SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES
PROJECT IMPACT GENERAL ANNOUNCEMENT #12

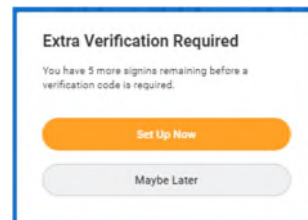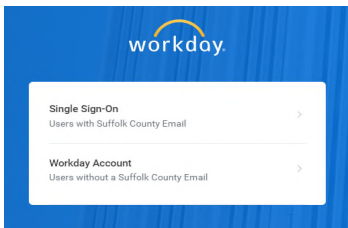# Workday is LIVE!

The County's new Human Resource Management System (HRMS), known as Workday, is LIVE and available to all County employees. The link to Workday can be found at the top of the Project Impact website.

By this time you should have already reviewed the Workday Basics video as well as the Multi-Factor Setup and Use video. These were the two videos you were instructed to review in our last few communications. If you have yet to view those videos you can click on the links listed above or find them on the Training and Resources page of the Project Impact website.

What to do first?

- Log into Workday
  Note: Click here and then click on the Workday logo to access the Workday Log in screen.
- Select Single Sign-On from the left side of the screen. On the next screen enter your County Credentials and click Sign In. For your first log on, you will select "Maybe Later" at the bottom of the Extra Verification Required screen.

- Now in Workday, click on the **Announcements** section located on the Home Page. Read the entire announcement, and complete the list of tasks.
  Note: Completing these tasks will ensure that all your information in Workday is up to date and accurate.
- Once all tasks have been completed you can log out of Workday.
  Note: To log out, click on the profile icon 👤 in the upper right corner of the page and then click the **Sign Out** button.
- For added security, you must now log back into Workday and complete the multi-factor authentication setup (Extra Verification Required) step you bypassed earlier. Follow the on-screen instructions. (For help, view the video tutorial or the How to Login to Workday – Quick Start Guide).
  Note: This is a one-time setup and will not be required every time you log into Workday. You will however be required to use one of the multi-factor methods you set up each time you log into Workday.
- Once you have completed the multi-factor authentication setup you may log out of Workday.

If there are any tasks you are uncertain of how to complete, please refer to the materials located on the Training and Resources page of the Project Impact website. If you cannot find a Job Aid to answer your question, contact your Payroll Rep. If they cannot answer your question, they will research it further or recommend that a SuffolkNOW ticket be created. For general Workday questions, please call the Workday Helpline at 631-333-2959 or email HRMSHelpline@suffolkcountyny.gov.

Welcome to Workday…Have a Great Workday