



# Workday Launch Checklist #1

*What to do when Workday launches on  
December 16, 2020:*

- Go to [workday.wsu.edu](https://workday.wsu.edu) and sign in with your Network ID (NID) and password.
- Overtime eligible employees: enter your time worked in Workday, starting with the beginning of the week (December 13). It's okay to duplicate what's on your paper time report for December 1-15.
- Check your time off balances. Something not right? Go to [support.workday.wsu.edu](https://support.workday.wsu.edu), choose "Human Resource Services," and then fill out the form for "Leave Balances or Leave Accrual is incorrect."
- Review the items listed in the [Workday: First 30 Days Employee Guide](#), especially regarding personal information, payment elections, and tax elections.
- Questions? Get answers through the self-help knowledge base and service desk at [support.workday.wsu.edu](https://support.workday.wsu.edu)



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