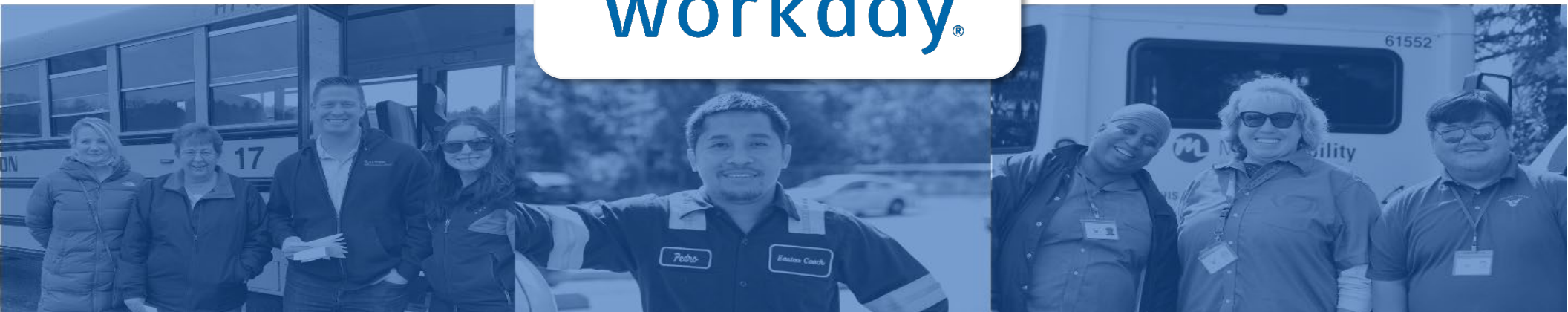


# WELCOME to



A new HR, Payroll, and Recruiting tool  
designed to make your life easier!

# EMPLOYEE

## Table of Contents

Introduction .....	3
Getting Started.....	1
Accessing Workday .....	1
Workday Mobile .....	1
Computer Access.....	1
Basic Navigation and Essential Actions .....	1
Essential Actions .....	1
Name Change.....	1
Workday Inbox.....	1
Time Worked and Absences .....	1
Time Tracking.....	1
Absence .....	1
Pay .....	1
Direct Deposit .....	1
Workday: Payment Election .....	2
Payslips .....	2
Benefits .....	2
Workday: Manage My Benefits .....	2
Employment.....	2
Workday: Find Beacon Jobs – Internal Applicants.....	2
Workday: Submitting a Referral .....	2
Have Questions? Ask Away!!.....	2
Workday Assistant .....	2
Workday Help .....	2
Additional Resources .....	2

**This Page is intentionally left blank**

## EMPLOYEE

### Introduction

Welcome to the *Workday Employee User Guide*.

This user guide will teach you how to navigate Workday and complete tasks within it. Keep in mind that processes are subject to change, so it is recommended to use the online version of the user guide instead of printing. Save a bookmark to the [Welcome to Workday! - Beacon](#) page for quick reference.

### About the User Guide

This user guide provides step-by-step processes with visual aids to help you perform all tasks in Workday.

The Employee section includes step-by-step guidelines to tasks that every employee can perform.

### Quick Tips

Here are a few quick tips to help you get started:

- A brief explanation about the task is provided at the beginning of every process.
- Bolded words indicate they are an application or an action item to click on.
- Orange outlined boxes in the screenshots show you where on the page to click or fill in boxes.
- Every page of the manual has a header that includes the section, title of the job aid and who can perform the task (i.e. Employee or Manager)
- Return to the Table of Contents at any time by clicking **Return to Table of Contents** at the bottom of each section page.

### What is Workday?

Workday is a new Human Resource tool that will simplify and streamline everything related to HR, including:

- Requesting and scheduling time off
- Viewing and changing paystubs and personal information
- Managing your teams
- Coordinated Recruiting
- eLearning resources to help you learn and grow



<https://www.youtube.com/watch?v=FG46Fx17tAU>

[BACK TO TOP](#)

## EMPLOYEE

# Getting Started

### Accessing Workday

#### Workday Mobile

Did you know you can access Workday with your mobile device? Check out [Workday Mobile: Getting Started – Installing Workday Mobile](#) Guide for set instructions and links to the Workday Apps for both Android and iOS devices.

#### Computer Access

Follow the link to find instructions for all desktop access- either on a business device or personal home computer [Workday: Getting Started – Workday on Your Desktop](#)

### Basic Navigation and Essential Actions

Get familiar with Workday by reviewing [Workday: Basic Navigation](#) Job Aid.

#### Essential Actions

Follow the four steps outlines below to set up your information within Workday.

1. Verify Direct Deposit Account (Payment Elections)- [Workday: Set Up Direct Deposits](#)
2. Update Contact Information- [Workday: Update Contact Information](#)
3. Add or Edit Emergency Contacts- [Workday: Add or Edit Emergency Contacts](#)
4. Set Photo – [Workday: Setting a Personal Photo](#)
5. Learning – [Complete Required Training](#)

#### Name Change

Use the [Workday: Name Change](#) for instructions to update your legal or preferred name in Workday.

#### Workday Inbox

Review [Workday: Inbox](#) for instructions on how to complete tasks sent to you via the Workday Inbox.

### Time Worked and Absences

#### Time Tracking

Only applicable for MN hourly people and New England non-driver and non-monitor hourly people. You can reference [Workday: Enter Time](#) (Hourly Employees) for direction on entering time worked and meal breaks.

**Please Note:** Salaried employees are not required to document hours worked within Workday. Other not entering their time in Workday can view their time even if they are tracking in Routingbox, Bytecurve, Fleetwave etc.

#### Absence

Need to schedule time off work in Workday? Review [Workday: Absence Calendar](#) for step-by-step directions. This resource also reviews how to cancel or correct your entries.

### Pay

#### Direct Deposit

What the [Workday: Direct Deposit](#) tutorial to learn how to set up your direct deposit in Workday and verify your information and enrollments.

[BACK TO TOP](#)

## EMPLOYEE

[Workday: Payment Election](#) reviews completing the following tasks:

- Add Payment Elections (Direct Deposit)
- Add Payroll Distribution (sending a portion of your pay to a specific account)
- Change or Edit Payment Elections (Direct Deposit)

*Please Note: This function cannot be completed on your, phone please go to the browser.*

### Payslips

The article below explains how to review your Workday Payslip and find important information and benefits.

Instructions to view payslips (in Workday) [Workday: Accessing Payslips.](#)

### Benefits

[Workday: Manage My Benefits](#) reviews completing the following tasks

- Add a beneficiary from an existing dependent or emergency contact
- Edit or Remove a Beneficiary
- Add New Beneficiary
- Edit Dependents

### Employment

[Workday: Find Beacon Jobs – Internal Applicants](#) provides steps enabling Beacon employees to apply for Beacon positions internally.

Know People Who want to work for Beacon? Look at open jobs and “REFER” people through Workday.

[Workday: Submitting a Referral](#) gives instruction on how to refer a candidate for Beacon Employment.

### Have Questions? Ask Away!!

[Workday Assistant](#)

[Workday Help](#)

### Additional Resources

Additional questions can be direct to your manager or [workday@gobeacon.com](mailto:workday@gobeacon.com)

BACK TO TOP

## Workday: Getting Started-Mobile

This article walks you through how to get started using Workday Mobile, including the app setup and login process.

### Workday Mobile Installation

To begin using the Workday mobile app, you must download it from the app store for your device. Reach the Workday app page for your device by scanning the QR code or inputting the link below or by manually searching your device's app store for "Workday".

#### Android:

<https://play.google.com/store/apps/details?id=com.workday.workdr oidapp&hl=en>



iOS: <https://itunes.apple.com/us/app/workday/id316800034?mt=8>

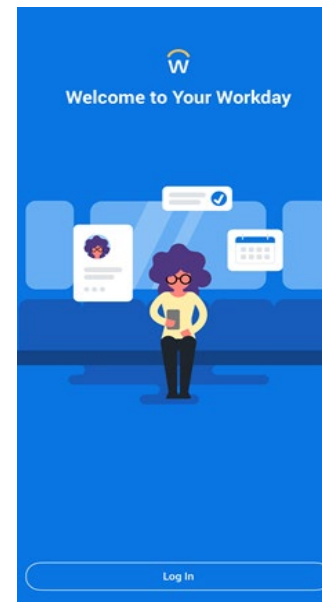


Install the app once you have reached the Workday app page.

## Workday Mobile Setup

Setting up your Workday app is simple. Follow the instructions below to set up the Workday mobile app:

1. **Open** the Workday app that you just installed.
2. Press **Log in** and Type "**gobeacon**" as your organization ID or scan the **QR code**



Enter or scan your Organization ID



3. Next you will be prompted to sign into Workday.

Your **Username** will be Your First Name. Last Name.

Your **Password** will be:

Upper case first letter of your First Name

Upper case first letter of your Last Name

Last 6 of your Social Security Number.

Example: Employee Bob Young

Username: Bob.Young

Password: BY858930.

[BACK TO TOP](#)

## EMPLOYEE

4. Once you click sign in you can **change your password**.

### Please Note:

#### New Password Criteria:

- Minimum number of characters required 8.
- *The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, numeral 0-9, special characters !"#%&'()\*+,-.?:;=>?@^\_{ }~.*
- *The password must not have been used within the following number of days: 1.*
- *The password must not have been used within the following number of last passwords: 4*

5. Next you will be asked if you want to **remember the device**. This allows you to sign in more easily in the future.

### Remember Device?



Remembering this device allows you to sign in more easily and better protect your account

☒ Remember this device

Submit

6. Next, select your Four-digit **pin**, which provides a fast alternative way to login in the future then click the blue check mark.

### Create a PIN for a fast alternative way to log in

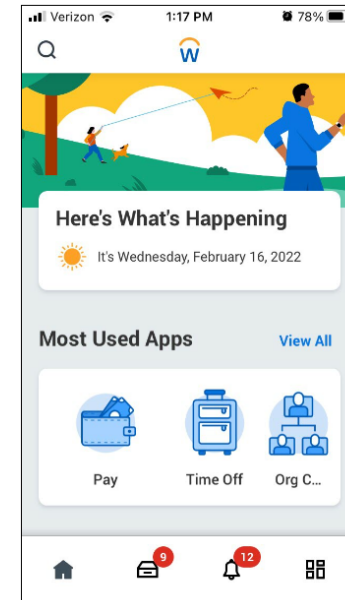


\*\*\*\*

Create PIN

Enter a 4 digit PIN

After you have logged in, you will be redirected to the Workday homepage.



BACK TO TOP



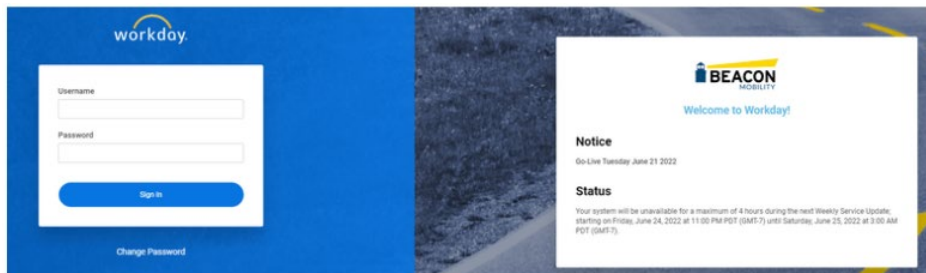
## EMPLOYEE

# Workday: Getting Started- Desktop

This article walks you through instructions for all desktop access- either on a business or personal home computer.

## Workday On Your Desktop

1. Using your Computer Browser, Navigate to the following Web address: <https://www.myworkday.com/gobeacon/login.html>



2. Next you will be prompted to sign into Workday.  
Your **Username** will be Your First Name. Last Name.  
Your **Password** will be:

Upper case first letter of your First Name  
Upper case first letter of your Last Name  
Last 6 of your Social Security Number.

Example: Employee Bob Young

Username: Bob.Young

Password: BY858930.

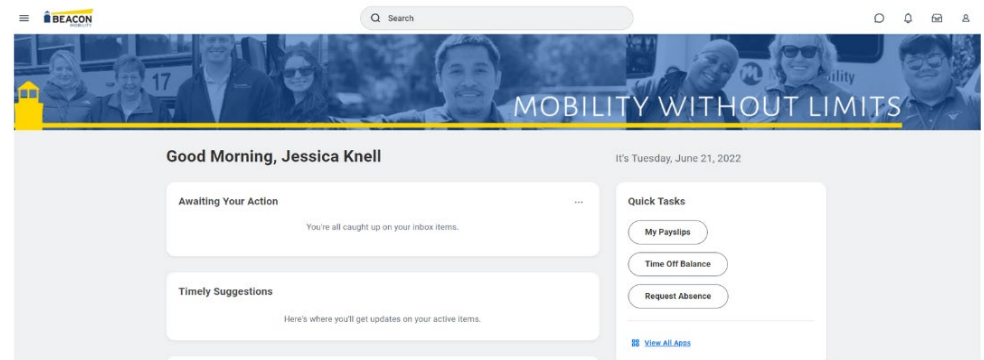
3. Once you click sign in you can **change your password**.

