



Workday Wednesday

October 23, 2019

Topic: Advanced Manager Functions

- Important post-hire transactions
 - Understanding termination vs. job changes
 - Approval process
 - Transferring employees
- Absence approval by managers
 - Correcting absence requests that have already been approved
- Payroll
 - Managers approving time
- 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