FAQ: Employees

ACCESS

Q: How do I access Workday?
A: You can access Workday by clicking the icon on your computer's desktop or downloading the mobile app. The desktop icon launches through Chrome as your browser and Workday is best viewed using this browser. Learn more here.

Q: I do not have a desktop icon; how do I access Workday?
A: Please utilize Chrome and open Workday with this link: https://wd5.myworkday.com/geisinger/d/home.htmld. This link works from your personal or Geisinger computer. Submit an IT Service Desk ticket to request the Workday desktop icon.

Q: How do I install the Workday mobile app?
View our brief job aid on the steps to install the free, optional mobile app.
https://workdaytraining.geisinger.org/PDFContent/J019_InstallingWorkdayMobileandAdditionalFeatures.pdf

KRONOS

Q: Does Workday replace Kronos?
A: Workday is our new HR and Payroll system that is replacing Infor-Lawson. Workday has not replaced Kronos. Please continue to utilize Kronos as usual for requesting time off, clocking in and out, and approving timecards

Q. Can I use Workday to request time off?
A: **No**, continue to utilize Kronos as usual for requesting time off time off. **Workday is only utilized to request a personal, educational or parental leave.**

PAID TIME OFF BALANCES / ACCRUALS

Q: How do I view my Paid Time Off (PTO) accruals and time off balances in Workday?
A: **On your Workday homepage, click the Absence icon** from your Applications section. Under the View column, select "**Absence Balance**" and view your absence balances. From there, you will see your PTO accrual per pay period and current balances.

UPDATING YOU PERSONAL INFORMATION

How do I update my performance information and emergency contacts in Workday?

A: Please review and enter your emergency contacts as well as your personal contact information in Workday. On the Workday homepage, click on the **Personal Information** icon from your Applications section. In the change column, select **Personal Information, Emergency Contacts** and **Home Contact Information** to update.

UPDATING YOUR BENEFICIARIES

Q. How do I update my beneficiaries in Workday?
A. Please review and update your beneficiaries in Workday by following the training resource guide.
https://workdaytraining.geisinger.org/PDFContent/J015_ManageYourBenefits.pdf

PAYSLIPS

Q: Biweekly paid employees can now view their 10/2/2020 payslip in Workday.   Why does your local tax withholding appear differently on my payslip?
A: Workday payslips display local tax withholdings differently. However, there has not been a change to how your local tax has been paid. **To ensure your local tax is accurate, click on the "Pay" application on your Workday home page**. Under the **Actions** column, select "**Withholding Elections**" then select the **Local Elections** tab. If your information is correct here, then no changes are needed. If you wish to update your local tax elections, scroll down to the bottom of this screen and select "**Update**".

Q: How do I print my payslip?
A: By clicking on the "**Pay**" application on your Workday home page, you have the choice to view or print your payslip. Please ensure you select the appropriate printer location before you print your payslip. You can also save your payslip as a PDF.

VIEWING AND APPLYING FOR OPEN JOB OPPORTUNITIES AT GEISINGER

Q: How do I view open job opportunities?
A: From your Workday home page, select the "**Career**" application. Here you can view internal Geisinger jobs, update your candidate profile, and refer a candidate to an open position.

Q: How do I apply for an open job opportunity?
A: From your Workday home page, select the "**Career**" application. Under the View column, select "**Find Internal Geisinger Jobs**". Utilize the search or filter options to view positions of interest. Please utilize our training job aid.

https://workdaytraining.geisinger.org/PDFContent/J029_InternalJobSearch.pdf