



Employee Self-Service

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ADD OR UPDATE CONTACT INFORMATION

1. From your Home page, click on the “Personal Information” worklet.
2. In the “Change” column, click on the “Contact Information” button.
3. Click on the “Edit” button on the top left of page
4. To edit existing contact information, click the edit pencil icon to make changes.
5. To add new contact information, click the “Add” buttons.
6. When finished, click “Submit” at the bottom of the page.

Note: A home address is required for all employees.

ADD OR UPDATE EMERGENCY CONTACT INFORMATION

1. From your Home page, click on the “Personal Information” worklet.
2. In the “Change” column, click on the “Emergency Contacts” button.
3. Click the “Edit” button if you are changing your existing emergency contact information.

Click the “Add” button if you are entering for the first time.

The following information is required for all emergency contacts.

Legal Name
Relationship
Primary Address
Primary Phone


Note: For phone numbers, the area code is entered in a separate field. The rest of the phone number should be in XXX-XXXX format.



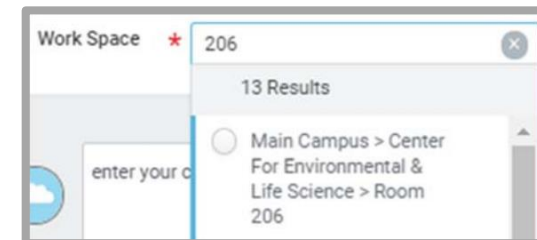
A screenshot of a web form for adding or updating contact information. It features two input fields: 'Area Code' with the value '646' and 'Phone Number' with the value '391-6608'. The 'Phone Number' field has a red asterisk next to the label. The entire form is enclosed in a yellow rounded rectangle.

4. When finished click ‘Submit’ at the bottom of the page.

CHANGE YOUR WORK SPACE/OFFICE LOCATION

1. From your homepage, type “Change My Work Space” in the search bar and select the task that appears.
2. Enter the effective date of the work Space change. You cannot use a future date.
3. Click on the menu drop down icon .
4. Select your work space. You can select the menu options to find your work space or you can narrow down your search by typing your room number and hitting enter.

Note: If you cannot find your Work Space it most likely needs to be created in Workday. Please open a ticket for your work space to be created by contacting the Workday Help Desk at workday@montclair.edu or call x7971 option 4.

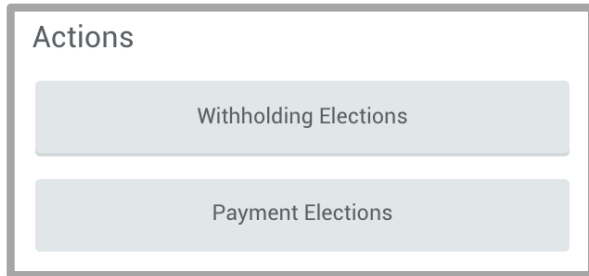


A screenshot of a web interface showing a 'Work Space' dropdown menu. The dropdown is open, displaying '13 Results'. One result is visible: 'Main Campus > Center For Environmental & Life Science > Room 206'. The dropdown has a search bar with the text 'enter your c' and a red asterisk next to the 'Work Space' label.

5. Click “Submit” at the bottom of the page. The request will go to HR for approval.

UPDATE FEDERAL TAX WITHHOLDING ELECTIONS

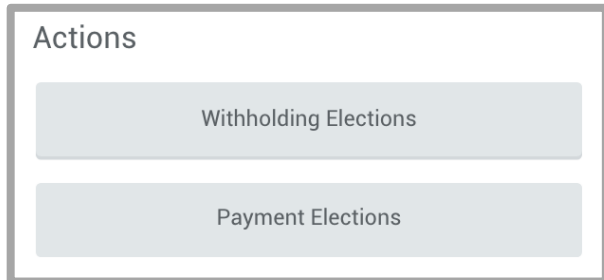
1. From your Home page, click on the “Pay” worklet.
2. Click on “Withholding Elections” in the “Actions” section.



