WORKDAY DAY ONE CHECKLIST

Visit my.nyit.edu and access Workday through the Workday Self-Service link in the Human Resources section or the Workday link in the Administrative Tools section. If you are a student, the Workday link will be located in the Finances section in the my.NYIT Portal. Alternatively, you can log in directly at workday.nyit.edu. Log in with your NYIT credentials and respond to OKTA Verify if prompted.

NEW YORK TECH
Welcome to Workday @ NYIT
Log in. Stay connected. Make it happen.

Once you're logged in to Workday:

Personal Information
Review and validate your personal information, including your phone number, home address, and personal email address (not your work email). Add your emergency contact information and add your photo if you wish (Please refer to the Workday Directory Photo Policy). If any information is incorrect, update it in Workday.

Benefits
Review your benefits elections and dependents information in the Benefits Hub. Confirm your beneficiaries are correct (including dependent information, such as SSNs/SINs). If incorrect, update in Workday. Changes due to a qualifying life event may also be submitted directly in Workday.

Pay
New York and Jonesboro: Confirm your payroll payment elections and state/local/federal withholdings are correct. If you believe your pay information is incorrect, please email payroll@nyit.edu immediately. Vancouver: Confirm your payroll payment elections in Workday. Your federal and provincial withholdings will remain in ADP.

Expenses
Confirm your expense payment elections. If incorrect, update in Workday.

Absence
Use Manage Absence to review sick and vacation balances. Report discrepancies to your manager. Submit upcoming time off requests and log recently taken sick days or other time off.
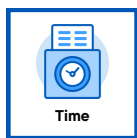
Time
Hourly (non-exempt) employees, including student employees: familiarize yourself with where to access your timesheet, and begin entering time for the current pay period. Make sure you also modify previously reported time in Workday if necessary.
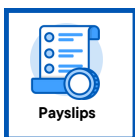
Payslips — New York and Jonesboro: You can view and print payslips directly from Workday at any time. Oracle will be in "read only" until October 2025, so employees will still be able to view and print previous payslips from Oracle. Vancouver: Your payslips will remain in ADP.
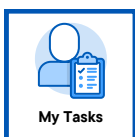
My Tasks — Check My Tasks in Workday for any active items requiring your attention.

Menu — Customize your Global Navigation Menu in Workday to add or edit applications as needed. Refer to the Configure Applications Guide for assistance.

**Mobile App** — Download the Workday mobile app in the Apple or Google Play store.

Manager Checklists:

In addition to the all-employee tasks above, individuals who directly supervise others are also encouraged to complete the following.
Tip: Schedule a daily 10-minute appointment on your calendar for Workday inbox review and approvals.

My Team Management — Review team org chart and member information in Workday. If direct reports are incorrect, please contact your Manager/Supervisor.
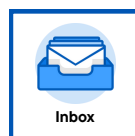
Inbox — Review any actions in your Workday Inbox requiring your approval (i.e., photo change, vacation request, etc.)

Time and Absence — Managers of hourly (non-exempt) employees: Familiarize yourself with where to view and approve hourly (non-exempt) employee timesheets in Workday. Be sure to approve promptly once the timesheet submission appears in your Workday Inbox.

Workday Resources and Support:

Workday Office Hours – Daily from 7/1 to 7/10 (business days only) from 10-11am ET and 4-5pm ET

Workday Status Monitor – for known issues and resolutions

Job Aids – Get specific How-To instructions on tasks

Workday Courses on Canvas – Short courses and trainings

Workday Training Website – Find upcoming training sessions

ITS Help Desk – Submit a Help Desk ticket