

GO-LIVE CHECKLIST

What to Do on Day One

- Log into Workday from a desktop computer using the myCascadia link on the homepage of Inside Cascadia.
- (Optional) Use the QR code on your Workday dashboard and follow instructions for getting the Workday mobile app on your personal or Cascadia cell phone.
- Clock in using the Time Tracking app. **Remember, if you need to change a clock-in or clock-out entry, do so through the Requests app in Workday.**
- Add, review, and update the following information:



Personal Info

- Add your emergency contacts
- Review/update name, gender, etc.
- Review/update contact info (phone number, address, etc.)



Benefits Review

- Add your beneficiaries
- Review & verify benefits info for accuracy

Note: You are not enrolling in benefits at this time. Open enrollment will be in March 2025.



My Tasks

- Review “My Tasks” for items you still need to complete

Text Alerts

- Opt in to receive text alerts (Preferences menu)



Pay Information

Review & verify:

- Direct deposit information
- Tax withholdings



WORKDAY GO-LIVE

Additional Information

Hourly Employees

Begin recording and submitting your timesheets in Workday on December 1, 2024.

Remember that meal breaks are automatically entered, so you do not need to clock in and clock out for breaks.

Salaried Employees

Timesheets will look a little different, but you will still make sure time off is documented accurately and approve your timesheet at the end of each pay period.

Managers (anyone with a direct report)

You will still receive reminders at the end of the pay period to review and approve your direct reports' timesheets.

Questions?

Timesheets, PTO, benefits, payroll

PeopleAndCulture@CascadiaHealth.org

IT support

Login, single sign-on, mobile app

ITHelp@CascadiaHealth.org

Expenses

PCard, mileage, cell phone, RFPs

AccountsPayable@CascadiaHealth.org

Grants and Contracts

Grants.Contracts@CascadiaHealth.org



Learn more on
Inside Cascadia
bit.ly/cascadiaworkday