Employee as Self – Any Mercyhealth Partner can initiate

Job Aid Name	Job Aid Description	Workday Navigation
Change Beneficiaries	How to make a change to an existing beneficiary. To add a new beneficiary, use the Change Benefits job aid.	N/A – Accessible through the worker profile 'Actions' under 'Benefits.
Change Benefits	How to make changes to benefits during open enrollment, new hire enrollment, or with an eligible qualifying event.	Search 'Change Benefits'
Change Dependents	How to make a change to existing dependents in workday. To add a new dependent due to qualifying life event, use the Change Benefits job aid.	N/A – Accessible through the worker profile 'Actions' under 'Benefits.
Legal Name Change	How to update your legal name in Workday	N/A – Accessible through the worker profile 'Actions' under 'Personal Data'
Personal Information Change	How to update your personal information in Workday. Including: Gender, DOB, Marital Status, Race/Ethnicity, etc.	Search 'Change My Personal Information'
Preferred Name Change	Updating your preferred name in Workday. Your preferred name is what will display in Workday.	N/A – Accessible through the worker profile 'Actions' under 'Personal Data'
Change Emergency Contacts	How to update your Emergency Contacts in Workday.	Search 'Change My Emergency Contacts'
Home Contact Information	How to update primary home address	N/A – Accessible through the worker profile 'Actions' under 'Personal Data'
Work Contact Information	How to update work phone number, email address, and alternative work location	N/A – Accessible through the worker profile 'Actions' under 'Personal Data'
Public Profile Preferences	Determine which personal information displays on public profile (military service, education)	Search 'Change Public Profile Preferences'
Passports & Visa Change	How to make updates to your Passports and Visa Information	Search 'Change My Passports and Visas'
Change My Government IDs	How to make updates to your Government ID information	Search 'Change my Government IDs'
Veteran Status Identification	How to make updates to your Veteran Status Identification	Search 'Change My Veteran Status Identification'

Disability Self-Identification	How to make updates to your disability self-identification information	Search 'Change Self-Identification of Disability'
Complete Federal Withholding Elections	How to manage/update federal withholding elections	N/A – Accessible through the worker profile 'Pay', 'Tax Elections'
Complete State & Local Withholding Elections	How to manage/update state & local withholding elections	N/A – Accessible through the worker profile 'Pay', 'Tax Elections'
View Payslip	How to view your paycheck	N/A – Accessible through the worker profile 'Pay', 'Payslips'
Change Job – Employee	How to request a flexible work agreement	Search 'Request Flexible Work Arrangement'
Request Time Off	How to request all time off (bereavement, jury duty, vacation) and leaves of absence (not inclusive of FMLA eligible leaves)	Search 'Request Absence Report'
Create Expense Report	How to process an expense eligible for reimbursement (mileage, educational, CME, etc.)	Search 'Create Expense Report'
Create Request	How to process Flower/Gift/Donation for Special Life Event, License Reimbursement, Tuition Reimbursement, Certification Reimbursement, etc.	Search 'Create Request'
Photo Change	How to update your worker profile photo	Search 'Change My Photo'
Learning Fundamentals for Employees	How to identify and access required courses in Workday Learning. How to enroll and drop a course. How to view and print your transcript.	Global Navigation Menu > Learning

Manager Security Group & Cost Center Requisitioner Security Group

Job Aid Name	Job Aid Description	Title of Task in Workday
Change Job – Manager	How to initiate a job change for a current partner (transfer, promotion, FTE, etc.)	Search 'Start Job Change'
Completing a Partner Annual Review	Step by step guide for completing an annual review	N/A – Inbox task will be available during review period.
Contract Contingent Worker	How to hire a contracted partner	Search 'Contract Contingent Worker'
Correct Time Off	How to correct time off previously entered by a partner	Search 'Correct Absence'
Corrective Action (Manager)	How to initiate a corrective action on a partner	Search 'Start Corrective Action for Employee'
Create New Position	How to create a job requisition in Workday for a new position.	Search 'Create Job Requisition'
Create Job Requisition	How to create a job requisition for an existing position.	Search 'Create Job Requisition'
Delegate Tasks	How to temporarily delegate your inbox to a peer or superior while on vacation or leave of absence	Inbox > Manage Delegations
Enroll in Content – Manager	How to enroll members of their team in a Workday Learning Course	Global Navigation > Learning > Select Course/Course Offering > Enroll My Team
Get Feedback on Worker	How to request feedback from other partners on worker	Search 'Get Feedback'
Give Feedback on Worker	How to provide feedback to partner.	Search 'Give Feedback"
Helpful Hints – Approve a Requisition *(Cost Center Requisitioner)*	How to review and approve a requisition (Supply Chain)	Inbox > Approve
Helpful Hints – Creating a Requisition *(Cost Center Requisitioner)*	How to create a requisition (Supply Chain) for catalog and non-catalog items.	Search 'Create Requisition'
New Hire Onboarding	Complete the 'Onboarding Setup Task'.	Inbox > Onboarding Setup Task
Performance Improvement Plan	How to initiate a performance improvement plan on an employee	Search 'Start Performance Improvement Plan for Employee'
Termination	How to process voluntary termination within Workday	Search 'Terminate Employee'