Day 1 Checklist - All Employees

	Action
☐	**Access Workday via NEIUPort** **Login to Workday** Bookmark Workday as a favorite for easy access *HELPFUL HINT*: Workday is part of Single-Sign-On and you will automatically be logged in from NEIUPort. You will not need to login again and this link will be available on April 17.
☐	**User Profile** Review your personal information for accuracy. For example, check the following: - Name - Work Address - Home Address - Personal Phone Number - Emergency Contact Information *HELPFUL HINT*: If your personal information is not correct or if it is incomplete, view the job aid on workday.neiu.edu/training for details on how to update your personal information
☐	**Payment Elections/Direct Deposit** Review your payment elections/direct deposit details for accuracy. *HELPFUL HINT*: If your payment elections are not correct, view the job aid on workday.neiu.edu/training for details on how to update your information
☐	**Professional Information** Review your professional information for accuracy. For example, check the following: - Position Title - Hire Date - Compensation - Supervisor/Manager information - Organizational Chair (if applicable) *NOTE*: If you believe your professional information is incorrect, please speak with your manager/supervisor.
☐	**Time Entry (Hourly Employees)** Immediately begin to enter your time for this pay-period. You can pre-populate your week.

	HELPFUL HINT: If you need a refresher on how to enter your time, view the job aid on workday.neiu.edu/training. *NOTE*: The Payroll Pay Periods remain the same. The paycheck date of May 12th includes time worked between 4/16 and 4/29. You will be able to view historical paychecks in NEIUPort
☐	**Time Entry (Salaried Employees)** Begin to enter your time in Workday. You will enter your time for the entire month of April. *HELPFUL HINT*: If you need a refresher on how to enter your time, view the job aid on workday.neiu.edu/training.
☐	**Time Off Balances** Review your time off balance(s). *HELPFUL HINT*: If you need a refresher on how to view your time off balances, view the job aid on workday.neiu.edu/training. *NOTE*: If you believe your time off balance is incorrect, please speak with your manager/supervisor and then contact HR if necessary.
☐	**Organizational Chart** From your employee profile, click on the Team icon and verify that your position is within the correct department and aligned with the correct manager/supervisor. *HELPFUL HINT*: If you need a refresher on how to view your Organizational Chart, view the job aid on workday.neiu.edu/training. *NOTE*: If you believe your organizational chart is incorrect, please speak with your manager/supervisor and then contact HR if necessary.