

## EMPLOYEES - READ ME BEFORE WATCHING A WORKDAY VIDEO

There are difference between the **Algonquin Workday** and the **Workday Videos** you are about to watch. Please read the following prior to viewing the videos, and refer to this list to see the few areas that do not match the videos.

Business Process	Workday Video Name	Differences Between the <b>Workday Video</b> and the <b>Algonquin Workday Website</b>
Getting Started	Getting Started for Employee	<ul style="list-style-type: none"> <li>The Algonquin Workday does not have an <b>“announcement”</b> section as the video does.</li> <li>To view your <b>profile</b>, click once more on <b>“View Profile”</b> after clicking on your profile icon.</li> <li>You can find <b>“Contact”</b> under <b>“Personal”</b>.</li> <li>The Algonquin Workday is not set up to link to social media accounts as demonstrated in the video.</li> <li>To access your organization <b>contact list</b>, click <b>“Team”</b> under your name on the left of the page when in your profile, and click on the individual you wish to view.</li> </ul>
	Getting Started for Mobile	<ul style="list-style-type: none"> <li>The Algonquin Workday does not have the ability to leave <b>“Feedback for Co-Workers”</b>. You may enter your own personal notes for the co-worker.</li> </ul>
Payroll	Set up Payment Elections	<ul style="list-style-type: none"> <li><b>“Regular Payments” = “Payroll Payment”</b></li> <li>The Algonquin Workday cannot add a payment election for a fixed amount taken from an employee’s pay.</li> </ul>
	View and Print Payslips	
Time Tracking	Enter Time in Time Tracking	<ul style="list-style-type: none"> <li><b>“Worklet” = “Application”</b></li> <li>To access <b>“My Calendar”</b>, please click on <b>“This Week, or Last Week”</b> to enter your time.</li> <li>Video shows time entered based on <b>“in”</b> and <b>“out”</b> time. In the Algonquin Workday we will enter hours worked (e.g. 7.25 hours).</li> </ul>
Time Off	Request Time Off and Leave of Absence	<ul style="list-style-type: none"> <li><b>“Absence Application” = “Time Off Application”</b></li> <li><b>“Request Absence” = Time Off”</b></li> <li>The ability to view your team’s time off in your calendar depends on your security role in Workday. Your <b>HR Support (Timekeeper)</b> will be able to see the team’s time off.</li> <li>The Algonquin Workday does not have the option to <b>“Select Date Range”</b>.</li> <li>The Algonquin Workday site will allow you to choose the <b>quantity of hours</b> you wish to enter prior to submitting your time off. To <b>review your time off</b> request, please click on the entry on your calendar.</li> <li>To enter a different quantity of hours for different days, you will have to submit a separate time off request.</li> </ul>
Benefits	Report a Benefit Event	<ul style="list-style-type: none"> <li>To go into <b>“Change Benefits”</b>, click the <b>Benefits</b> application and then under change click <b>“Benefits”</b>.</li> <li>To access the details and processes for your benefit event, click on <b>“Process Details</b>, then click on <b>“My Actions”</b>.</li> </ul>
Expenses	Create Expense Report	<ul style="list-style-type: none"> <li>When creating an <b>Expense Report</b>, make sure to click <b>“Enable Tax”</b>.</li> <li>To access the <b>“Business Purpose”</b>, click <b>ok</b> at the bottom of the page.</li> <li>Under <b>Expense Report Reference Information</b>, choose the spend authorization this expense report relates to.</li> <li>Choose the <b>Tax Code</b> option from the drop-down menu. This is required.</li> </ul>

		<ul style="list-style-type: none"><li>• Please note that the Algonquin Workday sit does not have “<b>Item Details</b>” as demonstrated in the video. You can include details in the comments or in the attachment.</li></ul>
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