Need Help?
For Employees

Overview

Welcome to Santa Clara! This job aid covers some basic information to get started using **Workday** and the features that will help you use the system. Need someone to contact regarding your Workday questions? Please refer to the contact information below.

Payroll

Benefit Enrollment, Medical, dental, vision, dependents, beneficiaries Retirement, (401(a)/403(b), Flexible Spending Accounts

Email: payroll@scu.edu

Benefits

Benefit Enrollment, Medical, dental, vision, dependents, beneficiaries Retirement, (401(a)/403(b), Flexible Spending Accounts

Email: scu-benefits@scu.edu

Staff Employment

Compensation, Job Profiles, Staffing/Recruiting

Please send email to your HR Partner:
https://www.scu.edu/media/offices/human-resources/documents/HR-Partners-List.pdf

Academic Appointments

MPR Timing, Tenure Clock, Phased Retirement, Rank Status

Email: facultyworkday@scu.edu

General Faculty assistance
Visit the Workday for Faculty site at:
https://www.scu.edu/provost/faculty-affairs/compensation-support/workdayforfaculty/

Email: facultyworkday@scu.edu

Faculty Employment

https://www.scu.edu/provost/faculty-affairs/compensation-support/workdayforfaculty/

Faculty Recruitment
Email: facultyworkday@scu.edu

Faculty merit raise/ compensation
Please see your Dean’s Office

Logging In/Authentication

Paycheck inquiries, Direct deposit inquiries, Vacation, sick balance Timesheet inquiries, Time off input, corrections (e.g. sick, vacation)

Email: payroll@scu.edu

Student Employment

Student Recruiting, Hiring Termination inquiries

Email: studentemployment@scu.edu

Finance Help

Expenses and other related questions

Email: workdayfinance@scu.edu

More HR Info

General HR assistance

Email: hrservicedesk@scu.edu
Phone: (408) 554-4392

Santa Clara University

Helpful Information

Below is the **contact information** regarding some common questions on **Workday**

Payroll: Benefit Enrollment, Medical, dental, vision, dependents, beneficiaries Retirement, (401(a)/403(b), Flexible Spending Accounts

Email: scu-benefits@scu.edu

Benefits: Benefit Enrollment, Medical, dental, vision, dependents, beneficiaries Retirement, (401(a)/403(b), Flexible Spending Accounts

Email: scu-benefits@scu.edu

Academic Appointments: MPR Timing, Tenure Clock, Phased Retirement, Rank Status

Email: lskinner@scu.edu

General Faculty assistance visit the Workday for Faculty site at http://www.scu.edu/workdayforfa culty

Email: facultyworkday@scu.edu

Faculty Employment:
https://www.scu.edu/provost/policies-and-procedures/workdayforfaculty/

Faculty Recruitment
Email: ltaft@scu.edu

Faculty merit raise/ compensation
Please see your Dean's Office

Logging In/Authentication: Paycheck inquiries, Direct deposit inquiries, Vacation, sick balance Timesheet inquiries, Time off input, corrections (e.g. sick, vacation)

Email: payroll@scu.edu

Staff Employment: Compensation, Job Profiles, Staffing/Recruiting

Please send email to your HR Partner:
https://www.scu.edu/hr/about- hr/hr-partner-by-collegedivision/

Santa Clara University

Student Employment: Student Recruiting, Hiring Termination inquiries

Email: studentemployment@scu.edu

Finance Help: Expenses and other related questions

Email: workdayfinance@scu.edu

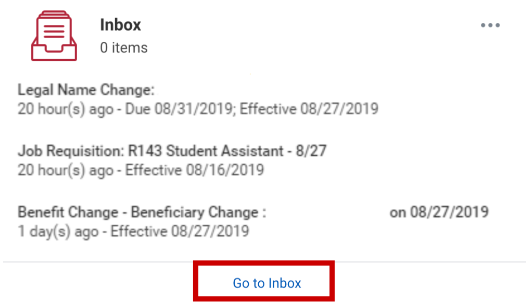
More HR Info: General HR assistance

Email: hrservicedesk@scu.edu
Phone: (408) 554-4392

Santa Clara University

Workday Inbox

Get to your Inbox by clicking on the Inbox link on your homepage or by clicking the envelope icon in the top right corner of your screen. Open your inbox to view all your pending actions that may be waiting for your approval or action.

