

WORKDAY GUIDE FOR

HOURLY EMPLOYEES

Getting Started

How to Login to Workday

All UCF employees can access Workday in three different ways: my.ucf.edu, workday.ucf.edu and the Workday mobile application. For each access method, you are required to sign in with your UCF NID and password, as well as complete the [Duo Multi-Factor Authentication \(MFA\)](#).

- [Cheatsheet: How to Access \(Log in\) to Workday](#)

TIME TRACKING IN WORKDAY (CLOCK IN/CLOCK OUT)

All hourly employees (non-exempt, OPS) are required to clock in and clock out the hours worked in the Workday system. The following training materials below provide guidance on managing your time worked:

- [Job Aid: Enter Time Worked in Time Tracking](#)
- [Video: Workday Mobile Clock In and Out](#)

Note: If you need help tracking your time or correcting an error with time reported, please contact your manager, supervisor or HR representative.

NAVIGATING WORKDAY MY TASKS

Similar to an Outlook email inbox, the Workday My Tasks allows employees to take action on in-progress tasks (i.e., completing an expense report, approving time for direct reports, etc.).

- [Video: Navigate Workday "My Tasks" Inbox](#)
- [Job Aid: View and Filter My Inbox \(My Tasks\)](#)

WORKDAY INTRODUCTION

The [Workday Essentials](#) online course provides basic information about how to use, navigate and understand the system, such as viewing and managing your personal profile, searching for information, understanding accessibility features, using Workday on mobile devices and more. Learn more at [Enroll and Drop a Learning Course](#).

[Video: Getting Started for Employees](#) - This video demonstrates how to perform basic tasks and actions in Workday, such as reviewing and signing faculty agreements, viewing tenure clock, etc.

STEP 1: ENSURE YOU
HAVE ACCESS TO
WORKDAY

STEP 2: ENROLL &
COMPLETE
[WORKDAY
ESSENTIALS](#) ONLINE
COURSE

STEP 3: VIEW THE
"GETTING STARTED"
KNOWLEDGE
ARTICLES IN
[WORKDAY HELP](#)

STEP 4: LEARN
YOUR [BUSINESS
CENTER](#) OR
CONTACT [KNEXT](#)
FOR SUPPORT

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Workday Navigation, Personal Settings & Employee Profile

MANAGING WORKDAY NOTIFICATIONS

Workday sends notifications to employees' Outlook inbox and the Workday My Tasks/Inbox regarding in-progress tasks. Employees can modify the frequency of Outlook notifications and additional account preferences in Workday (i.e., preferred display language, push notifications and more).

- [Job Aid: Notification Preferences](#)
- [Job Aid: Setup Account Preferences](#)

USING THE WORKDAY SEARCH BAR

Search for people, tasks, reports and business data using the Workday search bar at the top of the navigation bar located on both the browser version and mobile app.

- [Job Aid: Workday Search Overview](#)
- [Job Aid: How to Configure Workday Search Results](#)

NAVIGATE THE WORKDAY PROFILE

The Workday Profile allows all UCF employees to navigate and manage basic information about job information, compensation, pay, education, absence and contact information.

- [Video: Manage Your Employee Profile](#)
- [Job Aid: Modify Your Personal Information](#)

VIEW & PRINT PAYSLIPS

Payslips (paychecks) and additional pay information can be accessed from the **My Payslips** button located in your **Quick Tasks** section on your Workday homepage.

- [Job Aid: View & Print Payslips](#)
- [Job Aid: Manage Payroll Options](#)



Pay

TOOLS AND NAVIGATION

The Workday homepage and navigation bar provides easy access to tools to complete a variety of tasks.

- [Job Aid: Tools and Navigation](#)



Help

The [Workday Help](#) application allows employees to review knowledge articles by category and submit a Help case.

- [Job Aid: How to Navigate Workday Help](#)
- [Video: How to View Articles in Workday Help](#)
- [Video: How to Create a Workday Help Case](#)

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Clock In/Out with the Mobile App!

Most Workday tasks can be
completed in the Workday
Mobile App.

Download Now 

ENROLL AND DROP A LEARNING COURSE

All employees will have the option to register for online courses and live training sessions using the Workday Learning app.

- [Job Aid: Enroll and Drop a Learning Course](#)
- [Job Aid: How to Enroll in a LinkedIn Learning Course](#)



Learning