

HSHS Leaders Toolkit To Workday

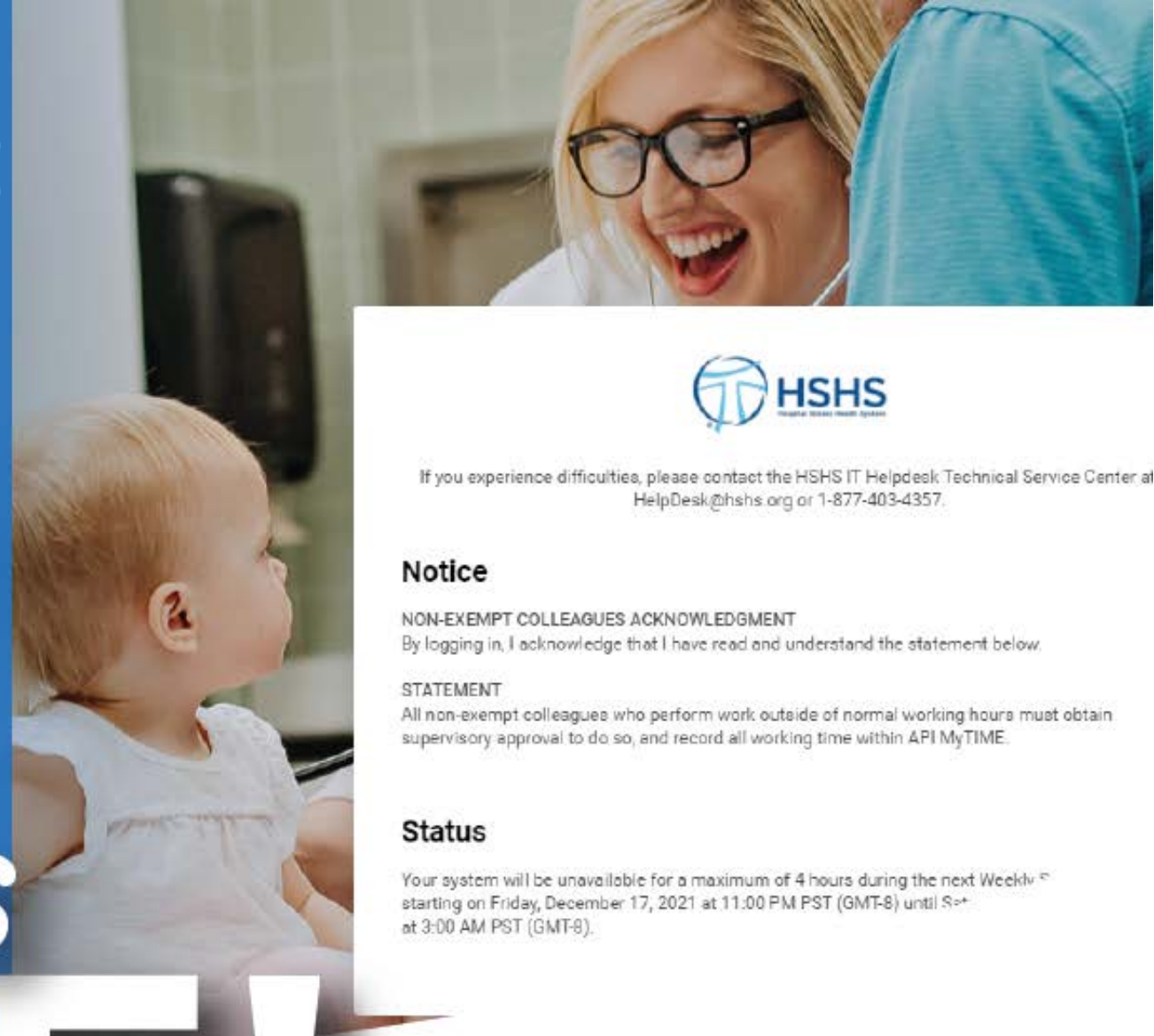
A Clickable Guide for all your Workday needs



Login with Username and Password

Login with Single Sign On

Workday is
LIVE!



If you experience difficulties, please contact the HSHS IT Helpdesk Technical Service Center at HelpDesk@hshs.org or 1-877-403-4357.

