

Cheat Sheet for Workday and Helpful Tools

July 6, 2022 – Workday is now live. Here are some helpful tips to help you navigate the new system.

Workday is accessible on any internet browser or through the Workday application. Please note that you will use your [NID](#) and password to sign into your Workday account. Multi-Factor Authentication (MFA) will be required, and you will be prompted to verify your identity with Duo.

Access at:

- <https://my.UCF.edu> and select the “Workday” quick link,
- or directly visit <https://workday.ucf.edu>.
- Review our handout on [How to Access Workday on July 1](#)
- Review our handout on [How to Download the Workday App](#)

For all non-exempt employees, July 1 and going forward, clocking in and out each day can be done on the Workday desktop site. If you are working in any **UCF building**, you can also clock in with the Workday mobile application. If you are working from home or offsite, you will not be able to utilize the Workday mobile application (for clocking in and out) and will need to use the desktop site.

Once the staff member enters their time in, it will then route to the manager for approval. In the rare cases that a staff member cannot clock themselves in and out, a supervisor will be able to do it on their behalf.

Exempt employees remember you must submit your requests for leave (vacation etc....) through Workday as well.

Job aids for Managers:

Managers/supervisors are required to complete the following actions before/after July 1, 2022:

- [Checklist for Managers of Non-Exempt A&P and USPS Employees](#)
- [Checklist for Managers of Non-Exempt OPS Employees](#)
- [View Week 1 Instructions for Managers of Non-Exempt OPS Employees](#)
- Provide Non-Exempt Employees (*that are not OPS non-exempt*) [Instructions for Week 1 Tasks](#)
- [Checklist for Managers of Exempt Employees](#)

Having trouble? You have access to help now.

- **Visit the Knights Experience Team (kNEXT) Website:** <https://knext.ucf.edu> – This website provides an overview of kNEXT, information on some common HR and Finance questions, and additional helpful resources.
- **Submit a Case via Workday Help** – Workday help provides self-driven assistance within the Workday application. Workday Help provides step-by-step instructional job aids and answers to FAQs. View instructions on how to navigate Workday Help [here](#).
- **Call (407) 823-6398** – Best for when you want to speak directly with a Customer Care Coordinator.

Workday Roadmap to Success Guide

The Knight Vison team has put together a thorough [Roadmap to Success Guide](#), providing you with helpful tips, checklists, resources, links and more to assist you with your transition to Workday!