Employee Self-Service Guide

The following describes many of the self-Customer Care (973-655-
WCCSupport@montclair.edu).

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ANDROID

To install Workday on your Android device:
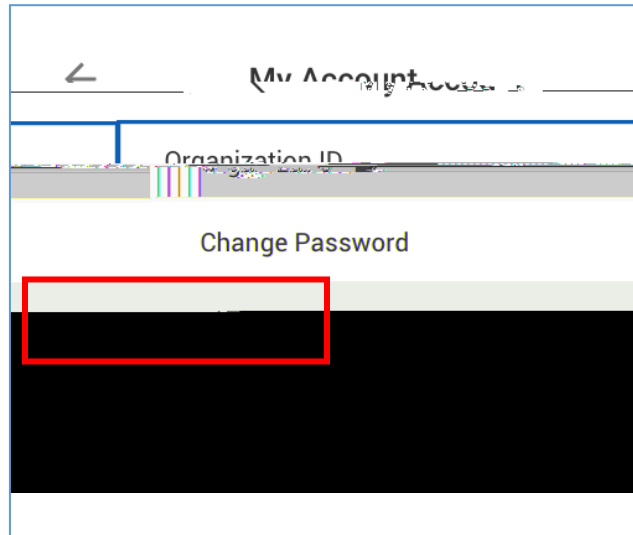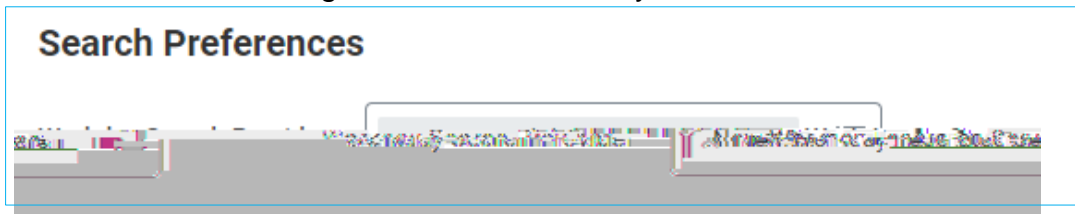
1) From your device, navigate to the Google Play Store .
2) Tap Search and enter Workday.
3) Tap Install.
4) Tap Open to launch the Workday application.
5) Tap the   Wnd
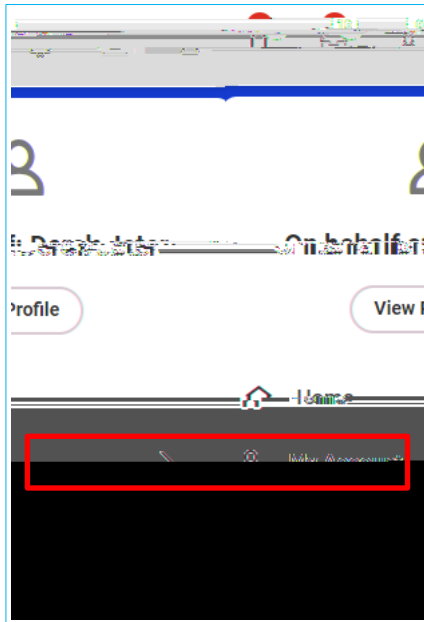
3) Click Change Preferences.

4) Scroll down to the section labelled Search Preferences. Default is New Workday Federated Search but can be changed to Classic Workday Search.

5) If Classic Workday Search is selected, select All of Workday in the Preferred Search Category prompt.

Add/Update Emergency Contact Information

1) From your homepage, click on the Personal Information worklet icon.

2) In the Change column on the left click on the Emergency Contacts button.

3) Click the Edit button if you are changing your existing emergency contact information or you need to add an alternate emergency contact.

