



Workday Quick Start Guide for SCSU Faculty

August 2024

This guide is intended to help prepare SCSU faculty to use Workday, including Workday-related tasks, instructions, resources and support.

Recommended Tasks

- 1. Log into Workday
- 2. Review Profile information in Workday
- 3. Familiarize yourself with most relevant processes
- 4. Complete assigned training courses (optional)
- 5. Download Workday mobile app (optional)

Instructions

1. Log into Workday

- Faculty can access Workday directly using the [Workday link](#).
 - Link address: <http://www.myworkday.com/minnstate/login-saml2.html>
- The Workday link can also be found on Employee Home reflected as “Workday” or accessed through the Workday app in Microsoft 365.
- Faculty will be prompted to enter their **StarID@minnstate.edu** login credentials and will need to verify their identity through Microsoft 365 multi-factor authentication.
- Additional instructions are available on the [SCSU Knowledge Base](#).

2. Review Profile Information in Workday

- In Workday, navigate to your Profile by selecting the human icon (usually found in the upper-right corner), then select "View Profile".
- Review all of your Profile information (Employment Type, etc.)
 - Note: Tenured and probationary faculty will appear in Workday as "Tenure Track" due to current Workday configurations.
- Report any errors or issues to NextGenSCSU@stcloudstate.edu.

3. Familiarize yourself with most relevant Workday processes for faculty

- The most common Workday processes for faculty are anticipated to be requesting time off and expense reimbursements. Detailed instructions for these processes are available on the SCSU Knowledge Base:
 - [Requesting/correcting time off request instructions](#).
 - [Requesting expense reimbursement instructions](#).
- Note: Faculty Workload Management (FWM) is still active and will continue to be used in the same way it has been.



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Instructions (Continued)

4. Complete assigned Workday training courses (optional)

- Workday training assignments were first shared in April 2024 with the recommendation to complete training before Workday Go-Live in July 2024.
- Faculty who did not complete their training before Go-Live can still complete training. Although completing assigned training is optional, it is recommended that faculty complete assigned training to help provide a more foundational understanding of Workday.
- Instructions for accessing individual training plans and assigned training courses are available in the [SCSU Knowledge Base](#).

5. Download Workday mobile app (optional):

- You may download the Workday mobile app from the [App Store](#) (iPhone) or [Google Play](#) (Android).
- Once downloaded, you may log in using your **StarID@minnstate.edu** credentials. You will be prompted for multi-factor authentication. You will also be prompted for an Organization ID, for which you can enter **minnstate**.



Key Resources & Support Contacts

For questions or issues with Workday:

1. **Review online (self-service) resources:**
 - [Assigned training](#).
 - [Workday Training Connect site](#) (job aids, demos and more.)
 - [SCSU Knowledge Base](#) (answers to frequently asked questions.)
2. **Contact Department/OAS, as appropriate:**
 - Faculty may check with their department/OAS, especially for department-specific Workday use questions.
3. **Contact Faculty Association:**
 - Faculty may contact the Faculty Association for possible Workday help.
4. **Contact SCSU's NextGen Transition Management Team:**
 - Submit a ticket to the cross-functional SCSU NextGen Team by emailing NextGenSCSU@stcloudstate.edu or completing a [brief form](#).
 - The SCSU NextGen Team will escalate questions/issues to the Minnesota State System Office as needed.