### Please Note:

#### New Password Criteria:

- Minimum number of characters required 8.
- *The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, numeral 0-9, special characters*  
!"#\$%&'()\*+,-.?:;=>?@^\_{}~.
- *The password must not have been used within the following number of days: 1.*
- *The password must not have been used within the following number of last passwords:*

4. After you have logged in, you will be redirected to the Workday homepage.



[BACK TO TOP](#)

## EMPLOYEE

# Workday: Basic Navigation

This article walks you through utilizing and customizing the homepage of Workday.

## Workday Search

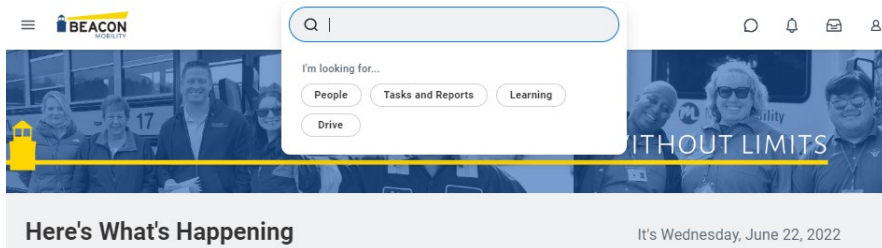
You can use the search bar for multiple pieces of information including, but not limited to:

- Apps
- Employees
- Tasks

If you type a short phrase or keyword, the search bar will automatically provide recommendations based on what was typed.

Clicking on any of these redirects you to that page.

If you cannot immediately find what you are looking for, click Enter/Return on your keyboard to search manually.

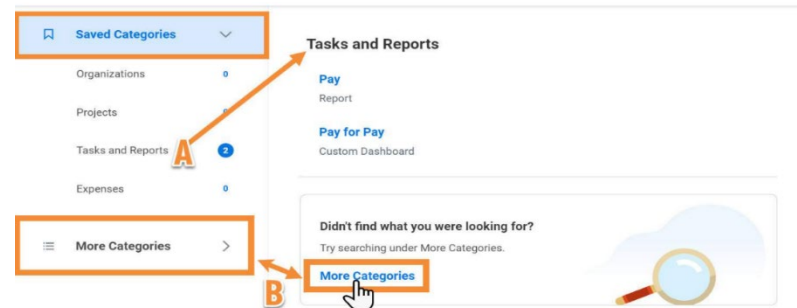


## Manual Search

When performing a manual in-depth search, please note the following:

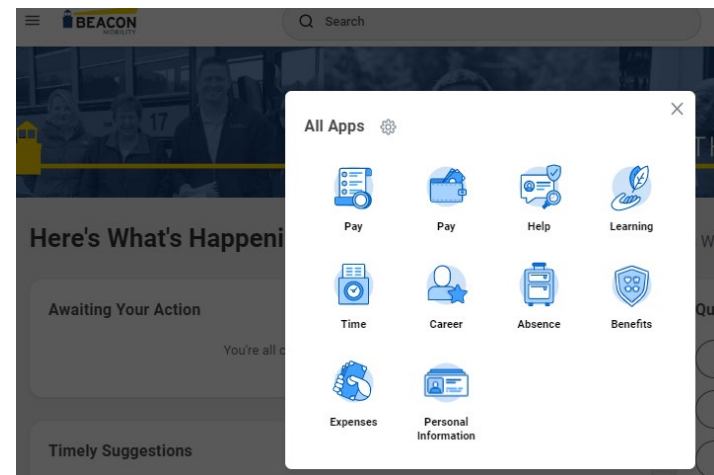
- Workday will display results based on your Saved Categories. Saved Categories are initially auto predicted but can be updated by following the instructions in the next section.

- If you are unable to find what you're looking for, selecting More Categories will display results for every category.



## Apps

Apps (also referred to as worklets) are the primary method of interacting with Workday. Numerous apps can be used, ranging from timekeeping, reporting, and performance metrics.



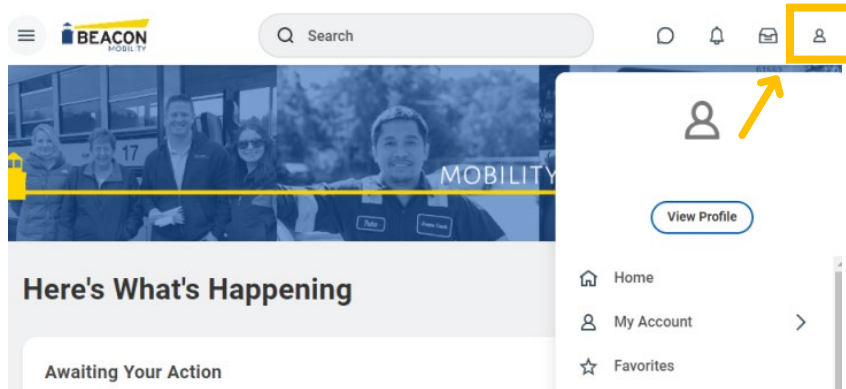
Apps are accessed from the homepage within the All Apps menu by clicking **View All Apps**.

[BACK TO TOP](#)

## EMPLOYEE

### Profile Options

You can access the profile options drop-down menu from any page within Workday. This menu allows you to customize your profile and provides quick and easy access to your high priority information.



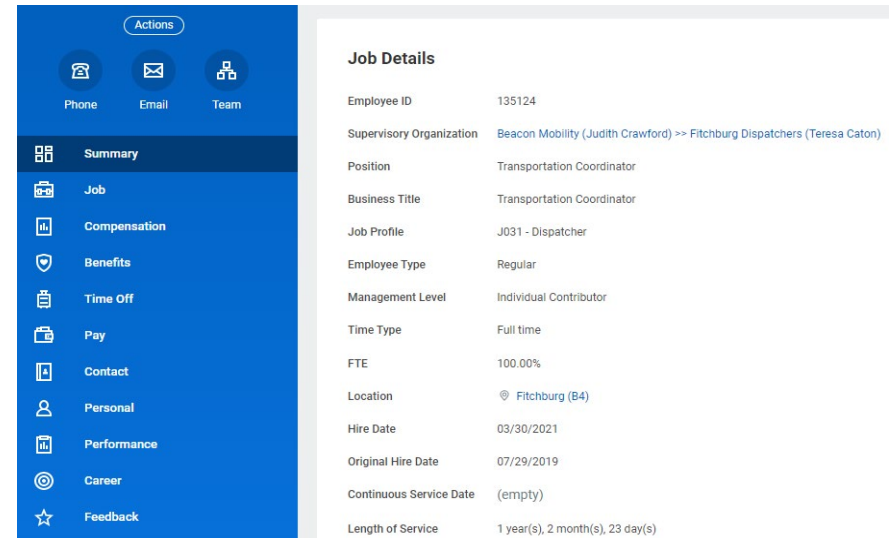
Refer to the tabs below to see an explanation of some of the options found here.

#### View Profile

Clicking **View Profile** provides an overview of your personal information. This includes, but is not limited to:

- Job Details,
- Direct Manager
- Compensation
- Benefits
- Performance
- Contact Information

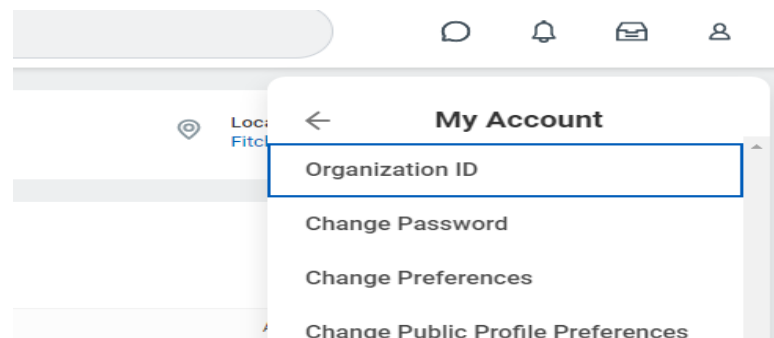
You can view/modify these pieces of information by clicking their respective tab.



#### My Account

The **My Account** menu provides options to manage your account. Some options available include:

- Change Personal Preferences
- Change Public Profile Preferences
- Manage Password Challenge Questions
- Manage Trusted Devices



[BACK TO TOP](#)

# EMPLOYEE

## Favorites

The **Favorites** section provides a list of popular and favorited reports and tasks. To change what appears here, select **Manage Favorites**.

BEACON

Search

Favorites

Favorite Reports and Tasks

To view a report, click the report name. To start a task, click the task name.

Shared Custom Reports - 98 items

Custom Report

Benefits - Eligibility Factors

Extract Worker ACA Measurement History

HCM Validation 14 - Instant Messenger

Retirement Savings Election Report

Alert - Expiring Worker Contracts

## My Reports

The **My Reports** Section houses any reports you have created. For Example, a downloaded payslip shows as a report.

My Reports

Turn on the new tables view

10 items

File Name	Type	File	Created by	Date and Time Created	
Payslip_to_Print_Report_Design_10_22_2020.pdf	Business Form (PDF)			10/22/2020 10:21 AM	Delete
Payslip_to_Print_Report_Design_11_27_2019.pdf	Business Form (PDF)			11/27/2019 07:28 AM	Delete
EK-1004568.pdf	Business Form (PDF)			09/17/2019 05:26 PM	Delete
Payslip_to_Print_Report_Design_05_15_2019.pdf	Business Form (PDF)			05/15/2019 11:29 PM	Delete
Payslip_to_Print_Report_Design_05_15_2019.pdf	Business Form (PDF)			05/15/2019 11:29 PM	Delete
Payslip_to_Print_Report_Design_05_15_2019.pdf	Business Form (PDF)			05/15/2019 11:28 PM	Delete

## EMPLOYEE

# Workday: Direct Deposits for Payroll

Workday allows you to enter direct deposit accounts for your Beacon Payroll.

Please click any of the following tasks to be taken to their step-by-step directions:

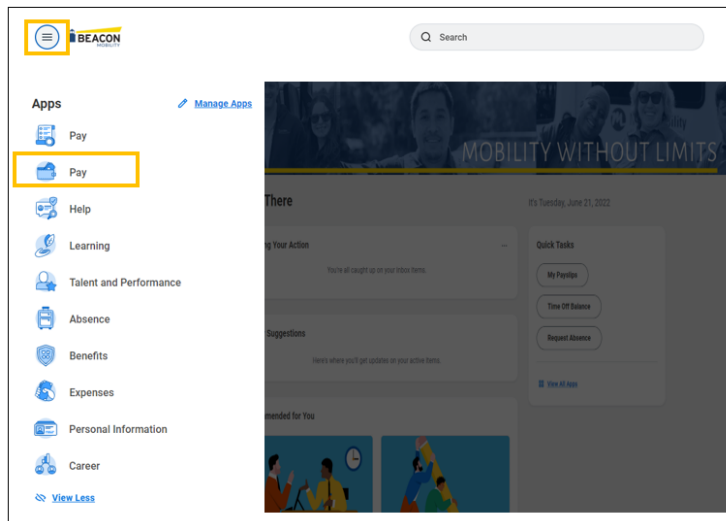
[Add Payment Elections \(Direct Deposit Accounts\)](#)

[Change or Edit Payment Accounts](#)

[Add or Edit Payroll Distributions](#)

## Add Payment Elections (Direct Deposit Accounts)

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Pay** application.



3. Under the **Actions** Column, click **Payment Elections**. Click the **Add** button if you do not already have a direct deposit account on file; otherwise click **Edit** if you simply wish to change the selection.
4. Select the **Preferred Payment Method** for your Payroll.
5. Enter an **Account Nickname** for your direct deposit account (Optional).
6. Select Checking or Savings using the **Account Type** radio button.
7. Enter the **Bank Name**, **Routing Transit Number**, and **Account Number**.
8. The **Bank Identification Code** is a unique code to identify the financial institution. This field is **not** needed to process a direct deposit.
9. Click the **OK** button.
10. Click the **Add** button and follow steps 1 through 10 if you wish to add additional payment elections.

**Please Note:** If you only have one account, your full paycheck will go directly to that account. If you wish to divide your paycheck into separate accounts, you will need to add each account first by following the instructions above then use the **Change or Edit Payment Elections** to determine the amount or percent that will go to each account.

## Change or Edit Payment Accounts

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>

[BACK TO TOP](#)

## EMPLOYEE

- Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Pay** application.
- Under the **Actions** column, click Payment Elections.
- In the **Account** table, click **Edit** next to each account you wish to edit. You can also **remove** an account if it is not currently in use by clicking the **Remove** button and then click **OK**. If the account is in use, create a new account first following the steps in the Add Payment Elections section.  
*Please note: If you wish to remove a distribution that is already in use, choose a payment type of Check and select the Balance radio button.*
- You can **Edit** any information found on the **Change Account Information** screen by entering the correct information in each field. The **Bank Identification Code** is not needed to process a direct deposit.
- To **add/edit/remove** a distribution amount or percentage, follow the [Add or Edit Payroll Distributions instructions](#).
- Click **OK** to Save.