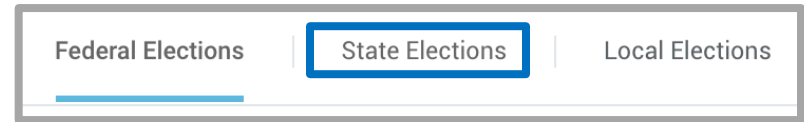
3. Click on the “Update” button at the bottom of the page.
4. Enter the effective date of the change and click “OK” at the bottom of the page.
5. Update your elections and click “OK” at the bottom of the page. Your Federal Tax Election change will be sent to payroll for approval.

UPDATE STATE TAX WITHHOLDING ELECTIONS

1. From your Home page, click on the “Pay” worklet.
2. Click on “Withholding Elections” in the “Actions” section.





3. Click on the “State Elections” tab.

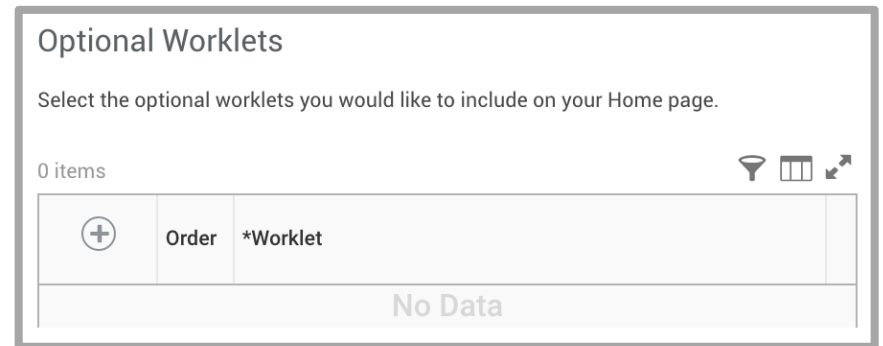


4. Click on the “Update” button at the bottom of the page.
5. Enter the effective date of the change and verify the state is correct before clicking “OK” at the bottom of the page.
6. Update your elections and click “OK” at the bottom of the page.

ADDING THE OPTIONAL ADVANCED PAY WORKLET

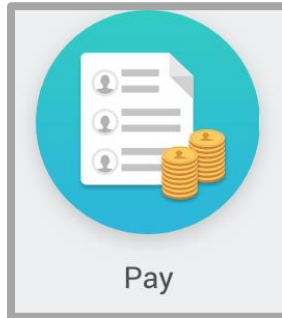
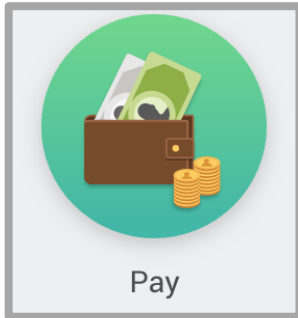
You will have a required “Pay” worklet on your home page but there is a more advanced “Pay” worklet that offers a more detailed view of your pay. The advanced version allows you to compare payslips by pay period, monitor up to six earnings or deductions over time, view your payslips and view your pay history as a customizable graph.

1. From your home page click on the configure worklets icon .
2. Under “Optional Worklets” click on the add row icon .



3. In the drop down menu line that appears select the worklet named “Pay”.
4. Click “OK” at the bottom of the page.

5. Click “Done” at the bottom of the page.
6. You will be returned to your home screen and will now have two pay worklets. The basic required “Pay” worklet image is of a wallet (below on left) while the advanced “Pay” worklet image is a sheet with stacked coins (below on right).




HELP CONTACT INFORMATION

For assistance, contact the Workday Help Desk at 973-655-7971 and select option 4 OR send an email to Workday@montclair.edu.

VIEW AND PRINT YOUR PAYSLIP

1. From your Home page, click on the “Pay” worklet.
2. Click on “Payslips” in the “View” section.



- 3.
4. Find the pay period you want to view and click the “View” button to the right.
5. To print your payslip click on the print icon  located in the top right corner of the screen. Your payslip will be downloaded as a .pdf document.
6. Open the downloaded document and print.