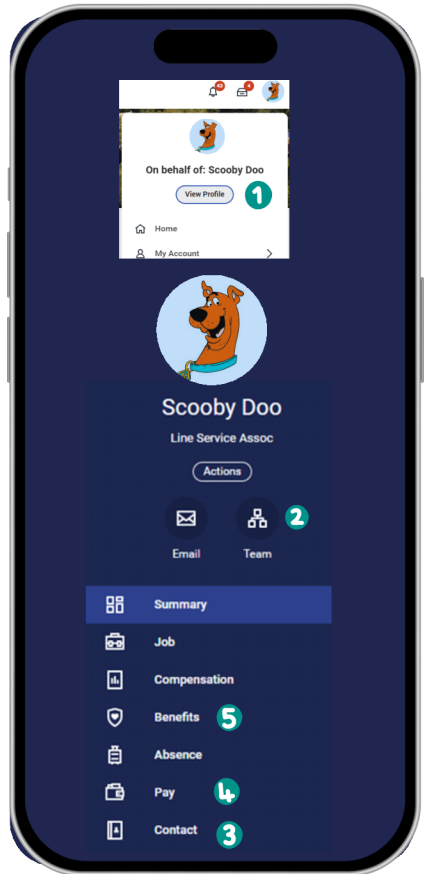


Workday @ Richmond

Go-Live Checklist

Log into Workday and review the following information:

- 1 Navigate to your Employee Profile
- 2 View the Org Chart and confirm you are reporting to the correct manager
- 3 Check your contact information and emergency contact information
- 4 Check your payment elections and confirm direct deposit and tax withholdings
- 5 Verify your benefits



Visit workday.richmond.edu
to view job aids, training videos, or to get help!