

Support Center

Workday | ADP | SharePoint



Welcome to Workday!

Workday is officially live! It's an impressive tool, delivering on our vision to empower every member of our team with **innovative tools and technology** to make every day extraordinary. You'll love how Workday gives you direct, 24/7/365 mobile access to these self-service tasks and more.

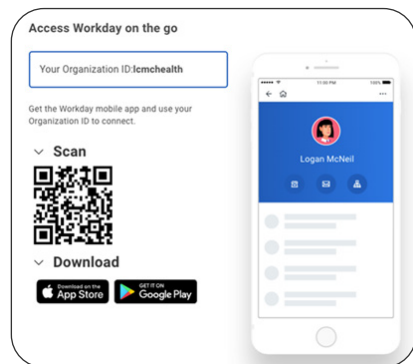


- Access and modify basic employee information (e.g., name, work location, and supervisor).
- View pay slips and update direct deposit and tax elections
- Apply for open jobs across the system.
- Access organizational charts and the master job titles list
- Review and/or upload your professional photo
- Enter supply orders/requisitions in Workday (SCM002 training required)
- Submit expense reports for reimbursement (GEN007 training recommended)
- Maintain your personal and career information (e.g., benefits, dependents, licenses and certifications, emergency contacts, etc.)

Note: Workday will send periodic emails to notify you when your action is required. Please respond to these alerts promptly.

Log-in steps

- Access Workday at myworkday.com/lcmchealth/login.html and from the [LCMC Health intranet home page](#). For detailed instructions, please view the Login Guide [here](#).
- Download the new Workday mobile application from Google Play or the Apple Store. Review the [job aid](#) or scan the QR code to learn more.
- Multi-Factor Authentication (MFA) is required when logging into Workday from any device not connected to the LCMC Health network. Review the guides to configure multi-factor options.
- If you have not used MFA and require assistance, please refer to the [Login Guide](#) or LCMCHealth.org/workday. For additional technical issues, please contact the Workday Go-Live Help Desk at 504.962.6101.



Get started

- View [Overview of Workday Tools and Navigation](#) to help with basic navigation and to complete [important action items](#).
- Check out the learning resources and job aids created for your role. On-demand training is also available at LCMCHealth.org/workday on the Workday SharePoint training page.
- Workday simplifies a lot of our old manual tasks and, since it's easy to use, will be more efficient. Become a Workday pro with these simple tricks!
 - [Workday basics and navigation/set up your favorites](#)
 - [Custom searches](#)



Go-Live support

- **Workday Training Resources**
Training and training schedules, videos, and job aids are in the Learning Center, on the Workday SharePoint site or register for live and virtual training sessions at LCMHealth.org/workday on the training page.
- **Workday Glossary**
Download the easy-to-reference [Workday Glossary](#) and share with your peers.
- **Workday Knowledge Articles**
Available under the Help tool in Workday. Go to menu>help>find answers section to access.
- **Workday Frequently Asked Questions (FAQs)**
View the [Workday FAQs list](#) to see if your question has been answered by our Workday team.
- **Workday Assistant**
Workday's new chatbot provides help to users. Type in "What can you do" to see a full list of capabilities.
- **Workday Human Resources, Finance and Supply Chain Functional Resources**
Please contact your team leader or manager for direct links to these resources.
- **Workday Operational Support**
Submit a ticket at LCMHealth.service-now.com/ba to report operations issues in Workday.

Get Workday help

- **People Service Center (PSC)**
For HR-related questions and assistance Monday–Friday, 8 am to 5 pm call 504.702.5525 or submit your question in Workday: Menu>help>create case or type "create case" in the search box
- **Workday Krewe Change Agent Network**
The Workday Krewe Change Agent Network ensure employees are informed, ready, willing, and able to transition to Workday. View the [Krewe members](#) in your facility.
- **Workday IT Help Desk**
Contact the Workday Go-Live Help Desk for technical support downloading, verifying, or setting up MFA or Workday at 504.962.6101.
- **Workday Central**
The central source for all things Workday. Go to LCMC Health intranet homepage>click on the Workday/Project aLign icon or gain access at LCMHealth.org/workday or on the [Workday mobile-friendly quick links page](#).
- **Workday Functional Mailbox**
For Finance or Supply Chain-related tasks in Workday, please email:
 - Finance Team: LCMcfincerequests@LCMHealth.org
 - Supply Chain Team: LCMCSCDA@LCMHealth.org
- **Workday Feedback Form**
Share your thoughts and questions 24/7/365 through our [Workday feedback form](#) available on the Project aLign/Workday SharePoint site.



Get started with the wonderful world of Workday

These action items include tasks to complete when logging in for the first time

- Review/verify update/set up [personal and emergency information](#)
- Add your contact phone numbers, including your mobile phone number
- Review and/or upload your [professional photo](#)
- View your cost center and department
- Review your bank account and [tax election](#)
- Review your [certifications/licensure](#) (if applicable)
- Review your [dependents/beneficiaries](#)



Scan the QR code with your mobile device for a shortcut to the Workday Quick Links site!



Click on the icon to get started with Workday!