

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 beginning January 1, 2022.

Workday allows you to be in total control, ensuring you have the resources you need to make the most of your experience at HSHS. Workday is truly a one-stop source to all your 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



we are
HSHS
Hospital Sisters Health System

**workday**[®]

Single sign-on and multifactor authentication

As part of our efforts to keep your personal information secure, we have adopted single sign-on and multifactor authentication (MFA), which uses a two-step process to better protect your account from unauthorized access. Before accessing Workday, all colleagues will need to first register their mobile device with Imprivata.

Registering your account

In order to access Workday from outside HSHS, you will need to register your mobile device through Imprivata. As part of the registration process, you will be prompted for your username and password. Your username is your HSHS email address and your password is your HSHS network password.

A photograph of two women sitting at a table in an office setting, engaged in a conversation. The woman on the left has blonde hair and is wearing a purple top. The woman on the right has dark hair, wears glasses, and is wearing a green scrub top with a colorful necklace. The background shows a window with a view of trees.

A better way to
WORK!

Access the NEW HSHS experience at:
<https://www.myworkday.com/hshs>

Getting Started Checklist

- ✓ Log in to Workday at <https://www.myworkday.com/hshs>
- ✓ Download Workday mobile app
- ✓ Verify your personal information is updated and correct
- ✓ Contact information (home mailing address, email address and phone number)
- ✓ Personal information (date of birth, marital status)
- ✓ Add your emergency contacts
- ✓ Review your direct deposit and tax withholding elections
- ✓ Review your HSHS benefit elections and beneficiaries

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 Imprivata SMS Confirm ID to access the mobile app. To find instructions on how to register, please visit: <http://benefits.hshs.org/Workday>

Go mobile! Download the Workday app.



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.
5. Complete the initial setup steps, including agreeing to license agreements and entering company settings.

Organization ID is: hshs



To download Workday Mobile on your iPad or 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**.
6. Complete the initial setup steps, including agreeing to license agreements and entering company settings.

Organization ID is: hshs



What is changing:

Colleague Record Maintenance Task	2021 Source for Data/Change	2022 Source for Data/Change
Name and address updates	PeopleSoft	Workday
Permanent shift or hours change	Colleague change form	Workday
Job changes and terminations	Colleague change form	Workday
Performance reviews	Halogen	Workday
Set and update goals	Halogen	Workday
Requisitions to fill an open position	iCIMS	Workday
View or print pay slips	PeopleSoft	Workday
View or print W2	PeopleSoft	Workday
Direct deposit or W-4 updates	PeopleSoft	Workday
View direct report information	Manual reports	Workday
Review time and requests for time off	PeopleSoft	API Time and Attendance
Request PTO	Manual/paper process	API Time and Attendance
View available PTO hours	PeopleSoft	API Time and Attendance
Review, edit and approve timecards	PeopleSoft	API Time and Attendance
Online learning	Health Stream	HealthStream (phased transition to Workday between 1/1/22 and 10/1/22)

Navigating Workday

Home Page

As a colleague, your home page displays your inbox and notifications, a search box and applications that link you to different areas within Workday.



Workday Icons

Icon	Description
	This icon in the upper left corner will always take you to the Workday home screen.
	Your picture (or the cloud if you do not have a picture) in the upper right corner will take you to your worker profile.
	Under the picture on a worker profile, you can select the Team icon to view the organization structure.
	Manage your settings.
	Related Actions: View additional menu options related to the name or task.
	Indicates a REQUIRED field.
	Filter data on reports.
	Use this icon to modify previous selections in a task or report.
	Turn on the new tables view <input type="checkbox"/> Toggle to enhance a table of data. Eliminates the need to scroll.
	Export to PDF.
	Export to Excel.
	Toggle full screen viewing mode.
	This option will appear when running a large report. Clicking Notify Me Later will allow the report to run in the background. Once the report has completed processing, a Notification will appear in the upper right corner to indicate that the document is available.

Need assistance?

If you need assistance with Workday or to locate additional information and instructions on Workday, please visit MyHR.