## Add or Edit Payroll Distributions

- Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
- Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Pay** application.
- Under the **Actions** column, click **Payment Elections**.
- Under the **Payment Elections** section, click **Edit** to the right of **Payroll Payment**.
- In the **Payment Type** field, select the desired payment type.
- In the **Account** field, select the account for which you are setting the distribution amount or percent.

- Enter the **Balance/Amount/Percent** you want to go into this account.
- To add an additional distribution, click the plus sign on the title row. If you need to **remove** the distribution, click the minus sign to the left of the account. If you wish to remove all distribution account(s), you must choose a **Payment Type** of Check.
- If you have multiple allocations, the remaining Balance must be on the bottom. Notice in the screen shot below, the Balance radio button is selected on the last account.

**Please Note:** In the example below, 15 percent of the paycheck is going into savings with the remaining balance going into checking. You can reorder accounts at any time by clicking the up and down around under the **Order** field.

Account	*Balance / Amount / Percent
Wells Savings	<input type="radio"/> Balance <input type="radio"/> Amount 0.00 <input checked="" type="radio"/> Percent 15
Wells Fargo Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

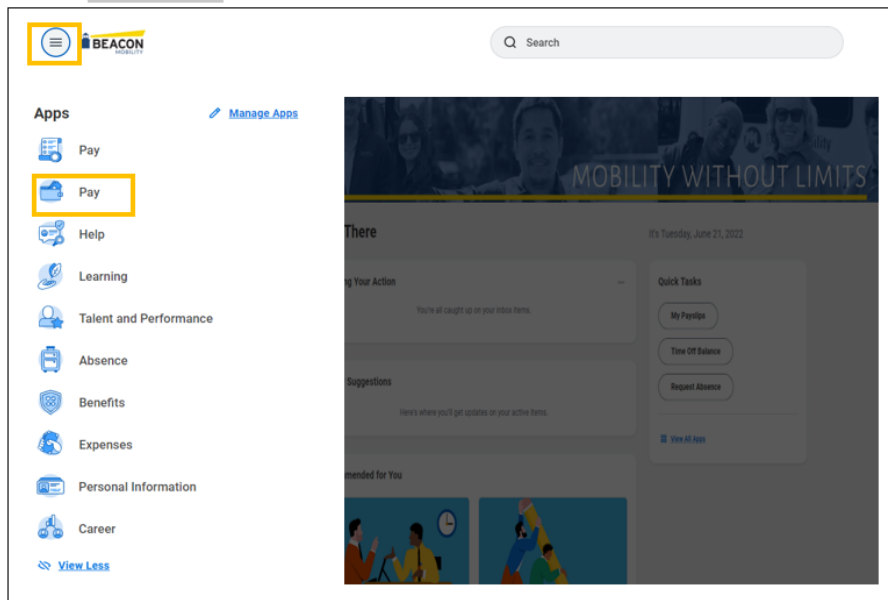
- Click **OK** when finished. Your changes have been saved.

[BACK TO TOP](#)

# Workday: Payslips

## View Payslips

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Pay** application.



3. Under **View** Column, click on **Payslips**.  
Click **View** or **Print** next to the Payslip you want to view

View	Print
<button>View</button>	<button>Print</button>

[BACK TO TOP](#)

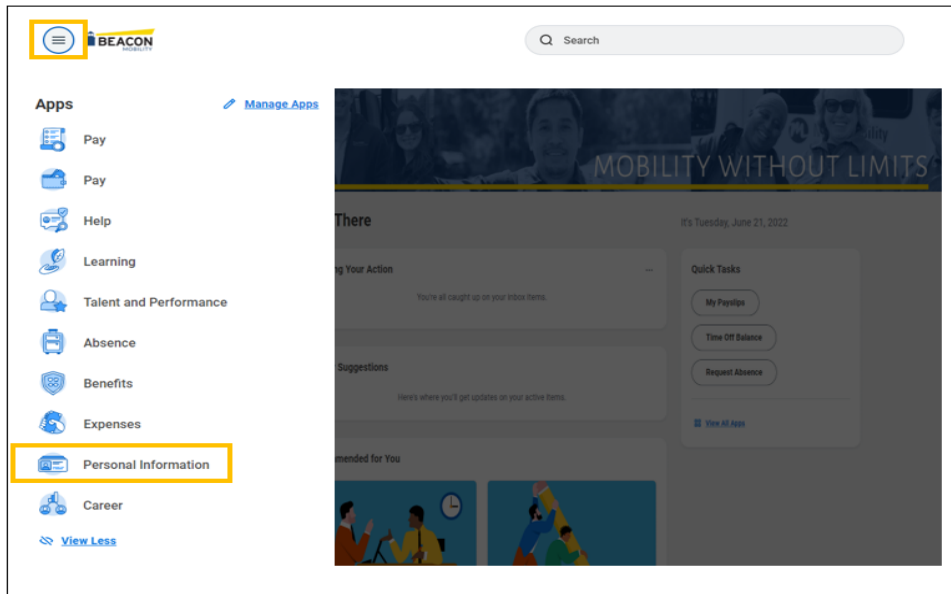


# Workday: Updating Contact Information

This article explains how to update your personal contact information, such as your home, address, personal email, and phone number in Workday.

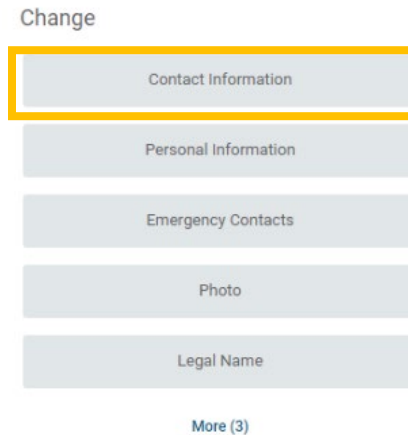
## Updating or Adding Contact Information

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Personal Information** application.



3. Under the **Change** column, click **Contact Information**.

4. Verify your **Home** and **Work Contact Information** are correct.



**Please Note:** Your Primary address must be your street address. It cannot be a PO Box. However, a PO Box may be added as an additional address.

If it is necessary to change your home contact information, click Edit in the top left corner.

**Please Note:** You CANNOT edit your work contact information. If this information is incorrect, please email [Workday@gobeacon.com](mailto:Workday@gobeacon.com)

**BACK TO TOP**



## EMPLOYEE

BEACON MOILITY

Search

### My Contact Information

Edit

#### Home Contact Information

Turn off the new tables view

Addresses 1 item

Address	Usage	Visibility	Shared With	Effective Date
	Home (Primary) Mailing	Private		04/22/2019

Turn off the new tables view

- If you are editing home contact information, click the **Edit** pencil button in the fields you wish to change or the **Remove** button to delete the contact information.

BEACON MOILITY

Search

### Change My Home Contact Information

#### Change Home Contact Information

Address

Primary  
• Yes added

Address

Usage  
(empty)

Visibility  
Private

Remove

Edit

Submit Save for Later Cancel

- Click **Submit** when finished or **Save for Later** to save in draft format.

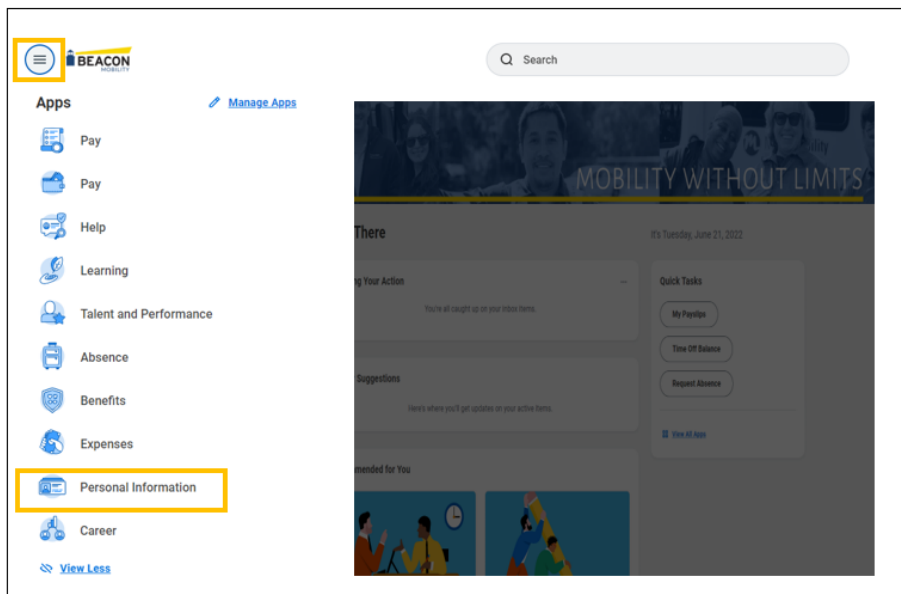
[BACK TO TOP](#)

# Workday: Add or Edit Emergency Contacts

The following article provides instructions on how to add or edit your emergency contacts in Workday.

## Add or Edit Emergency Contacts

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Personal Information** application.



3. Under the **Change** Column, click **Emergency Contacts**.
4. Click the **Add** button to add an emergency contact.

Change

Contact Information
Personal Information
Emergency Contacts
Photo
Legal Name

More (3)

5. Fill out the **Primary Emergency Contact** form. You must enter all the required fields (\*) and include at least one primary phone number or email address.
6. Click **Submit** when finished or **Save for Later** to save in draft format

### Primary Emergency Contact

**Legal Name**

Legal Name \*

**Relationship**

Relationship \*

**Preferred Language**

Preferred Language

**Submit** **Save for Later** **Cancel**

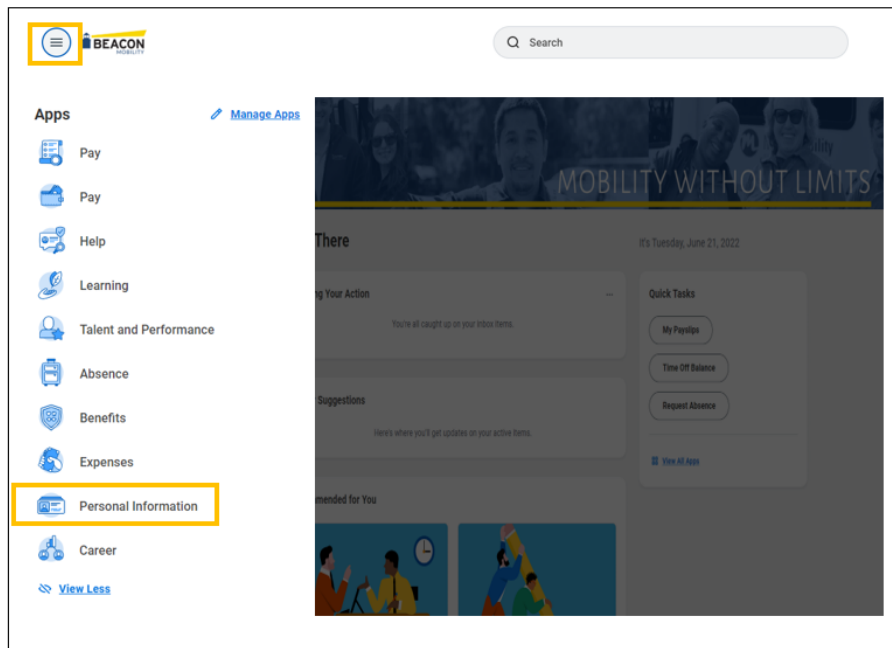
BACK TO TOP

## Workday: Setting a Personal Photo

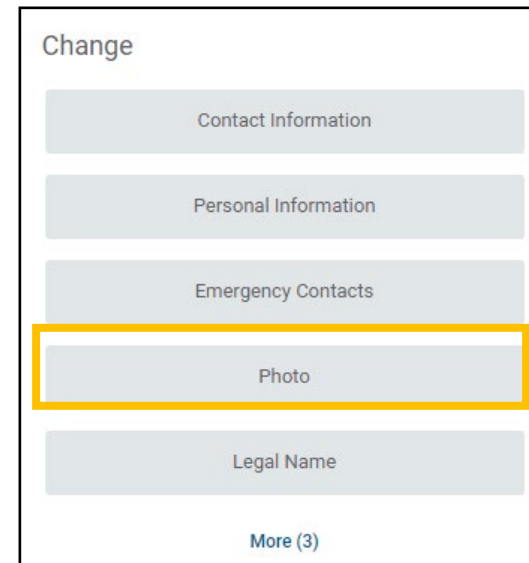
This article explains how to set your main profile image in Workday.

### Setting a Photo

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Personal Information** application.



3. Under the **Change** column, click **Photo**



4. Set your profile picture by clicking **Select Files** or drag and drop the file into the attachment box. Ensure that you follow the guidelines for appropriate work photo
5. Click **Submit** when finished or **Save for Later** to save in draft format.

