



WELCOME TO WORKDAY!

We are pleased to announce the deployment of
LSU Workday Human Capital Management and Finance.

TO ENSURE THE ACCURACY OF YOUR EMPLOYEE DATA, COMPLETE THIS DAY 1 CHECKLIST:

Log in to LSU Workday with your myLSU credentials at <https://workday.lsu.edu>.
Going forward, Workday will be available anytime, on any device through myLSU.

Review your home and emergency contact information, and update if necessary

Review your Preferred Name, and update (optional)



Job Aid: Home and Emergency Contact Info
Job Aid: Preferred Name

Review your payment elections, and update if necessary
• For employees that had a specific deduction amount directed to CFCU (separate from payroll direct deposit), action is required to set this up as a new payment election.

Review your tax withholding elections, and update if necessary



Video: Managing Payment Elections
Job Aid: Managing Direct Deposits
Job Aid: Managing Payment Elections
Job Aid: Withholding Elections

Review your benefit elections

Review your retirement savings election



*If your employee data appears incorrect and you do not have an option to edit, please submit a support ticket at <http://www.lsu.edu/servicenow>

Training:

Training resources are available online and will be updated regularly to incorporate your feedback. These materials can be accessed with your myLSU credentials at <http://www.lsu.edu/workday/training.php>

Support:

Request help, get step-by-step instructions, and see answers to frequently asked questions at <http://www.lsu.edu/servicenow>. Tickets submitted via this new, web-based service tool will be closely monitored to ensure proper attention is given and timely action is provided on any recurring issues.

HAVE A GREAT WORKDAY AND GEaux TIGERS!

LSU