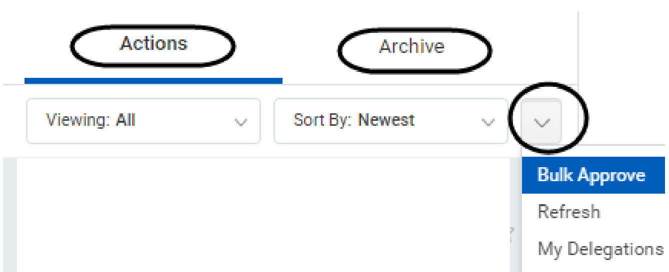


Notifications: Notifications can be found by selecting the bell icon in the top right corner. Items in this list do not require action. They are for your information only.

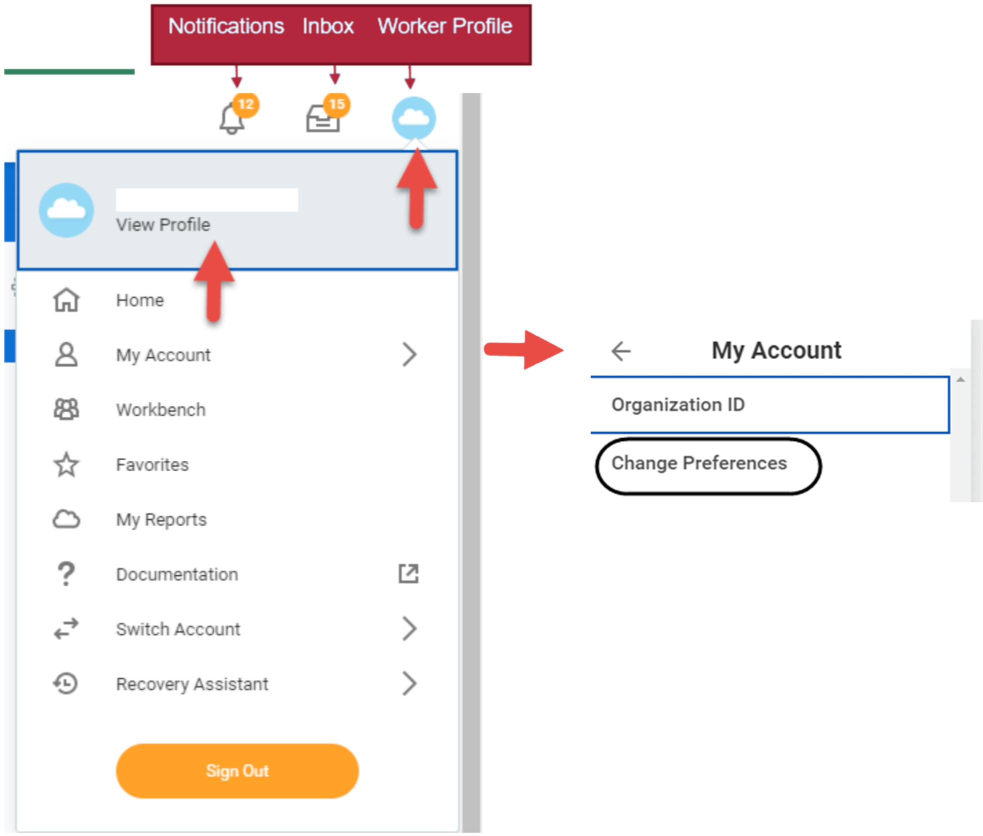
Whenever you want to see an action you've completed, you can view them for up to 30 days in the archive folder in your inbox. To view older items, you can click the down arrow and select View More Processes to run a report.