[BACK TO TOP](#)

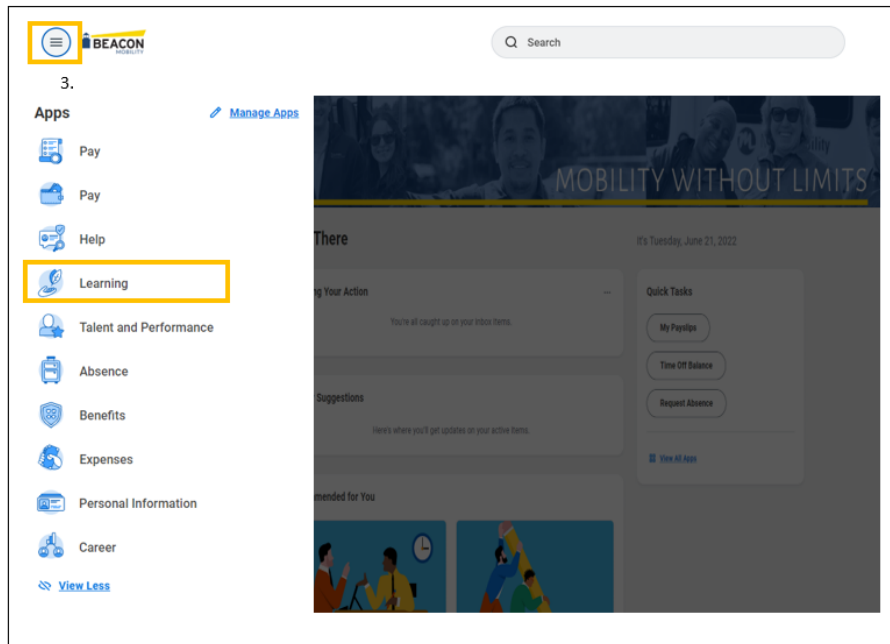
## EMPLOYEE

# Workday: Complete Required Learning

There are several ways to enroll in a course. You can enroll yourself, managers can enroll their teams, and learning administrators can enroll anyone in the company.

## Enrolling in a Course

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Learning** application.



3. Click **Discover** button, **Browse Learning**.
4. All available courses and lessons display. You can narrow down your results using the search bar.

5. Select the appropriate course to enroll in by clicking its title.
6. Click **Enroll**.
7. From the Review page, click **Submit**. Then, click **Done**.
8. You can now **Begin** your course.

## Dropping in a Course

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Learning** application.
3. On the **My Learning page**, select menu
4. The select **drop** learning enrollment
5. Search or select via the list icon the course you would like to drop, select the course then click **Next**
6. From the Drop Reason prompt, **select a reason**, if applicable then click **Next**.
7. In the review section select **Submit**.
8. You have successfully submitted your request to **Drop** the course it is now in process of being reviewed by the learning administrator.

[BACK TO TOP](#)

## EMPLOYEE

# Workday: Name Change

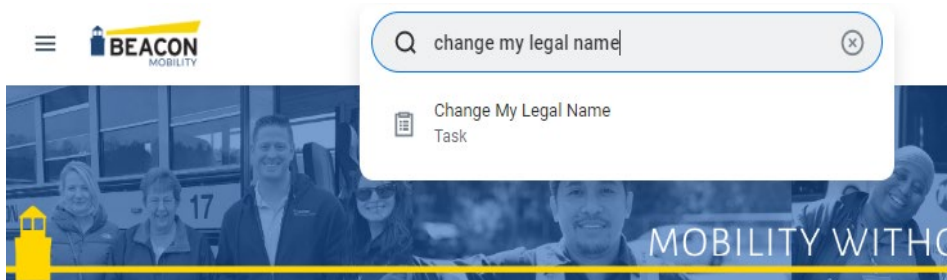
Records and information regarding each employee are kept ensuring compliance with government requirements and to support benefit program and employment actions. It is important that records are accurate and current. Therefore, employees are asked to notify their Human Resource representative of any changes to their legal name via the Workday method below.

Employees who wish to update their preferred name can follow the instructions within the [Change Preferred Name](#) below.

## Legal Name Change

**Note:** Employees must upload a copy of their social security card that reflect the updated name information. Name changes must reflect that of which is on an employee's social security card for IRS reporting purposed.

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Within the Workday Search field, type "change my Legal Name" and the Change Legal Name Task that displays.



3. Complete the fields with your new information.

**Note:** All fields with a red asterisk \* are required and must be completed.

4. **Required- Attach a copy of your Social Security Card that displays your new legal name within the Attachment Field.** You may drop an image of the card into this section or use **Select Files** to upload the image of the card.

**Note:** If you do not yet have your Social Security card, you may attach the receipt from the Social Security Department that displays your new legal name.

5. Click **Submit** when finished entering your new information and attaching an image of your Social Security card.

## Change Preferred Name

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Within the Workday Search field, type "Change My Preferred Name" and click the **Change My Preferred Name Task** that displays.
3. Uncheck the Use Legal name as preferred name option.
4. Complete the fields with your new information.

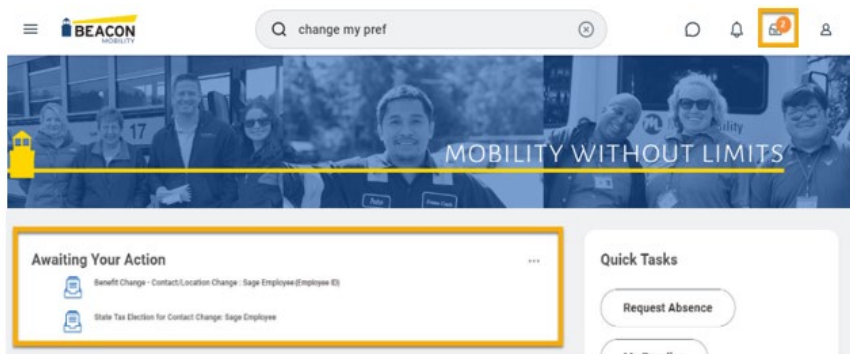
**Note:** All fields marked with a red asterisk \* are required and must be completed.

5. Click **Submit** when finished.


[BACK TO TOP](#)

## Workday: Inbox

The following is a brief explanation of the difference between your Inbox and Awaiting Your Action tasks within Workday.



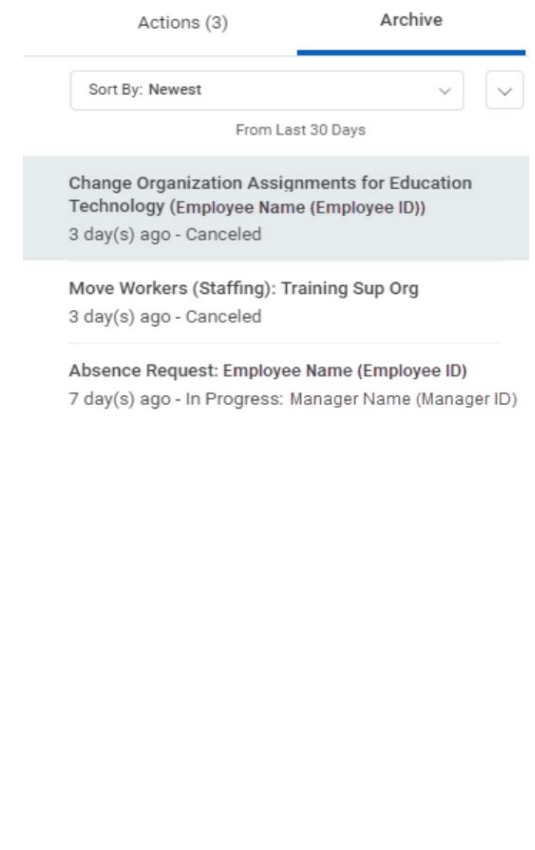
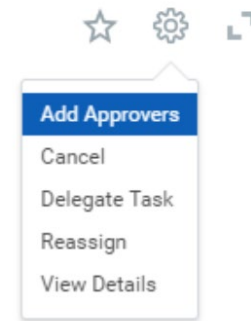
### Understanding the Inbox

The Inbox in Workday can be accessed through two methods. The easiest is using the Awaiting Your Action Section on the homepage as shown below, but you can also click the  icon located in the upper banner from any page within Workday.

**Please Note:** Using either method will take you to the same place. Once in the Inbox, you can view individual messages from the Inbox tab. Messages displayed can be sorted in multiple ways.

Each message will display several options which include marking as a Favorite, requesting a task to be reassigned, viewing all details (see below for more information), or expanding the message view, among other options that will vary based on the individual message.

Once the work from a message has been completed it will automatically be moved to the Archive. Archived messages provide the options to export the message to multiple formats.


[BACK TO TOP](#)

## Workday: Enter Time (Hourly Employee)

Only applicable for MN hourly people and New England non-driver and non-monitor hourly people.

### Enter Time

#### [Time Entry \(Desktop\)](#)

#### [Time Entry \(Mobile\)](#)

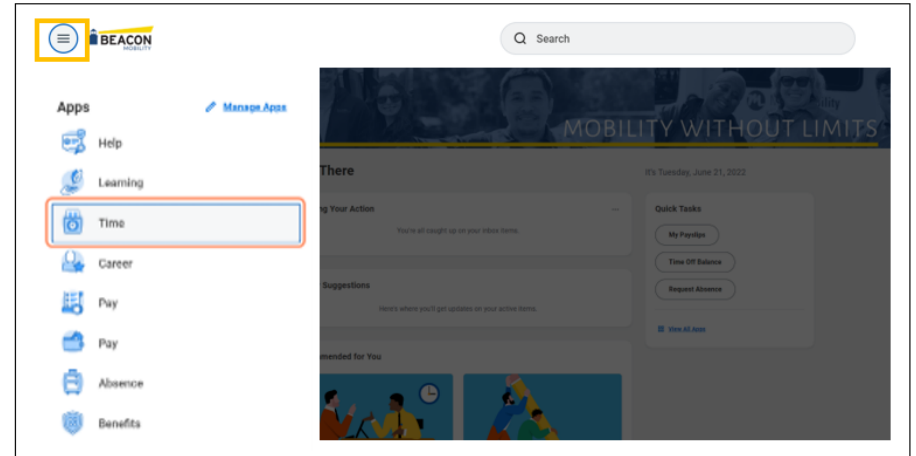
##### *Please Note:*

*Salaried employees are not required to document hours worked within Workday. Other not entering their time in Workday can view their time even if they are tracking in Routingbox, Bytecurve, Fleetwave etc.*

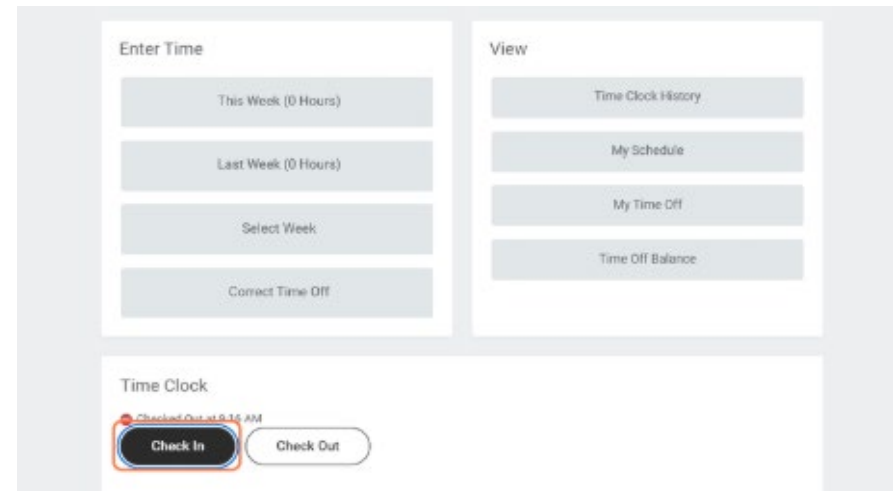
*Employees follow the Enter Time daily and follow the Submit Time instructions at the end of their work week.*

### Time Entry (Desktop)

1. Log In to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Time** application.



3. Select the **Check In** option at the bottom of the screen. On this screen, you can also see your hours worked this week and last week.



4. Enter Time Type

[BACK TO TOP](#)

## EMPLOYEE

**Please Note:** Time will default to **Worked Time** which accounts for your regular rate. Should you have a different job you are checking in for, you are able to select from the drop down to select the appropriate time type for example: Driving, Training, Snow Removal etc.

5. Click **OK** then **Done**.
6. When you need to take a **Meal break**, be sure to select **Check Out** option, select the **Meal** option either via your desktop or Phone.
7. Click **OK** then **Done**



8. **Check In** from **Meal Break** upon return
9. Click **OK** then **Done**.
10. After you have completed your work, navigate back to the **Time Application** and click **Check out**
11. Select **Out**, then click **OK**.
12. Click **Done**.

## Time Entry (Mobile)

From the **Time Tracking Application**.

