
 - Organization accuracy
 - Direct reports
 - Team members
- Compensation
 - Payment amount
 - Plan type (hourly or salary employment)
- Benefits
 - Benefits elections
 - Dependents
- Contacts
 - Updating contact information
 - Emergency contact information
- Need help?
 - SaintsConnect Page: my.marymount.edu/SaintsConnect
 - E-mail hr@marymount.edu for HR-related tasks and processes
 - For payroll issues, contact the payroll department
 - Contact its@marymount.edu for IT-related issues