Inside Inbox:

- **Actions tab**: has tasks that are in progress and waiting approval. You can click on "Viewing" to filter your tasks, "Sort By" to sort your tasks, or click on the down arrow button to the right of the "Sort By" field to view more actions of Bulk Approve, Refresh, or view My Delegations.
- **Archive tab**: has tasks that you have completed. You can click on "Sort By" to sort your tasks or click on the down arrow button to the right of the "Sort By" field to view more actions of Refresh or View More Processes.



To modify account preferences, select the cloud in the right hand corner and select My Account -> Change Preferences.

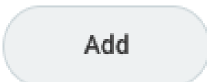


Icons

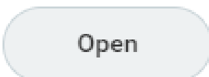
Below are some of the **key icons** you will see and how to use them.

Santa Clara University Logo: displays your Workday Home Page.. This icon can also be used to navigate back to your home landing page.

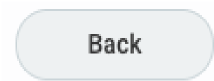
Cancel Button: disregards a change.



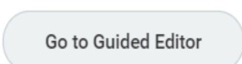
Add Button: adds additional information to any task.



Open Button: opens the desired task.



Back Button: returns you to the previous page.



Go to Guided Editor: walks you through the fields and sections of a task to assist you in completing it.

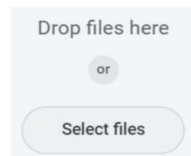
Guide Me Button: guides you through the fields and sections of a task toward completion.

Edit Button: a button that you can use to change information.

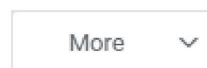
Remove Button: deletes an area.

Save for Later Button: saves the item in your Inbox until action is taken.

Details: opens additional information relating to your task.



Attachments Icon: attaches .pdf files, Word, and Excel documents to a task.



More Button: displays several additional choices based on the business process.

Chart: view a report as a chart.

Add Row Icon: adds a row to the current grid.

Prompt: presents a list of options for a specific field.

Delete Row: removes the current row from a grid.

Payment Elections

This is the same as direct deposit. You can modify it under the Pay application/worklet.

Required Field Indicator: A **field** with a red asterisk indicates you must enter a value for this field before saving or submitting the page.

Continue Button: advances you to the next page or the next step in your task's process.

Done Button: closes a confirmation screen.

Next Button: advances you to the next page or the next step in your task's process.

Calendar: opens a calendar to select a date.

Edit Icon: enables the user to add and remove information on the page.

Arrow: opens the page to additional areas that can be edited.

Comments Icon: leave comments for yourself or other users for a particular task.

Filter: used to narrow down data. Clicking this icon will create a row on your report where you can filter data to display from one or more columns.

Error Message: alerts you when there is a critical error. An error must be corrected to move forward in a process.

Alert Message: alerts you about system limitations. Enables you to continue your work without resolving the issue. You can still submit a task.

Save Button: saves the item you are working on.

OK Button: accepts and saves your changes.

Progress Bar: tracks your progress working through a task. It also allows you to move forward or return to a previous page within the task.

Related Actions: enables the user to perform additional actions for an object. Possible actions include viewing your current benefit elections, editing your contact information, and requesting time off.

View Printable Version PDF: used to view a page as a printable PDF file. This can be restricted using the domain, Export to PDF and Excel.

Excel: used to view a page as an Excel file. This can be restricted using the domain Export to PDF and Excel.

Submit Button: submits your changes, while advancing the business process to the next step.

Configure Applications: configures the applications that appear on your home landing page. Some applications may be required, and some optional.

View Team: links directly to an organized chart of your team and organization.

Supervisory Organizations

Supervisory organizations group workers into a management hierarchy and are the primary organization type in Workday's HCM. All workers are hired into supervisory organizations.

If a new supervisory organization is needed in your area, please contact your HR Representative.