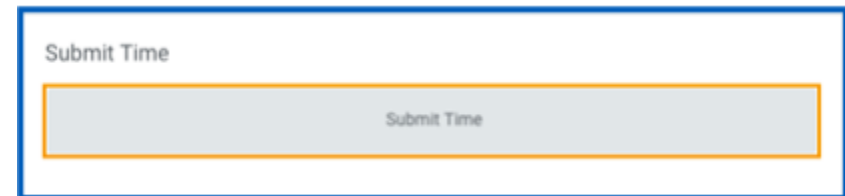
1. Tap **Check In/Out**
2. Tap the **Yes, Share my Location** button.

**Please Note:** This feature prevents workers from checking in or checking out using Workday mobile applications when they are outside of a defined geofence.

3. Tap **Allow**
4. Tap **Check In** when you start working.
5. Confirm the Time Type from the prompt.
6. Tap **Done**.
7. Take a break, tap **Break** and select a reason, such as **Meal**.
8. When you are ready to start working again, tap **Check Back In** and repeat steps 5 and 6. Use the **Check In/Out** feature as required throughout the day.
9. Tap **Check Out** when you stop working.
10. Tap **Done**.

## Submit Time (Desktop)

1. Log in to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the **Navigation** menu in the top left corner (or **View All Apps** on the home page) and select the **Time** application.
3. Select **Submit Time**. This option will appear only when there are time blocks available to submit.



4. Select the week or period to submit and click **OK**.
5. Review your daily and weekly totals and click **Submit**.

**BACK TO TOP**

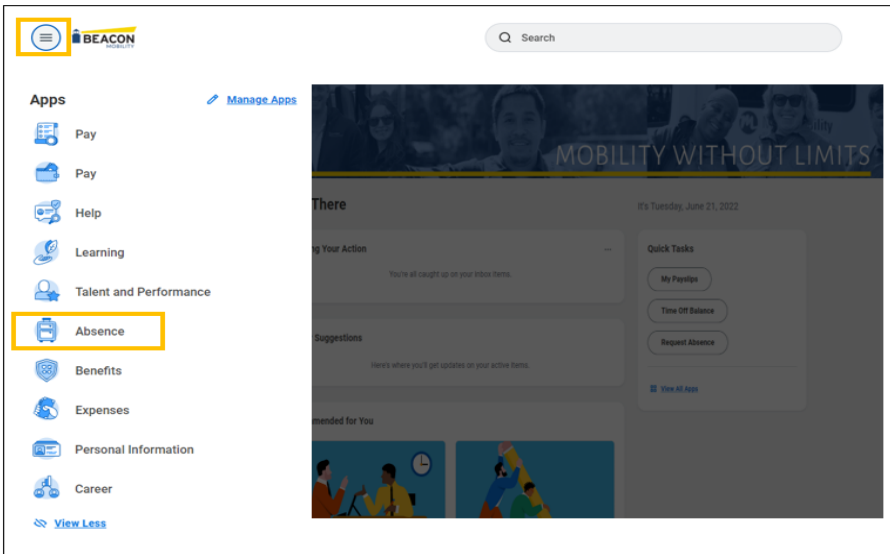


## Workday: Absence Calendar

Employee will use Workday for all time off requests including sick, vacation and “unpaid time” off. Workday will display current time off balances on the absence calendar.

### Request Time Off

1. Log in to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Absence** application.



3. Under the **Request** Column, click on **Request Absence**  
*Please Note: Notice your time off balance is visible on the left – hand side of the screen.*
4. Using the **Calendar**, click any number of days or use the **Select Date Range** button to request time off.

**Please Note:** Each time off request must have the same absence type and quantity of hours. To request different daily quantities or absence types, create separate requests.

5. Click the orange **Request Absence** button in the lower left-hand corner of your screen.
6. Select Absence Type and Click Next.
7. To edit the number of hours requested, click on Edit Quantity per Day. The absence will default to the total number of hours based on the days selected.
8. Click Submit when finished.

**Please Note:** The system does not replace the communication with your manager for last minute time off. You must request time off at least 72 hours in advance to ensure the location has enough time to cover you.

### Cancel or Correct an Unapproved Time Off Request

1. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Absence** application.
2. Under the **Request** column, click **Correct My Absence**.
3. Click on the absence on the calendar that you wish to cancel. Unapproved requests off will appear in gray font.
4. Click on **Cancel This Request**. If this request was done in error, you will follow the **Request Time Off** steps request request to enter a new time off request.
5. Click **Submit** when finished.

**BACK TO TOP**

## EMPLOYEE

### Cancel or Correct an Approved Time Off Request

1. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Absence** application.
2. Under the **Request** column, click **Correct My Absence**.
3. **Click** on the absence on the calendar that you wish to cancel. Approved requests off will appear in green font.
4. To **cancel** this time off request, click the **minus** sign next to the approved time off.
5. To **modify** this request, **select** the absence line(s) you wish to correct.
6. Enter the correct absence **Type** and/or correct number of hours in the **Quantity per Day** field.
7. Click **Submit** when finished.

[BACK TO TOP](#)

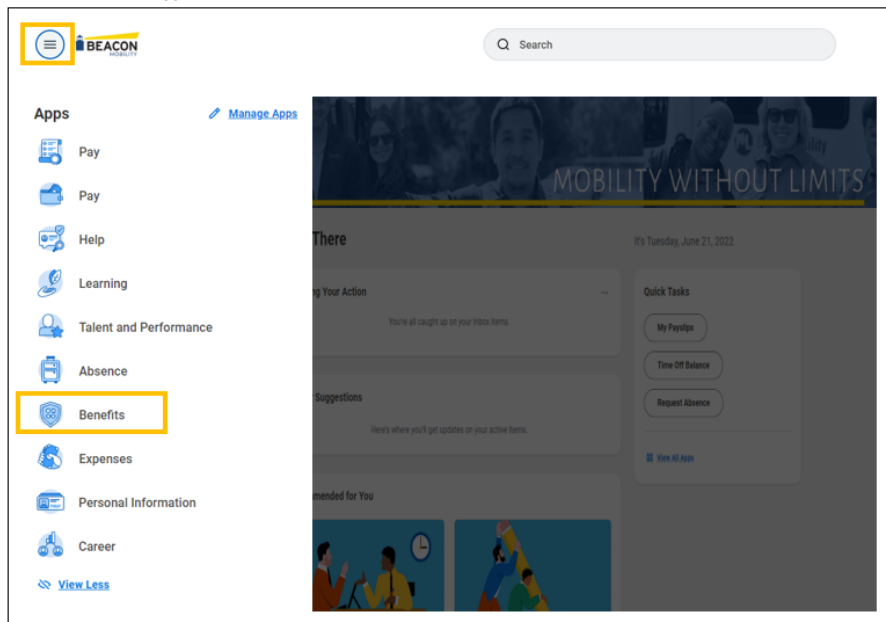
## EMPLOYEE

# Workday: Manage My Benefits

Employees can change benefits, manage beneficiaries, and update dependents in Workday. You may be required to provide documentation to support your change in benefits.

## Access Benefits

1. Log in to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Benefits** application.



2. Click **Add** to add a new beneficiary
3. Select **New Person as Beneficiary** if you are selecting a beneficiary that is not a current dependent or emergency contact.
4. Click the **OK** button.
5. Complete the **Beneficiary Personal Information** for by clicking **Edit** next to each section.
6. Click **Submit** when finished or **Save for Later** to save in draft format.

**Important:** Completing the steps above only enters the information into Workday so it can be selected from your approved beneficiaries list. Follow the steps in the section [Beneficiary Designations](#) to designate your beneficiary as primary or contingent for the appropriate benefits plans.

## Add a Beneficiary from an Existing Dependent or Emergency Contact

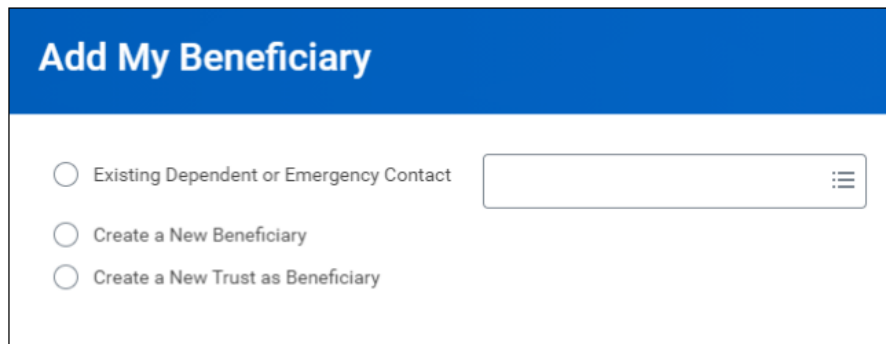
1. Under the **Change** column, click on **Beneficiaries**.
2. Click **Add** to add a new beneficiary.
3. Click in the **Existing Dependent or Emergency Contact** field. You will notice a list of current dependent and/or emergency contact. Click the circle next to your dependent or emergency contact to add them as a beneficiary. Workday will only allow you to select one at a time. Repeat this process to add additional beneficiaries.
4. Click the **OK** button.

## Add a New Beneficiary

1. Under the **Change** column, click on **Beneficiaries**.

[BACK TO TOP](#)

## EMPLOYEE



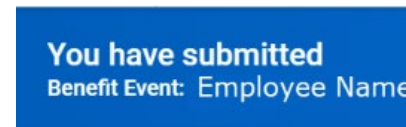
5. Click **Submit** to add them as a beneficiary. If you need to edit the information on the dependent record, follow the [Edit Dependent Instructions](#).
6. Click **Done** when finished.

### Edit or Remove a Beneficiary Profile

1. Under the **Change** column, click on **Beneficiaries**.
2. Click **Edit** to edit personal information for a current beneficiary or **Delete** to remove the existing beneficiary. If this person is also a dependent, click cancel and follow the [Edit Dependent](#) instructions.
3. Click **Submit** when finished or **Save for Later** to save in draft format.

### Beneficiary Designations

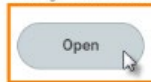
1. Under the **Change** column, click on **Benefits**.
2. Select the radio button next to the **Benefits Event Type** to **Change Beneficiaries**.
3. Enter the **Benefits Event Date**.
4. Click **Submit**.



Up Next

Employee Name (Employee ID)

Change Benefit Elections



> **Details and Process**



5. A new page will display. Click **Open**.
6. Click **Let's Get Started**.
7. Your benefit information will display. Click **Manage** under the benefit plan you are looking to update.
8. Click **Confirm and Continue**. From here, you will be able to designate or update your beneficiaries.
  - Primary and Secondary Beneficiaries will be listed separately.
  - Use the plus icon (+) to add multiple beneficiaries.
  - Use options (three horizontal lines) to choose from Existing Beneficiary Persons, Existing Trusts, or to Add New Beneficiary or Trust.
  - Assign associated percentages to each beneficiary. Percentages must equal 100% in order to proceed.

**BACK TO TOP**

## EMPLOYEE

- Click Save to return to the main enrollment screen.
9. When finished making all changes, click Review and Sign.
  10. Electronically sign the changes by checking the box next to **I Agree** and then click **Submit** or **Save for Later**.
  11. You will have the opportunity to view and print your Benefits Statement for your records, or you may click **Done** to complete the task.

**Please Note:** If you choose to **Save for Later**, the task will remain in your Workday Inbox and changes will not be finalized until submitted. Be sure to return to your **Workday Inbox** and open the **Benefits Change-Change Beneficiaries** task to complete your Beneficiary Designation.

### What Happens Next...

Check your Workday Inbox for any pending tasks that have not yet been submitted. Confirm your changes were successfully updated by clicking the Benefits application on the Home Page, then selecting Benefits elections from the View column.

### Add New Dependent

1. Make the appropriate changes to each benefit title as needed. Once all changes have been entered, click **Review and Sign**.
2. Review the submitted changes for accuracy. Select the box stating **I agree**. You will not be able to submit your changes without selecting this box.
3. Click **Submit**.

### Edit Dependent Information

1. Under the **Change** column, click on **Dependents**.
2. Click **Edit** to update personal information for each of your dependents.
3. Click **Edit** next to each field you wish to edit. You may have to (x) out of existing contact information to continue editing the field.
4. Click **Submit** when finished or **Save for later** to save in draft format.

