

Quick Reference Guide

LC Staff & Faculty Actions

LC Staff & Faculty Actions		
Process	Pre-Workday	Post-Workday
Change personal information: →Home address →Emergency Contacts →Dependents →Beneficiaries	 →Contact Human Resources →Email address changes →Complete Benefit Change form 	→Enter information into Workday 24/7
Manage time reporting: →Enter time worked →Request & track vacation, sick, & leave of absence →View current & future time off balances	→Complete a time tracking sheet	→Enter information into Workday 24/7
Enroll for benefits: →Medical →Dental →Life, AD&D, LTD Insurance →Flexible Spending Account (health and dependent daycare) →TIAAF-CREF	→Complete multiple paper Benefit Enrollment forms	→Enter information into Workday 24/7

For more information visit the Human Resources website at http://www.lclark.edu/offices/human_resources/workday/.



Quick Reference Guide

Supervisor Actions

LC Supervisor Actions			
Process	Pre-Workday	Post-Workday	
View direct report's: →Current position →Current compensation	→Contact Human Resources (HR) →HR collects information & sends to manager	→Instantly view information in Workday 24/7	
View team's data: →Title →Manager →Location →Compensation	→Contact HR →Wait for report to be compiled	→Instantly view information in Workday 24/7	
Run reports on direct report's and team: →Headcount & Open Positions →Organization Charts →Emergency Contacts	→Request report from HR →Wait for report to be compiled	→Instantly run report on individuals or team in Workday 24/7	

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