



Workday Wednesday

October 9, 2019

Topic: Manager Transactions

- Manager Personnel Action Functions (require manager approval)
 - Enter Time worked in Time Tracking
 - Managing Time Off and Absence for your Team
 - Correcting/Modify Absence
 - Termination and Resignation
 - One Time Payments
- Organization
 - Organization accuracy - check team, check org chart
 - Direct reports
 - Team members
- Delegation
 - Create a delegation
 - Cancel/Modify delegation
- 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