### What Happens Next...

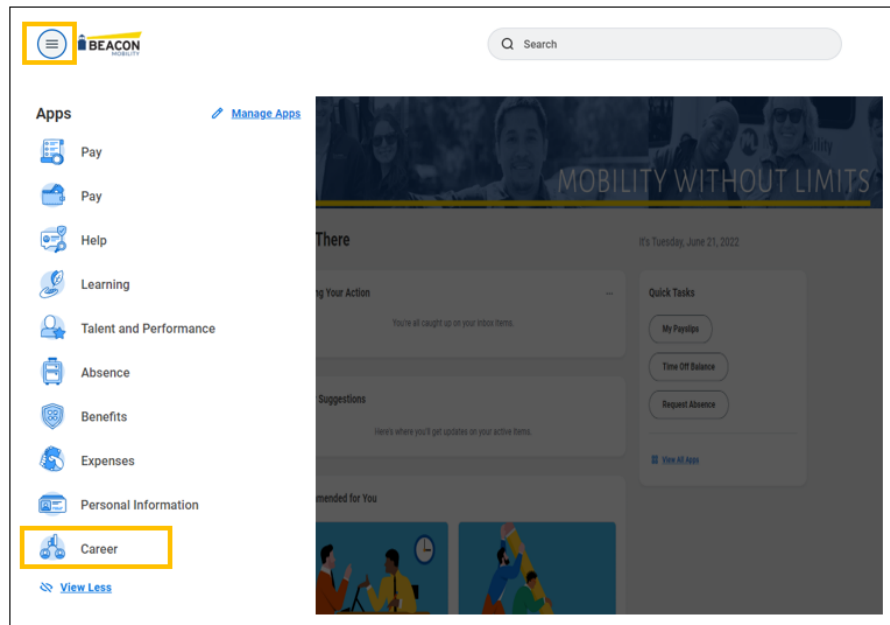
Certain updates to your dependent information may require supporting documentation before they can be approved. Please check your Workday Inbox for any additional task.

[BACK TO TOP](#)

# Workday: Employment

## Finding Beacon Jobs- Internal Applicants

1. Log in to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Career** application.



3. Under the **View** column, select **Beacon Internal Career Site**.
4. A full list of **Open Positions** will populate. You can narrow down the list by using the search field at the top of your screen or apply a filter on the left-hand side of your screen.
5. Click the **Position Title** hyperlink to view the Job Description and Job Details.

6. Click the orange **Apply** button if you qualify for this position.



7. Workday will populate section of the application with information from your **Career & Talent Profile** in Workday. To update this information, please see Workday: Talent Profile or Workday: Career Profile. (TBD) for more information.
8. Click **Select Files** to upload your resume or cover letter. You can click upload again to add as many files as applicable.
9. Click **Submit** to finish or **Save for Later** to save your application in draft format.

## What Happens Next...

You will receive a notification that your application has been submitted. To monitor the status of your application, click on the **Career** Application on the home page of Workday and select **My Applications** under the **View** column. You can withdraw your application at any time by selecting **Withdraw Application** under the **Actions** column in the **Career** application.

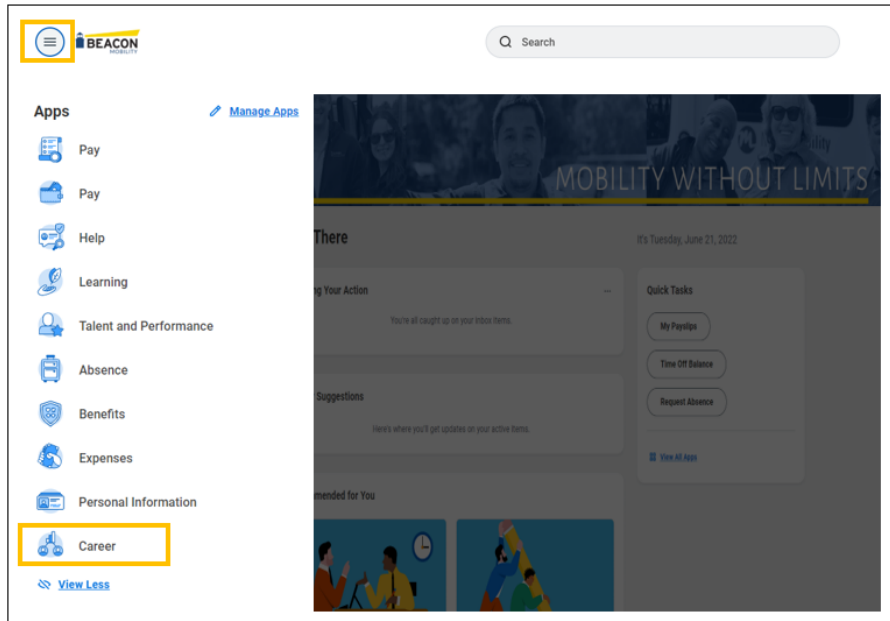
**BACK TO TOP**

## EMPLOYEE

### Refer Candidate

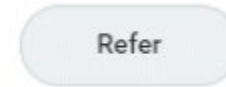
Use Workday to refer candidates for open positions at Beacon.

1. Log in to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Career** application.



3. Under the **View** column, select Find Beacon Mobility Jobs.
4. A list of **Open Positions** will populate. To narrow the list:
  - Use the search field located under “Find Beacon Mobility Jobs”, or
  - Apply a filter from the left side of the screen.
5. Click the **Position Title** you wish to refer someone for, and the Job Description and Job Details will display.

6. If the position accepts referrals, a **Refer** button will display in the top-right corner. Note: if the position is an internal only posting, the refer button will not be available.



7. Fill out all required fields on the **Referral Details** form. These include the **first name, last name, email address, and phone number**. If you have any additional information to add, please use the comments section at the bottom of the form.
8. Click **Submit** to complete the referral form.

### What Happens Next...

Your candidate will receive an emailed Invitation to Apply, containing a direct link. Please highly encourage your referral to use this link, as it properly facilitates our ability to pay the referral bonus if the candidate is selected for hire. They must use this link to validate your referral.

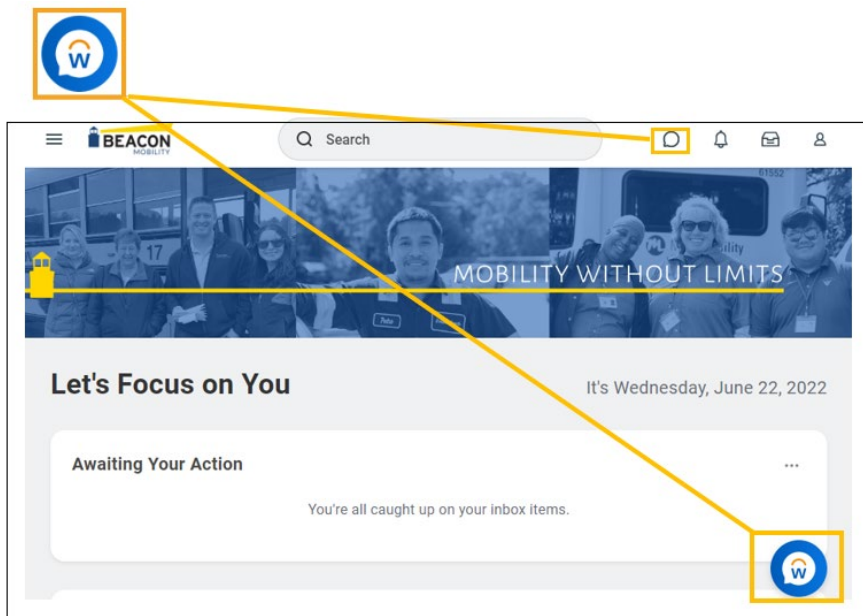
[BACK TO TOP](#)

## EMPLOYEE

# Have Questions? Ask Away!

## Workday: Assistant

Workday Assistant is a chat bot that allows you to request time off, view payslips, check balances, and much more. The Workday Assistant appears in the bottom right-hand corner of the screen in a blue circle and next to your notification bell. Workday Assistant is also available on mobile.



The Workday Assistant is similar to most chatbots where you can type a phrase or string of words and receive results. Below is a list of the tasks the assistant can help with.

All Employees Tasks	Manager Specific Task
<ul style="list-style-type: none"><li>• Change your emergency contacts</li><li>• Change your legal name</li><li>• Change your marital status</li><li>• Change your preferred name</li><li>• Change your profile picture</li><li>• Find a coworker's information</li><li>• Request time off</li><li>• View bonus history</li><li>• View dependents</li><li>• View direct deposit</li><li>• View holiday schedule</li><li>• View insurance policies</li><li>• View pay information</li><li>• View tax forms</li><li>• View time off balances</li><li>• View total compensation</li><li>• View W-4</li><li>• View your anniversary</li><li>• View your birthday</li><li>• View your employee ID</li><li>• View your hire date</li><li>• View your job title</li><li>• View your location</li><li>• View your manager</li><li>• View your organization details</li><li>• View your time in position</li></ul>	<ul style="list-style-type: none"><li>• View a direct report's birthday</li><li>• View a direct report's time off</li><li>• View a direct report's work dates</li><li>• View direct reports</li><li>• View your team's anniversaries</li><li>• View your team's birthdays</li><li>• View your team's hire dates</li><li>• View your team's time in position</li><li>• View your team's time off</li></ul>

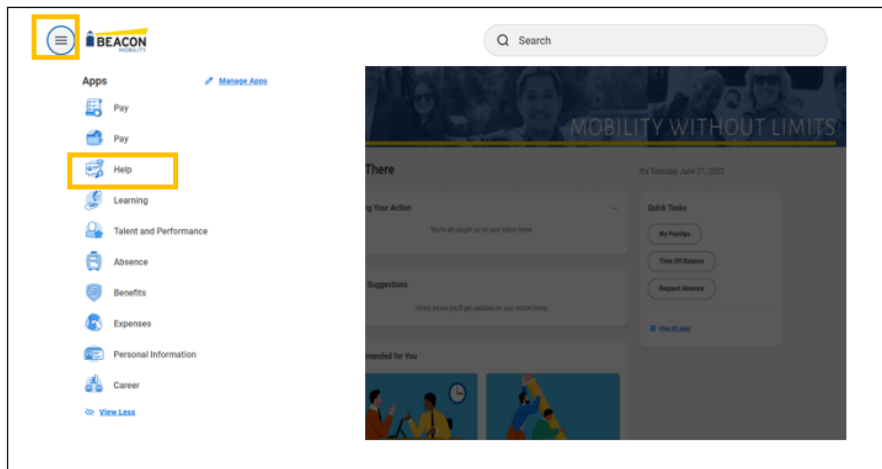
[BACK TO TOP](#)



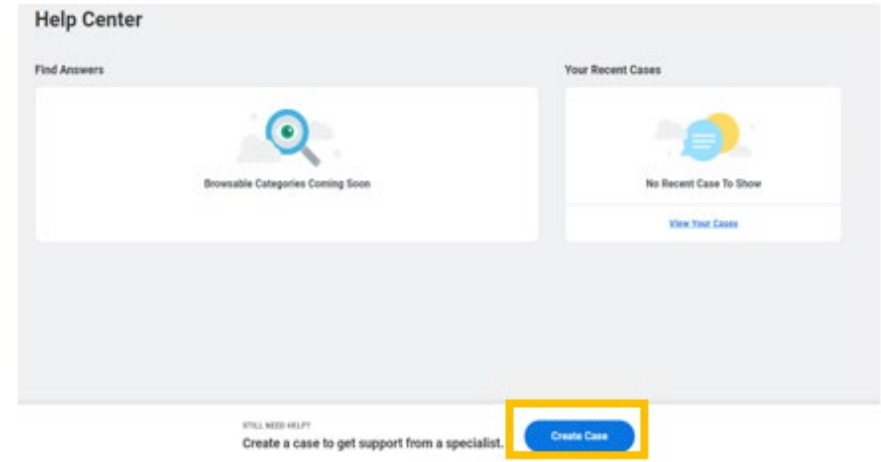
# Workday Help

Workday Help provides Case Management solutions that help you find the information you need faster. When you have an HR question, Payroll Question or something else, Workday Helps simplifies your journey by providing you direct access in a single space to open a case for additional assistance on your topic.

1. Log in to your Workday Account.  
<https://www.myworkday.com/gobeacon/login.html>
2. Click the *Navigation* menu in the top left corner (or *View All Apps* on the home page) and select the **Help** application.



3. Select **Create Case**



1. Select **Create Case**
2. Select from the drop down for **Case Type** and enter **Case Title** and **Description**.
3. You can add attachments if you need to.
4. Click **Create Case**.
5. You should receive a notification that you have created a case with a case number. You can select **View Case** or **Your Cases** to get further details.
6. If you go back to the Help Center you will see Your recent cases where you can check the status.

[BACK TO TOP](#)

## EMPLOYEE

# Workday: Additional Resources

One Page Tutorial Links:

[Workday Getting Started- Workday On Your Desktop](#)

[Workday Getting Started-Workday On Your Desktop \(Spanish\)](#)

[Workday Getting Started- Installing Workday Mobile](#)

[Workday Getting Started- Installing Workday Mobile \(Spanish\)](#)

[Workday General Navigation Mobile](#)

[Workday Enroll and Complete Learning](#)

[Workday Manage Your Benefits](#)

Video Tutorials:

TBD

Beacon Workday Learning Site:

[Welcome to Workday! - Beacon](#)





# ACCESSING WORKDAY



## Getting Started: Workday on your Desktop

This section of the job aid provides instructions for all desktop access- either on a business device or personal home computer.

