

Workday Go Live Checklist

Workday is Live! Here is what you can expect a list of items to complete.

Where to Go for Workday Support

The **Employee Website** (bwcterminals.com/employee-resources/) has job aids that will guide you through navigating Workday. More job aids will be added to the website soon. If you have questions that are not answered in a job aid, please contact workdaysupport@bwcterminals.com for assistance.

Field Code Changed

Complete the Workday Go Live Checklist to be entered into a drawing to win a prize!

Bonus entry for adding your resume to your Personal Profile

All employees who complete the Workday go live checklist by end of day Wednesday 4/12/2023, will be entered into the drawing. You will need to email the completed checklist to Kara Rosenthal (krosenthal@bwcterminals.com) to be entered in the drawing. If you uploaded your resume to your Personal Profile, please let us know in your email as well.

Go Live Checklist

We are excited to announce Workday (Human Capital Management and Benefits) went live today, March 29, 2023 for all managers. Utilize this checklist to ensure the accuracy of your employee information and the information of your team. This checklist contains the top things you will need to complete in workday on the first day.

1. Workday app

- Download the Workday App on your mobile device by scanning the QR Code below.



Your Organization ID: **bwcterminals**

2. Personal Information - Review/Update

- Name, social security number, gender, race/ethnicity, marital status, etc.
- Personal Email
- Phone number
- Emergency Contact

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- Legal Name
- Preferred Name
- Job title
 - *Contact Jessica Bonilla (jbonilla@bwcterminals.com) if your job title in Workday is different than your job title in ADP
- Photo (add one if you do not have one - Photo should be a recent face shot of the employee only.)

3. Pay – Review/Update (Note: Payroll will be not go live with Workday until May 1, 2023. If you make changes in Workday, please make the change in ADP as well)

- Pay Rate and frequency Matches ADP
 - *If your pay rate in Workday does not match your pay rate in ADP contact [Jessica Bonilla \(jbonilla@bwcterminals.com\)](mailto:jbonilla@bwcterminals.com).
- Direct Deposit information
- Federal/State Tax Withholding elections

4. Benefits – Review/Update

- 2023 Benefit elections
 - *If your 2023 benefit elections in Workday do not match your 2023 benefit selections in ADP contact Bernice Lipscomb (blipscomb@bwcterminals.com)
- Dependents
 - Dependent name
 - Dependent benefits
 - Dependent Social Security Number
- Add missing dependents if needed
- Beneficiaries
 - Beneficiary name
 - Beneficiary benefits
 - Beneficiary Social Security Number
- Add Beneficiaries if needed

5. Inbox

- Review and complete any items in your inbox

6. My Team – Review/Update

- All team members are listed
- All team members report to the correct manager
- All team members have the correct Job Title
 - *send any corrections to Jessica Bonilla (jbonilla@bwcterminals.com)

Employee Name: _____

Employee Signature: _____ Date: _____