Notice

NON-EXEMPT COLLEAGUES ACKNOWLEDGMENT

By logging in, I acknowledge that I have read and understand the statement below.

STATEMENT

All non-exempt colleagues who perform work outside of normal working hours must obtain supervisory approval to do so, and record all working time within API MyTIME.

Status

Your system will be unavailable for a maximum of 4 hours during the next Weeklv starting on Friday, December 17, 2021 at 11:00 PM PST (GMT-8) until 5:00 AM at 3:00 AM PST (GMT-8).

GET STARTED NOW



Workday Resources

To help you get started on your new HSHS experience using Workday, a variety of resources and support have been established for you.

LEARN To Use
[Workday Manager Portal Training](#)



DISCOVER the Experience

myworkday.com/hshs



ASK for Help
[Workday Assistance Request Form](#)



For Technical Assistance, Payroll or API questions please contact the HRIS Support/Command Center #'s or HSHS Helpdesk

Main Line 217-492-6139

HSHS Helpdesk - HelpDesk@hshs.org



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Workday Leader To Do Checklist

Login To Workday



myworkday.com/hshs

Login using SSO option. Multifactor Authentication may prompt you for your network credentials. Use the following:

Username: HSHS email address
Password: Network Password

Download the Workday Mobile App



Download the Workday Mobile App from the Apple or Android Store or Scan the QR code below

Access Workday on the go

Your Organization ID: hshs

Get the Workday mobile app and use your Organization ID to connect.

Scan



Download



Review Your Org Chart



Review all colleagues and positions within your Org Chart.



My Team Management

If you are missing any positions or colleagues, please submit a ticket with MyHR – found here: [Workday Assistance Request Form](#)

Login to API from Workday



Login using the API quick link from the Workday Home page.



API MyTIME



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Workday Communications

To help you get your team started on their new HSHS experience using Workday, please share these materials in your daily huddles.



Workday is LIVE!

We are pleased to announce that Workday is LIVE! Access the NEW HSHS Workday experience by clicking below or visit <https://workday.com/hshs>

Log in to Workday with your credentials
Username = HSHS email address
Password = HSHS Network Password

DON'T FORGET!
Access Workday on the go!
Scan here to download the app >

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Go mobile with Workday!
Scan the code to the right to download the app

To download Workday Mobile on your iPhone:

1. From your device, navigate to the App Store.
2. Enter **Workday** in the search field and select **Workday** from the results.
3. Tap **Get**, then **Install**.
4. Tap **Open** once the app has downloaded.
5. Tap **Log In**. Colleagues should select **SSO** sign in and enter their HSHS email address and network ID password if prompted.
6. Complete the initial setup steps, including agreeing to license agreements and entering company settings. Note that your **Organization ID** is: **hshs**.

To download Workday Mobile on your Android device:

1. From your device, navigate to the Google Play Store.
2. Enter **Workday** in the search field and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app.
4. Tap the **Log In** button. Colleagues should select **SSO** sign in and enter their HSHS email address and network ID password if prompted.
5. Complete the initial setup steps, including agreeing to license agreements and entering company settings. Note that your **Organization ID** is: **hshs**.

You may be asked to enter your credentials
Username = HSHS email address
Password = HSHS Network Password
Please note for your privacy: you must enroll your phone number in InPrivate SMS confirm ID to access the mobile app. To find instructions on how to register, please visit <https://benefits.hshs.org/Workday>.

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Workday is LIVE!

As part of our continuous effort to provide you with the best possible experience, HSHS is transitioning from PeopleSoft HCM to Workday HCM starting in early 2022.

Workday allows you to be in total control, ensuring you have the information you need to make the most of your experience at HSHS. Workday is truly a one-stop solution for HSHS employment, compensation and personal information, providing you with a wealth of information and access at your fingertips.