**1 USING YOUR COMPUTER'S BROWSER, NAVIGATE TO THE FOLLOWING WEB ADDRESS:** <https://www.myworkday.com/gobeacon/login.html>



**USER NAME:** FIRST NAME.LAST NAME

**PASSWORD:** Upper case first letter of First name, Upper case first letter of last name, last 6 of SSN.

**Example for Bob Young:**

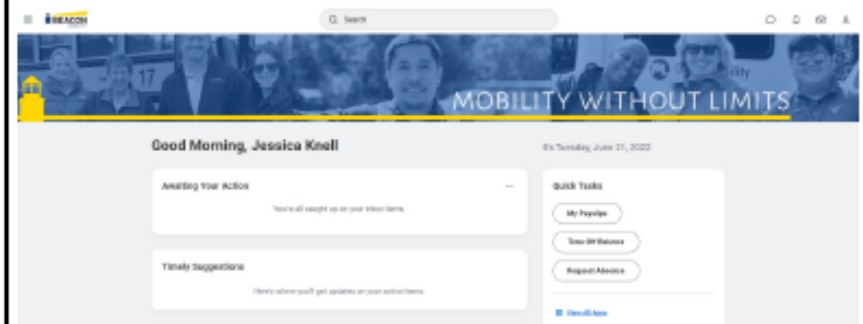
**User Name:** Bob.Young

**Password:** BY858930.

## 2 CHANGE YOUR PASSWORD

- **Enter old Password**
- **New Password Criteria:**
  - Minimum number of characters required 8.
  - The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, numeral 0-9, special characters !"#%&'()\*+,-.:/=>?@^\_`{|}~.
  - The password must not have been used within the following number of days: 1.
  - The password must not have been used within the following number of last passwords: 4.

## 3 WELCOME TO YOUR DASHBOARD!!





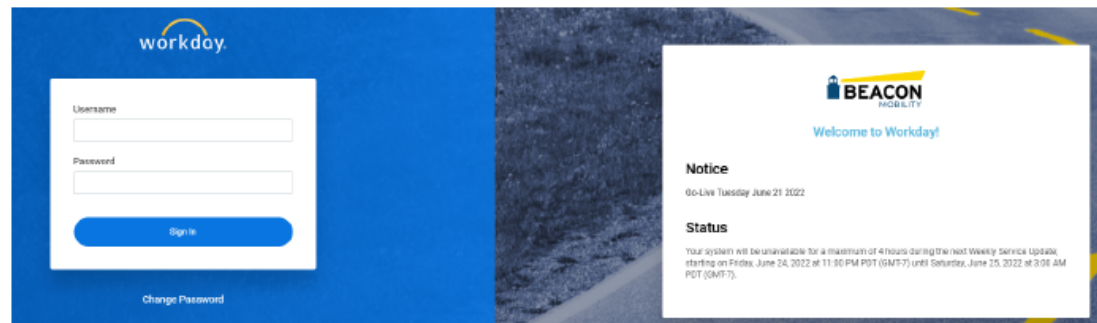
# ACCESO A WORKDAY



## Primeros Pasos: Workday en su Escritorio

Esta sección de la ayuda de trabajo brinda instrucciones para todos los accesos de escritorio, ya sea en un dispositivo comercial o en una computadora personal del hogar.

**1 UTILIZANDO EL NAVEGADOR DE SU COMPUTADORA, NAVEGUE A LA SIGUIENTE DIRECCIÓN WEB:** <https://www.myworkday.com/gobeacon/login.html>



**NOMBRE DE USUARIO:** NOMBRE.APELLIDO

**CONTRASEÑA:** Primera letra mayúscula del nombre, primera letra mayúscula del apellido, últimos 6 del SSN.

**Ejemplo para Bob Young:**

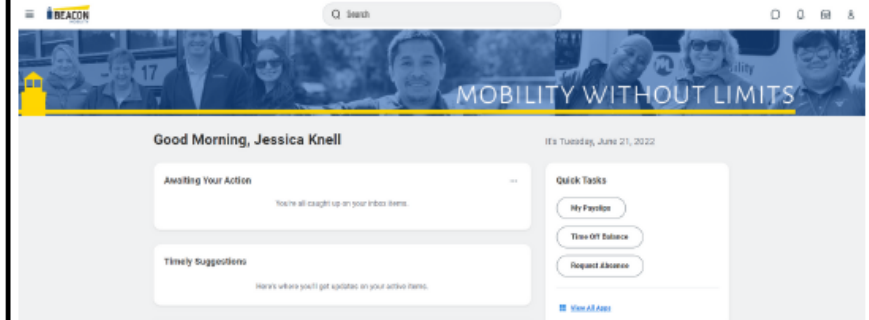
**Nombre de Usuario:** Bob.Young

**Contraseña:** BY858930.

## 2 CAMBIA TU CONTRASEÑA

- Ingrese la contraseña anterior
- Nuevos criterios de contraseña:
  - Número mínimo de caracteres requeridos 8.
  - Se deben representar los siguientes tipos de caracteres: caracteres alfabéticos, caracteres en mayúsculas, caracteres en minúsculas, números 0-9, caracteres especiales !"#\$%&"()\*+,-.?@^\_{}~.
  - La contraseña no debe haber sido utilizada dentro del siguiente número de días: 1.
  - La contraseña no debe haber sido utilizada dentro del siguiente número de últimas contraseñas: 4.

## 3 BIENVENIDO A SU TABLERO !!





# DOWNLOADING THE WORKDAY APP



## Getting Started: Installing Workday Mobile

This job aid demonstrates how to download and access the Workday Mobile application across devices.

### 1 SEARCH FOR THE "WORKDAY" MOBILE APP IN YOUR APP STORE, DOWNLOAD AND OPEN THE APP



### 2 PRESS LOG IN AND TYPE "gobeacon" AS YOUR ORGANIZATION ID OR SCAN THE QR CODE BELOW

Enter or scan your Organization ID



### 3 SIGN IN TO WORKDAY

**USER NAME:** FIRST NAME.LAST NAME

**PASSWORD:** Upper case first letter of First name, Upper case first letter of last name, last 6 of SSN.

**Example for Bob Young:**

**User Name:** Bob.Young

**Password:** BY858930.

**NOTE:**

- If you have logged in on your desk top you will use the same password.
- If you are logging in first to the app, you will be prompted to change your password.

### 4 CHANGE PASSWORD

### 5 REMEMBER DEVICE FOR EASIER ACCOUNT ACCESS

**Remember Device?**



Remembering this device allows you to sign in more easily and better protect your account

☒ Remember this device

Submit

### 6 SET YOUR PIN, AND PRESS THE BLUE CHECK MARK

Create a PIN for a fast alternative way to log in

Enter a 4 digit PIN

1	2	3
4	5	6
7	8	9
0		

### 7 YOU HAVE ARRIVED AT YOUR DASHBOARD!!





# DESCARGANDO EL WORKDAY APP



## Primeros pasos: Instalación de Workday Mobil

Esta ayuda de trabajo demuestra cómo descargar y acceder a la aplicación Workday Mobile en todos los dispositivos.

### 1 BUSQUE LA APLICACIÓN MÓVIL "WORKDAY" EN SU TIENDA DE APLICACIONES, DESCARGAR Y ABRIR EL APP



### 2 PULSA INICIAR SESIÓN Y ESCRIBE "gobeacon" COMO TU ID DE ORGANIZACIÓN O ESCANEA EL CÓDIGO QR A CONTINUACIÓN

Enter or scan your Organization ID



### 3 INICIAR SESIÓN EN WORKDAY

**NOMBRE DE USUARIO:** NOMBRE.APELLIDO

**CONTRASEÑA:** Primera letra mayúscula del nombre, primera letra mayúscula del apellido, últimos 6 del SSN.

**Ejemplo para Bob Young:**

**Nombre de Usuario:** Bob.Young

**Contraseña:** BY858930.

**NOTA:**

- Si ha iniciado sesión en su escritorio, utilizará la misma contraseña.
- Si inicia sesión primero en la aplicación, se le pedirá que cambie su contraseña.

### 4 CAMBIA LA CONTRASEÑA

### 5 RECUERDE DIPOSITIVO PARA UN ACCESO MÁS FÁCIL A LA CUENTA

**Remember Device?**



Remembering this device allows you to sign in more easily and better protect your account



Remember this device

Submit

### 6 ESTABLECE SU PIN Y PRESIONA LA MARCA DE VERIFICACIÓN AZUL

Create a PIN for a fast alternative way to log in

Enter a 4 digit PIN

1	2	3
4	5	6
7	8	9
OK	0	

### 7 ¡¡HA LLEGADO A SU TABLERO!!

Si necesita ayuda, comuníquese con su gerente o envíe un correo electrónico: [Workday@gobeacon.com](mailto:Workday@gobeacon.com)





## General Navigation (Mobile)

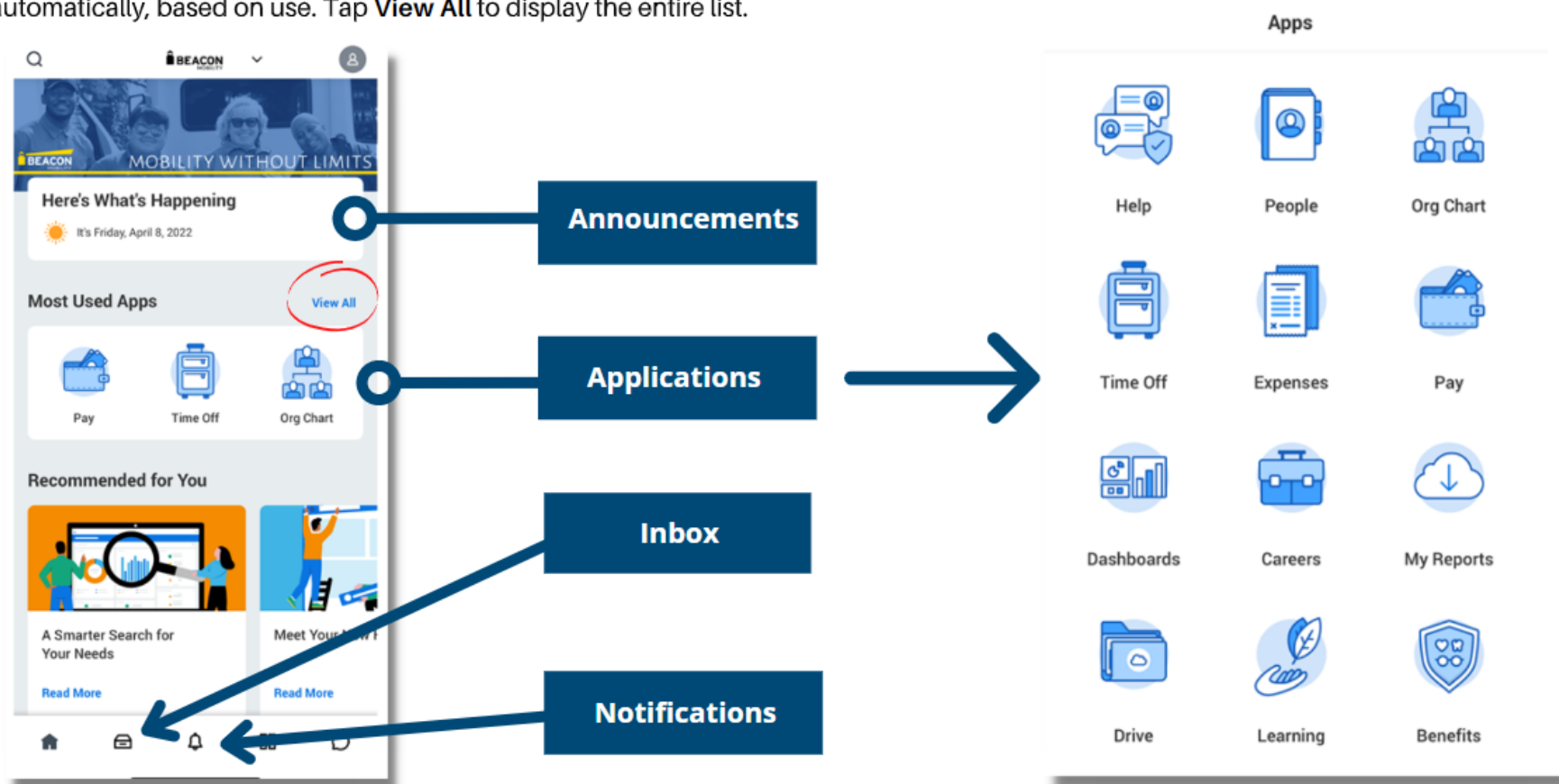


### Getting Started: Navigate The Home Page

Your Home Page displays applications that provide access to tasks and reports. You can organize your Home Page to display different applications.

### WELCOME TO YOUR HOME PAGE

From the Home Page, you can view announcements and navigate to important tasks. Your frequently used applications update automatically, based on use. Tap **View All** to display the entire list.







