

Employee Checklist

Day one in Workday@OK

Critical payroll-affecting tasks

- ☐ **ENTER TIME!** Check with your manager to ensure your time is entered correctly from July 31 to Aug. 15.

Time entry deadline for biweekly agencies: Aug. 17

Time entry deadline for monthly agencies: Aug. 19

Visit the
[Workday@OK webpage](#)
for user guides to assist
with these tasks.

- ☐ Check to ensure your schedule is correct.
- ☐ Check your direct deposit and tax elections and withholdings.
- ☐ Verify your benefits and beneficiaries are correct.

Other tasks

- ☐ Check your Length of Service date and contact your payroll team if you see an error.
- ☐ Check your personal information on your profile. Initiate any necessary changes. They may require approval from your agency.
- ☐ Check your work location and contact information. Initiate any necessary changes.
- ☐ View your learning transcript.