

SAINTS CONNECT Tips and Tricks

OVERVIEW

Below are some tips and tricks on some Workday terminology and how to manage your notifications inside the system.

TRANSLATING WORKDAY LANGUAGE

Some of the terms used in Workday are new or different than in our previous processes. Here are some common terms to be aware of:

Workday Name	Former or Common Name
Payslip	Pay Advice
Job Requisition	Position Budget Approval
Object	Ledger Account
Time Worklet/Enter Time	Timesheet
Cost Center	GL Number
None (Now Electric)	Personnel Action Form (PAF)
Time Off Request	Vacation & Sick Leave Reporting

MANAGE YOUR NOTIFICATIONS

You have two options for when Workday notifications can arrive in your Marymount email inbox:

1. Immediately – you'll get an email right after an action item is sent to your Workday Inbox
2. Daily digest – you'll get a single email at 6am each day with a list of the items waiting for you in your Inbox

To view or change your notification preferences, follow these steps:

1. Click on your name/photo in the top right-hand corner and select "My Account"
2. Select "Change Preferences"
3. The notification settings are at the bottom of the Change Preferences screen and you can specify preferences using the box on the right - hit **OK** to save.