# General Navigation (Mobile)



## Getting Started: Accessing Your Profile

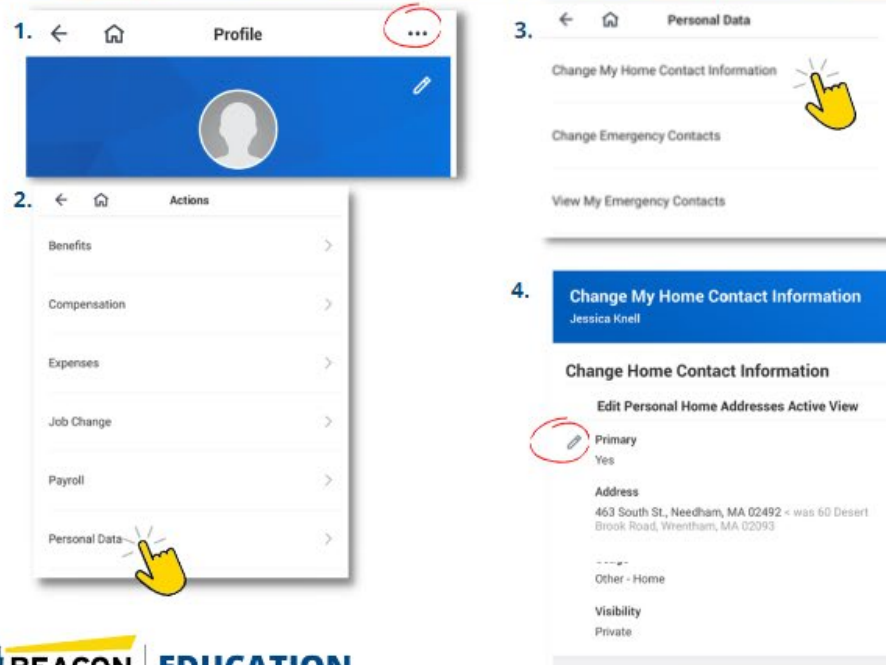
Your Profile page displays information about you, including your location, phone number, and compensation.

### MODIFY YOUR PERSONAL INFORMATION

1. Tap your **Profile** photo, then tap **View Profile**.



2. Tap the **three dots** in the upper right corner, then **Tap Personal Data** > **Change My Contact Information** > **Tap Edit icon** > **Tap Submit**.

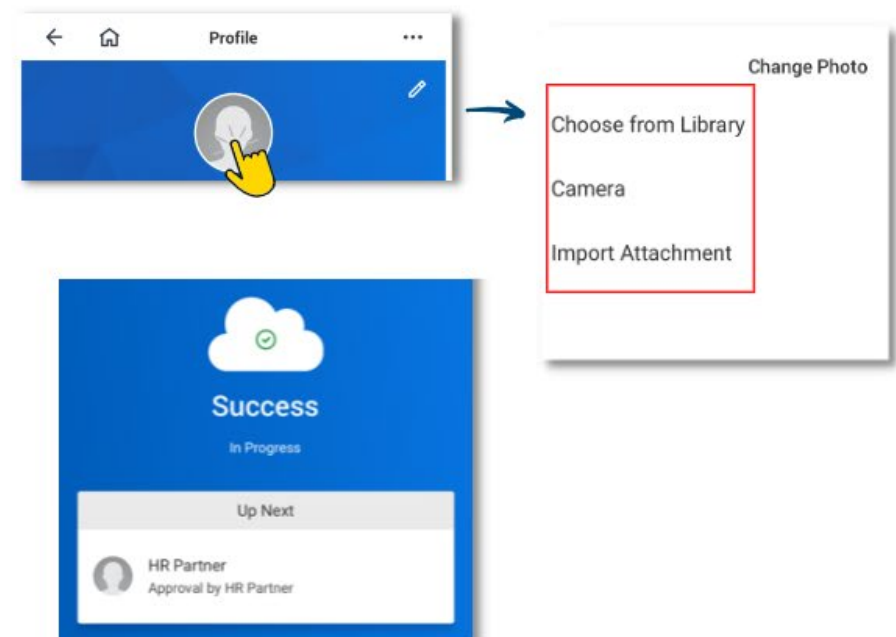


### UPDATE YOUR PROFILE PHOTO

1. Tap your **Profile** photo, then tap **View Profile**.



2. Tap your **Profile** photo again > **Select: Camera, Choose from Library or Import Attachment**.





## General Navigation (Mobile)



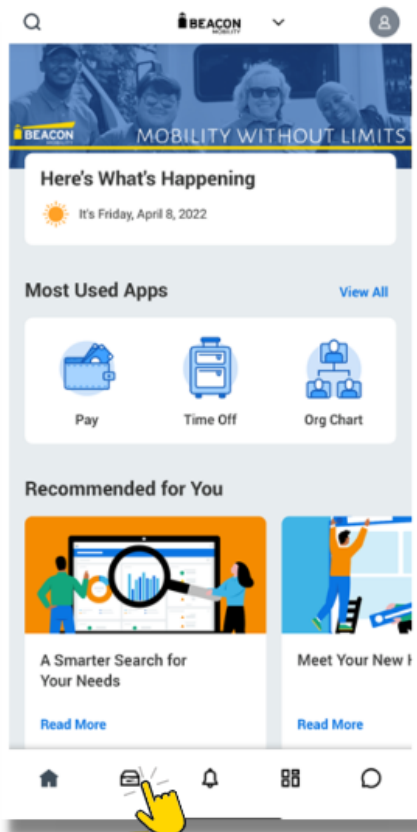
### Getting Started: Use Your Inbox

Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of our business processes. You can access your Inbox using your desktop web browser or mobile device.

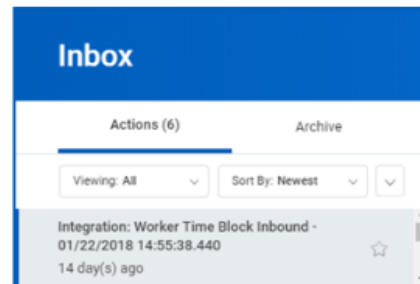
#### VIEW YOUR INBOX



1. At the bottom of the screen, click the Inbox



2. Click the **Actions** tab to view your business process tasks, approvals, and to-dos  
3. Click the **Archive** tab to access the status of your previous business processes.





## Enroll and Complete a Course (Mobile)

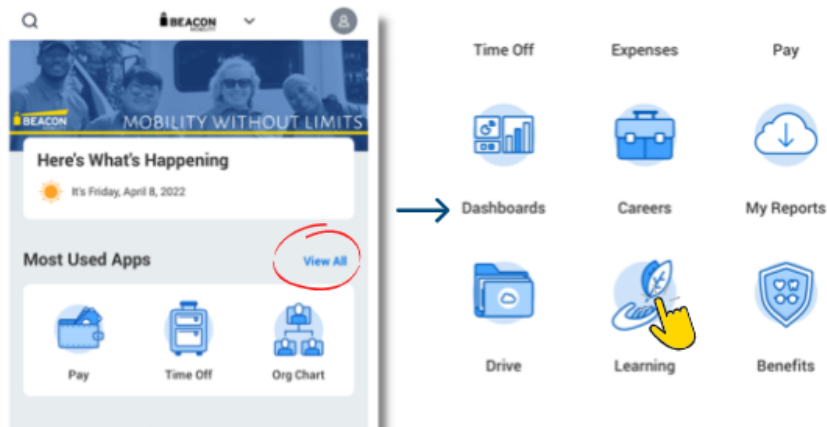


### Manage Your Courses: Enroll in a Course

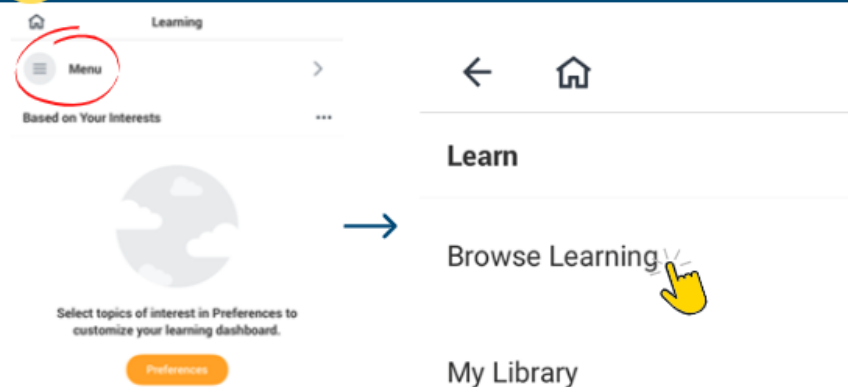
There are several ways to enroll in a course. You can enroll yourself, managers can enroll their teams, and learning administrators can enroll anyone in the company.

#### 1 From the Learning Application

Tap **View all** under applications, then tap **Learning**

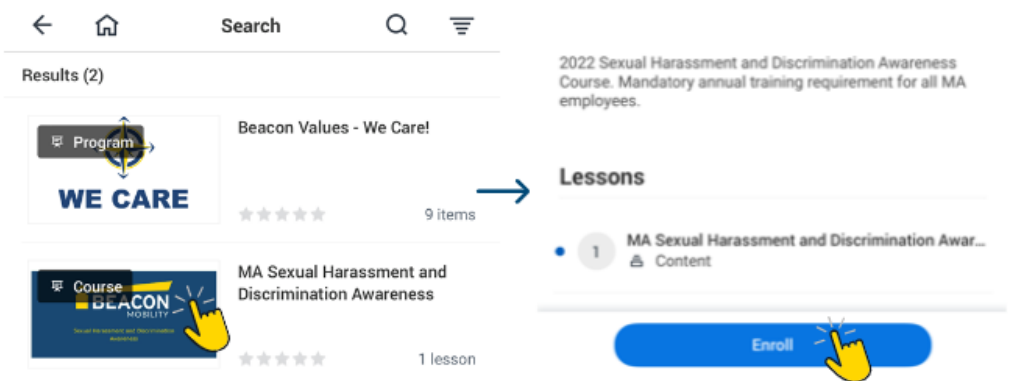


#### 2 Select Menu, then click Browse Learning



#### 3 Enroll in Training

All available courses and lessons display. Select a course or lesson to enroll in by clicking its title. Click **Enroll**.



#### 4 Complete Training

From the Review Page, Click **Submit**. Then Click **Done** > Select **Begin**





## Manage Your Benefits (Desktop)



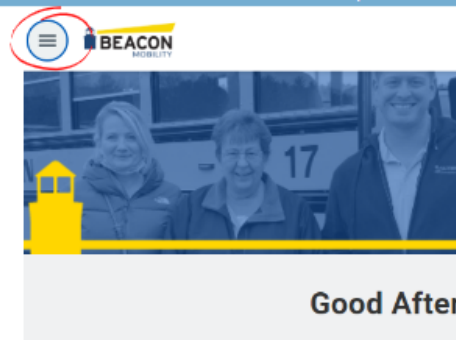
### Manage Your Benefits: Report a Coverage Change Event

You can manage your benefits by reporting coverage change events and viewing and editing your benefit elections. Changes not available on mobile app.

#### FROM THE BENEFITS APPLICATION

Life events do not always line up with enrollment periods. If you need to change coverage because of a birth, death, marriage, divorce, or similar life event, you can update your benefits to better fit your needs.

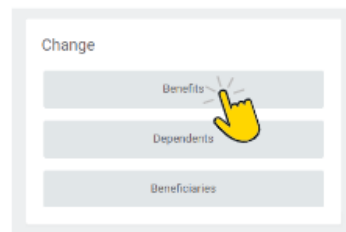
**1** Sign in on your web browser, select the **menu** at the top left.



**2** Select the **Benefits** Icon, Under Change, Click the **Benefits** Button

Apps [Manage Apps](#)

- Help
- Learning
- Career
- Pay
- Pay
- Absence
- Benefits**



**3** Select the **Change Reason**, **Date of Benefit Event**, **Attach Required Documents** (If applicable), Click **Submit**

Change Benefits Jessica Knell

- Change Reason \*
- ☒ Birth or Adoption
  - ☐ Change Beneficiary
  - ☐ Death of Dependent
  - ☐ Dependent Gains Other Coverage
  - ☐ Dependent Loses Other Coverage
  - ☐ Employee Gains Other Coverage
  - ☐ Employee Loses Other Coverage
  - ☐ Marriage
  - ☐ Medicare/Medicaid

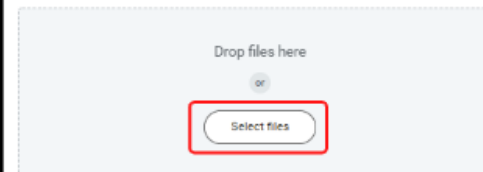
Date of Birth or Adoption \* 04/12/2022

Submit Elections By 05/12/2022

Benefits Offered

- Basic Life and AD&D
- Dental
- Medical
- Vision

Attachments

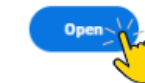


enter your comment

**4** From the pop-up, click **Open** to start the Benefits Change task > **Lets Get Started.**

You have submitted

Up Next: Jessica Knell, Change Benefit Elections  
[View Details](#)



**5** Complete and continue through all required screens. If required, select the **Review and Sign** Button, confirming your changes > Tap **Submit** > **Done**

**Submitted**

You've submitted your elections.

[View 2022 Benefits Statement](#)