

## WORKDAY FAQs

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### **How to access Workday**

To access Workday, [click here](#) and sign in using your MarymountID username and password.

### **Who to contact for help**

For HR issues contact Human Resources  
Office Information Ireton Hall 1017  
Hours: Monday through Friday 8am-5pm  
Phone: (703) 284-1680

For Payroll issues contact Payroll  
Hours: Monday through Friday 8am-5pm  
Phone: (703) 526-6992 or (703) 284-1485

For Workday system issue IT  
Help is available at the IT Support Services  
Office hours: 8 a.m. – 6 p.m. Monday – Friday  
Phone support hours: 7:30 a.m. – 7 p.m. Monday – Friday  
Telephone: (703) 526-6990

### **Which Browser to use to access Workday**

Google Chrome is the preferred browser for Workday. Mozilla Firefox and Apple Safari may also be used.

### **How to access Workday on a mobile device**

See the [Using Workday Mobile](#) page to view instructions for installing and using Workday's mobile app.

### **How to find the User Guides**

User Guides are quick reference materials for frequently used processes that many employees will carry out in Workday. User Guides will be available online 24/7 at <https://my.marymount.edu/saintsconnect>.

### **How to change benefits without getting in touch with Human Resources**

Choosing benefits, called “Benefit Elections” in Workday, is an employee self-service function so you will be able to choose or change your benefits yourself. If you just want to check what benefits you have, you can do that in Workday, too, anytime, anywhere.

### **How to find the name of your HR Support person**

Each person can click on their own name and they will see their profile within Workday. Go to the tab labeled Support Roles to view the people in Benefits, Compensation, Human Resources and Payroll who are assigned for your support.

### **How to view Payslips**

From the Pay icon you may view, download or print your payslip details. Click on the **Payslips** link to view a spreadsheet listing of all payslips which can be downloaded or printed. Click on a **specific payroll date** to view the details of a single payslip which can be downloaded or printed. To change whether to receive payslips by mail or electronically, click on the button labeled **“Change Payslip Printing Elections.”**

### **How to deposit different amounts into different accounts**

Yes. Workday will let you select what portion of your pay and your expense claims you want to be deposited into each account.

### **Will an employee get paid if they do not submit their hours?**

If an employee does not submit any time entries for the pay period, then there will be no pay processed for them. They must enter their time for the missed pay period and they will get paid on the next payroll run.

### **What happens if an employee enters more time than the contracted amount?**

If the employee enters time greater than the contracted amount, the employee receives an alert. The employee is still able to submit the time. The Manager will see an alert indicating that the hours reported exceed the weekly scheduled hours. The Manager may decline to approve the time entry or may amend the time entered.

### **If your personal information is wrong in Workday:**

All employee information comes from Workday. Depending on the desired update, the employee can update their Contact information in Workday (some updates require approval) or contact the Human Resource Office for assistance in making your change.

### **What reports are available?**

Many of the links within the Home page icons available to managers are internal Workday reports that are immediately accessible. You may also search for reports by name using the **Search box** – it is best to refine your search by selecting the Reports search category. There are many standard reports available in Workday, and there are custom reports that may be created for you by Human Resources. Please contact Human Resources if there is any information you need that you have not found in Workday.

### **How to download information and reports in Workday**

Whenever you request a listing of information in Workday, a report is prepared and shown within the Workday system. Information shown in Workday is also available to download and to print. From any page in Workday, look for the Excel icon and the Print icon in the upper right corner to request the information to be downloaded and/or printed.