



Workday

Agenda

1. Initial Sign-On Process
2. Workday Homepage Overview
3. Employee Profile and Actions
4. APPs
 - Jobs
 - Time
 - Absence
 - Pay
5. Resources
6. Q&A

workday.

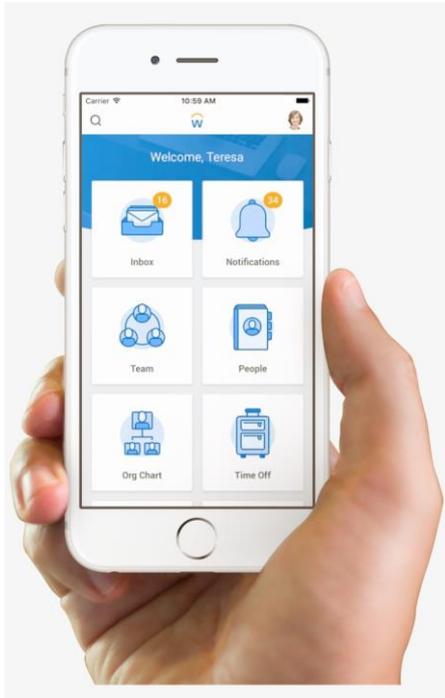


Workday Is Live

Mobile App *



Company Code: Mary Free Bed

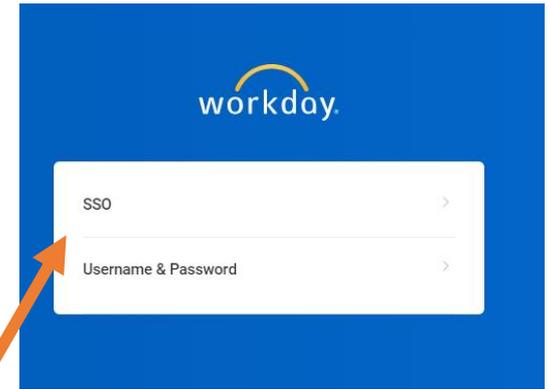


Desktop/Laptop

<https://wd12.myworkday.com/maryfreebed>

On your desktop,
go to
MFB_Shortcuts
and select the
Workday
quicklink.

Click Single Sign-On *



* Quick Tip:

Initial login - Click SSO. When prompted, enter your MFB email and password. Next time SSO will take you straight in.

Workday Homepage Overview

Key Navigation Features: Worklets

- **Worklets:** Boxes on the home screen (your preference) that provide information or links to shortcuts.
- **Awaiting your action:** approvals, follow-ups, and to-do's. Ex. Time off Requests
- **Announcements:** HR Announcements and link to Policy Tech.
- **Your Top Apps:** Quicklinks to your most frequently used actions or areas.

The screenshot displays the Workday homepage dashboard with the following sections:

- Hello There:** Greeting and date: "It's Thursday, January 2, 2025".
- Awaiting Your Action:** A card titled "Benefit Change - Employment Status Change : Trav Swift-Kelce on 01/12/2025" with a sub-header "My Tasks - 15 day(s) ago" and a link "Go to My Tasks (1)".
- Announcements:** A card titled "Announcements" with a sub-header "1 of 1" and a message: "Welcome to PolicyTech!! If you have questions regardi...".
- Your Top Apps:** A vertical list of app icons: "Jobs", "Time", "Absence", and "Pay", with a link "View All Apps".
- Timely Suggestions:** A card with the text "Here's where you'll get updates on your active items."
- Recommended for You:** Two cards:
 - "Showcase Your Best Self with Your Profile" with sub-header "Based on your most popular actions" and link "Manage Profile".
 - "Understand Your People Network" with sub-header "Based on your role" and link "View Org Chart".

Key Navigation Features: Taskbar

1. **Home** – Mary Free Bed Logo
2. **Notifications:** Updates and FYI (**KNOW**)
3. **Inbox:** Action items management: details, history, delegations. (**DO**)
4. **Profile Icon:** Access personal profile, preferences, favorites, and logout.
 - **Language Preference** – How to
5. **Menu:** Apps to help you navigate quickly to functional areas: Time & Absence, Team Management, Reporting, Jobs, etc.
6. **Search Bar: ?** Type in any keyword to find reports, employees, or processes quickly.
 - Add Tasks and Reports to Saved Categories
 - “Job” **Related Action (twinkie)**, save as favorite.

Employee Profile and Actions

- **Employee Profile** (Open to ALL)
 - Highlights (Photo, Job, Actions, Email, Team+)
 - Employee Summary
 - Job Summary
- **Actions**
 - Frequently Used Actions/Views
 - Enter My Time, My Schedule
 - My Documents
 - All Actions
 - Benefits
 - Job Change
 - Payroll
 - Personal Data
 - Time & Absence
 - Worker History

Actions

Frequently Used

- Stop Proxy
- View Worker History
- Enter My Time
- My Schedule
- Maintain Worker Docu...

