As we Go Live in Workday, please take a moment and check out the following items to ensure you know where to go and that all data transferred from PeopleSoft is correct.

**Check out your Worker Profile**
- Employee ID (Job Details > Employee ID)
- Business Title
- Service Dates (Hire Date, Original Hire Date)
- Organization (Sup Org)
- Compensation (Salary)
- Legacy ID (W#) *note your National ID is your SS# and it is masked for your protections

**Review Your Benefits**
- Verify dependents if you have any on benefit plans
- Elect to get your 1095-C form electronically
  *Note: Lion Advantage plans are only displayed through the Lion Advantage portal*

**Affirm your Personal Information**
- Home and Work addresses, phone numbers, and emails
- Emergency Contacts
- Optional: add a preferred name and prefix *(this is how your name will appear in Workday only)*

**Check how you will make changes to your Pay**
- Ensure your withholding and payment elections are what you would like
- Make sure you know how to view/print a payslip

**Remember Absense is Time off & Absense**
- Review your schedule, leave balances and your team calendar
- Request leave for the next University Closures *(January 18th)*

**Optional**
- You can navigate to your Worker Profile to add your education *(overview)* & skills *(actions > talent)* that will be used if you ever apply for a new position!

If you have any questions or believe you have discrepancies, please email Human Resources at hr@southeastern.edu