When navigating through Workday, colleagues can:

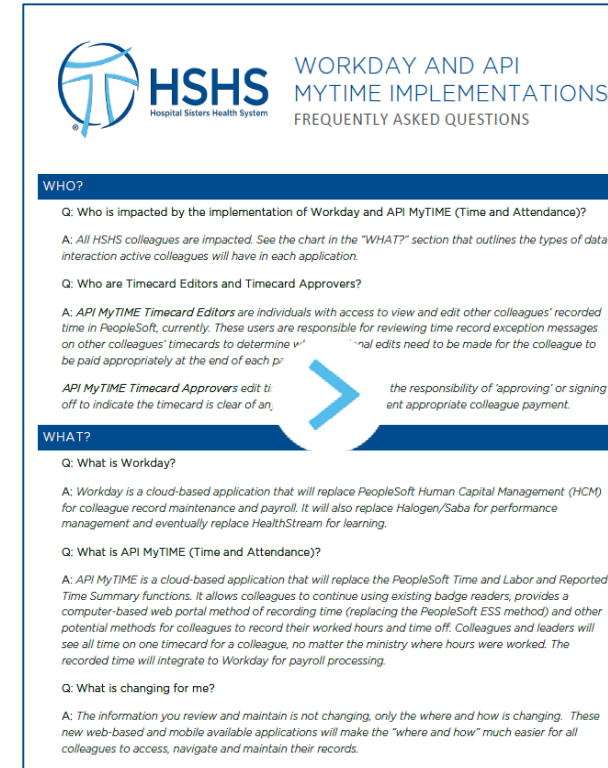
- View pay checks
- Update federal and state taxes
- Make direct deposit updates
- Access W2 information
- See benefits, including life events and annual enrollment
- View PTO balances
- Access MyHR
- Access API MyTIME

Important notice
Your personal, employment and financial information is important and should be kept confidential. HSHS has a strict policy in place to protect your privacy rights.

What's inside:

- Important notice and privacy
- Accessing Workday
- Getting started checklist
- How to register and mobile app
- What is changing
- Navigating Workday

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WORKDAY AND API MYTIME IMPLEMENTATIONS
FREQUENTLY ASKED QUESTIONS

WHO?

Q: Who is impacted by the implementation of Workday and API MyTIME (Time and Attendance)?
A: All HSHS colleagues are impacted. See the chart in the "WHAT?" section that outlines the types of data interaction active colleagues will have in each application.

Q: Who are Timecard Editors and Timecard Approvers?
A: API MyTIME Timecard Editors are individuals with access to view and edit other colleagues' recorded time in PeopleSoft, currently. These users are responsible for reviewing time record exception messages on other colleagues' timecards to determine what adjustments need to be made for the colleague to be paid appropriately at the end of each pay period.

API MyTIME Timecard Approvers edit time off to indicate the timecard is clear of an exception, which is the responsibility of approving or signing off on appropriate colleague payment.

WHAT?

Q: What is Workday?
A: Workday is a cloud-based application that will replace PeopleSoft Human Capital Management (HCM) for colleague record maintenance and payroll. It will also replace Halogen/Saba for performance management and eventually replace HealthStream for learning.

Q: What is API MyTIME (Time and Attendance)?
A: API MyTIME is a cloud-based application that will replace the PeopleSoft Time and Labor and Reported Time Summary functions. It allows colleagues to continue using existing badge readers, provides a computer-based web portal method of recording time (replacing the PeopleSoft ESS method) and other potential methods for colleagues to record their worked hours and time off. Colleagues and leaders will see all time on one timecard for a colleague, no matter the ministry where hours were worked. The recorded time will integrate to Workday for payroll processing.

Q: What is changing for me?
A: The information you review and maintain is not changing, only the where and how is changing. These new web-based and mobile available applications will make the "where and how" much easier for all colleagues to access, navigate and maintain their records.



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A better way to work.

DON'T FORGET!

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Scan here to download the app >*



Workday On The Go – Download the Mobile App



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Quick Access to Training Videos

Key Leader Processes

1

Creating
Requisitions



2

Job Changes
(The NEW
Change of Status)



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Terminations



4

Leader Reports



Click any  icon above to watch the Workday
Training Videos



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Questions? We are here to **HELP**



A Better Way to Work

For Assistance on how to navigate Workday, questions on your team Org Chart or your colleagues data, please contact the HR Service Center within the MyHR Portal or complete the form below.

[Workday Assistance Request for Leaders](#)



HSHS Help Desk
1-877-403-4357

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