Benefits >

Business Process >

Compensation >

Job Change >

Manage Work >

Payroll >

Personal Data >

Talent >

Time and Absence >

Workday Account >

Worker History >

Favorite >

Preferences >

Security Profile >

Workday Account >

Worker Request >

Worker
Trav Swift-Kelce

Contact
Work Address
704 Oak Street Cadillac, MI 49601 United States of America

View Team

Job

Organization [OP Otsego_7371.1 \(Christopher Hope\)](#)

Business Title [Program Manager_1136.S](#)

Manager [Christopher Hope](#)

Location [Mary Free Bed at Munson Rehabilitation - Cadillac](#)

Time in Position 0 year(s), 5 month(s), 3 day(s)

- Jobs
- Time
- Absence
- Pay
- ~~Custom Reports~~
- On-boarding

Menu

Apps Shortcuts

Your Saved Order

- Jobs
- Time
- Absence
- Pay
- Custom Reports
- Onboarding

Add Apps Edit

[Workday - Mary Free Bed Rehabilitation Hospital](#)

[View Password Reset Instructions here.](#)

- ⊕ Benefits
- ⊕ Manager Resources - Employee Change Request
- ⊕ Personal Information Changes

⊖ Payroll

- [View Paycheck](#)
- [Tax Withholding Elections](#)
- [Payment Election](#)

- ⊕ Recruitment
- ⊕ Time-Tracking
- ⊕ Absence
- ⊕ ShiftWizard



Time – Time Clock

Enter Time

This Week (0 Total Hours)

Last Week (0 Total Hours)

Select Week

Overtime Requests

View

My Time Off

Time Off Balance

My Schedule

Time Clock

Check In

Check Out

Check In

You are checking in. Please enter your work details.

Worker * Trav Swift-Kelce

Date * 12/30/2024

Time * 02:49 PM

Time Zone GMT-05:00 Eastern Time (Detroit)

Time Type * Regular Pay

Details

Cost Center *

Comment

Cancel OK

Check Out

Please click OK to check out. You will be checked out once you click OK.

Worker * Trav Swift-Kelce

Date * 12/30/2024

Time * 02:49 PM

Time Zone GMT-05:00 Eastern Time (Detroit)

Reason

Out

Details

Comment

Cancel OK



Quick Tip:
When Scanning in at the clock,
Choose TRANSFER IN/OUT rather
than Clock in to choose a Time Type,
Different Department or Position.

Enter Time – This Week

Time-Tracking

- Employee- Enter Hours on Timecard
- Employee- Submit Timecard for Approval
- Employee-Electronic Clocking through Workday Directly
- Employee Mobile Clocking on Workday App
- Employee – Clocking on a ZKTeco Timeclock
- Employee – Time Tracking and Absence FAQs
- Employee – Time Tracking Training Recording



MENU Mary Free Bed Rehabilitation Search [35] [1] [Profile]

Enter Time Trav Swift-Kelce [More]

Today < > Dec 29, 2024 – Jan 4, 2025

Week Period Calendar Actions

	Sun, 12/29 Total Hours: 0	Mon, 12/30 Total Hours: 0	Tue, 12/31 Total Hours: 0	Wed, 1/1 Total Hours: 0	Thu, 1/2 Total Hours: 0	Fri, 1/3 Total Hours: 0	Sat, 1/4 Total Hours: 0
	Time Period Lockout 08/11/2024 - 08/24/2024	Time Period Lockout 12/15/2024 - 12/28/2024		New Years Day		Pay date 12/15/2024 - 12/28/2024	
	Time Period Lockout 08/25/2024 - 09/07/2024						
7 AM							
8 AM							
9 AM							

Summary

Dec 29, 2024 – Jan 4, 2025

Regular	0
Holiday	0
Time Off	0

Request

Request Absence

Sell Time Off

Request Return from Leave of Absence

View

My Absence

Absence Balance

⊖ Absence

Time Off Balances

View Team Absence Calendar

View Time off Results by Period

Employee – Requesting Time off (Absence)



Requesting Time off (Absence)

How to request time off or an absence

Time off- will be the short amount of time offs, examples listed below:

PTO

Bereavement

Jury Duty

There is also two ways to request an absence/time off

26 Steps [View most recent version](#) 

Employee = Pay APP

Actions	View
Withholding Elections	Payslips
Payment Elections	Total Rewards
	Bonus & One-Time Payment History
	My Tax Documents

Payslips

08/16/2024 (Period End: 08/10/2024)
08/16/2024 (Period End: 08/10/2024)
08/02/2024 (Period End: 07/27/2024)
08/02/2024 (Period End: 07/27/2024)

 Payroll

View Paycheck
Tax Withholding Elections
Payment Election



Implementation: maryfreebed2
On behalf of: Angel Hair

MENU maryfreebed Search

Angel Hair

Registered Name: 1148 (1)

Summary
Job
Compensation
Benefits
Absence
Pay
Contact
Personal
Career

Tax Elections | **Payment Elections** | Payslips

Default Country: United States of America
Default Currency: USD
Status: Successfully Completed
Last Updated: 10/24/2024 11:12 AM

Accounts: 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
checking account	United States of America	FNC	Checking	****8878	Edit Remove View

Payment Elections: 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
USA Payroll Payment	Direct Deposit	checking account	****8878	Balance Yes	Edit
USA Payment	Manual			Balance Yes	Edit

Where can I get help?

- [Workday - Mary Free Bed Rehabilitation Hospital](#)
- HRWorkday@maryfreebed.com
- Who to [Contact in HR](#)
- Drop into HR – POB3
- Workday Training Calendar email/HR Newsletter

