UAPB moved to a new Human Capital Management (HCM) and Finance system called Workday, which is a cloud-based solution that is easily accessible at any time across desktop and mobile devices. Workday is replacing Colleague.

How will I log into Workday?

1. To access Workday, use **Google Chrome**, the recommended browser for Workday.
2. Navigate to myapps.microsoft.com (*bookmark this page!*)
3. Login with your institution credentials for Office 365.
   - You may be prompted to authenticate via Multi-Factor Authentication (MFA) or set up MFA if you have not done so previously.
4. Locate and click the blue **Workday SSO - Production** app from the available applications list.
   - When you click the Workday app, you will be prompted to validate MFA again to log into Workday. This is normal security protocol.
5. You will automatically be logged into Workday.

What do I need to do today in Workday?

Review and complete the **Day One Checklist!** This checklists guides you in completing important tasks as you begin to become acquainted with Workday.

Click to Download the Day One Checklist!

Review this checklist carefully and note the **required action items** of entering beneficiaries, entering time worked for July 1-5 (if an hourly or non-exempt employee), and reviewing payment elections.

Click "play" to view the video, or view the video on YouTube

Is Workday training still available?

Workday training materials are available anytime, on-demand if you need a refresher on Workday topic, located directly in Workday via the Learning app! All employees have the Learning app on their Workday home page. Watch this short demo video on how to quickly and easily locate training materials, like quick reference guides and demo videos, in Learning!

The Project One team is hosting additional HCM and Finance training sessions throughout July and August. Log in to Workday and check your notifications (the bell icon at the top right) to see if you have been assigned trainings based on your role(s) in Workday.

Whom do I contact with Workday questions?

Tier 1 General Support

Phone: 870-575-4773

IT Help Desk

Tier 2 HCM Support
Phone: 870-575-8400

Tier 2 Finance Support
Phone: 870-575-8266

Procurement Support
Phone: 870-575-8735

What about the Workday Mobile App?

More information on how to download and access the **Workday Mobile App**, as well as demo videos and QRGs for the Workday Mobile App, will be sent on Thursday. Keep watching your inbox for more info!