

# Workday Cheat Sheet

There are two ways to do most business processes. First by looking up the process in the search bar and then selecting the employee. Second by looking up the employee and utilizing the “**Actions**” button under their name and title. Below will tell you both ways to start most commonly used Business Processes.

## **One-time Supplemental Pay (this includes overloads)**

1. Look up **Request One-Time Payment**
  - a. Input Effective date and employee
  - b. Complete the red asterisk questions and submit. Any system required questions will error out and force you to complete before you can submit. No need in completing all field because we don't always use all fields.
2. Search Employee
  - a. Click the **Actions** button
  - b. Hover over **Compensation**
  - c. Select **Request One-Time Payment**
  - d. Complete the red asterisk questions and submit. Any system required questions will error out and force you to complete before you can submit. No need in completing all field because we don't always use all fields. On the One-time Payment Summary screen you will see a **Pencil** (Edit Icon) to the right side.
  - e. Click on the Edit Icon.
  - f. Enter employee visibility date (same date as employee will be paid).
  - g. For reason choose **One-time Payment Supplemental**
  - h. Choose between Supplemental>**Extra Pay for Dual Employment**, Supplemental>**Extra Pay for Single Activity** or Supplemental>**Other One-time Payment**.
  - i. Enter in the Total amount Requested.
  - j. Enter your comments which would explain the reason for the payment just as you did on a paper supplemental.
  - k. Add attachments if needed.
  - l. Finally click **Submit**

## **Recurring Supplemental Pay (Interim or Department head only)**

1. Look up **Request Compensation Change**
  - a. Input Effective date.
  - b. Reason: Last choice on the menu **Temp Salary Increase**
  - c. Complete the red asterisk questions and submit. Any system required questions will error out and force you to complete before you can submit. No need in completing all field because we don't always use all fields.  
**\*\* Please note that you will add supplements to the ALLOWANCE section of the compensation. Do not change their monthly/bi-weekly compensation. Just add an ALLOWANCE.**
  - d. Under the drop down of **All Compensation Plans** choose the reason for the allowance such as Department Head Stipend or Temporary/Interim increase.
  - e. **Amount**—enter \$\$.

- f. Frequency—defaults to Monthly
- g. Click on **Additional Details** for **Actual End Date**
- h. Enter comments and attach any documents
- i. **Submit**

## **Job Change (promotion/work period change/Percent Effort Change)**

1. Look up **Change Job**
  - a. Input Employee
  - b. Complete the red asterisk questions and submit. Any system required questions will error out and force you to complete before you can submit. No need in completing all field because we don't always use all fields.
2. Search Employee
  - a. Click the **Actions** button
  - b. Hover over **Change Job**
  - c. Select Transfer, Promote, or Change Job
  - d. Complete the red asterisk questions and submit. Any system required questions will error out and force you to complete before you can submit. No need in completing all field because we don't always use all fields.

## **Terminate Employee**

\*This can be done by the employee themselves. If it is, then you do not need to process and should receive an error if you try. The employee would complete the steps in number to and would hit resign on their own profile if you would like this to be the procedure for your department.

1. Look up **Terminate Employee**
  - a. Input Employee
  - b. Complete the red asterisk questions and submit. Any system required questions will error out and force you to complete before you can submit. No need in completing all field because we don't always use all fields.
2. Search Employee
  - a. Click the **Actions** button
  - b. Hover over **Change Job**
  - c. Select **Terminate Employee**
  - d. Complete the red asterisk questions and submit. Any system required questions will error out and force you to complete before you can submit. No need in completing all field because we don't always use all fields.