4) Click the Add button if you are entering an emergency contact for the first time.
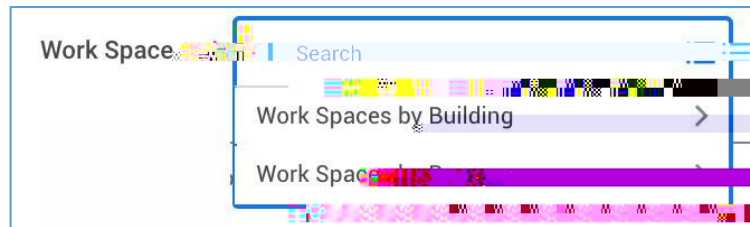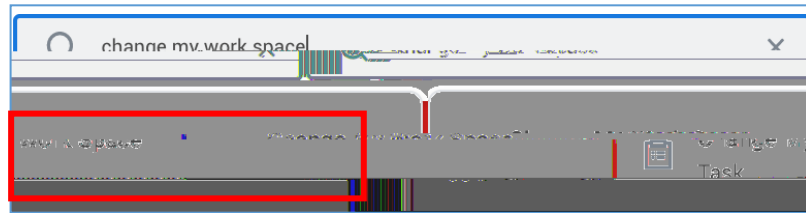
Update Your Federal Tax Withholding Elections

1) From your homepage, click on the Pay worklet icon.

2) In the Actions column on the left, click on the Withholding Elections button.

3) Click the Update button at the bottom of the page.

4) Enter the effective date of the election change. You cannot use a date in the past.

5) Click OK at the bottom of the page. You will see the blank electronic form on the next page.

6) Carefully follow the instructions throughout the form before selecting the I Agree checkbox and clicking OK at the bottom of the page

Note: If you choose to use the Multiple Jobs Worksheet on page 3 of the blank W-4 form you will be instructed to click on the View Blank Form button. Please allow up to five minutes for the form to generate.

Update Your State Tax Withholding Elections

1) From your homepage, click on the Pay worklet icon.

2) In the Actions column on the left, click on the Withholding Elections button.

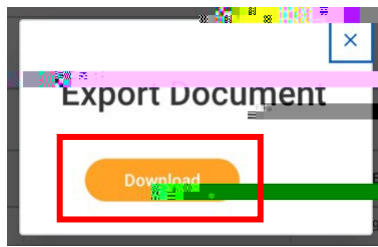3) Click on State Elections and then click Update at the bottom of the page.
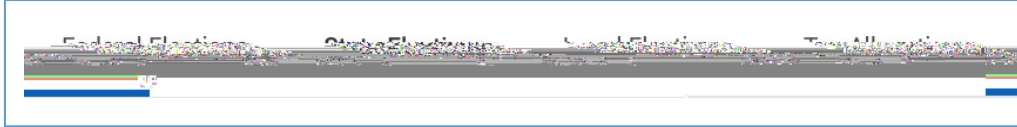
4) Enter the effective date of the election change. You thth he
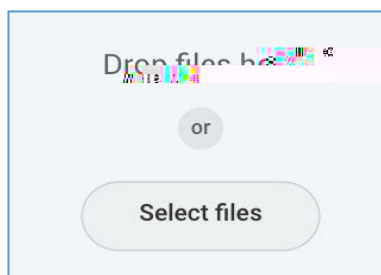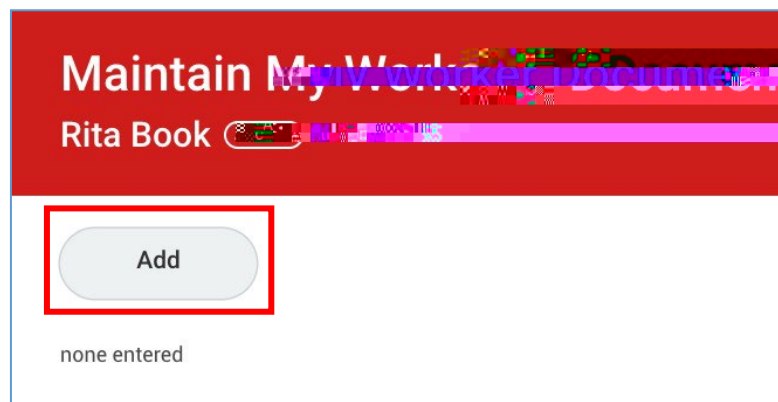
Update Your W-2 Printing Elections

1) From your homepage, click on the Pay worklet icon.

2) In the View column on the rig-/Artifact <</Atta0T Tc 0 Tw 7.28 02Td ( )Tj -0.002 Tc 0.002 Tw 0.26 0
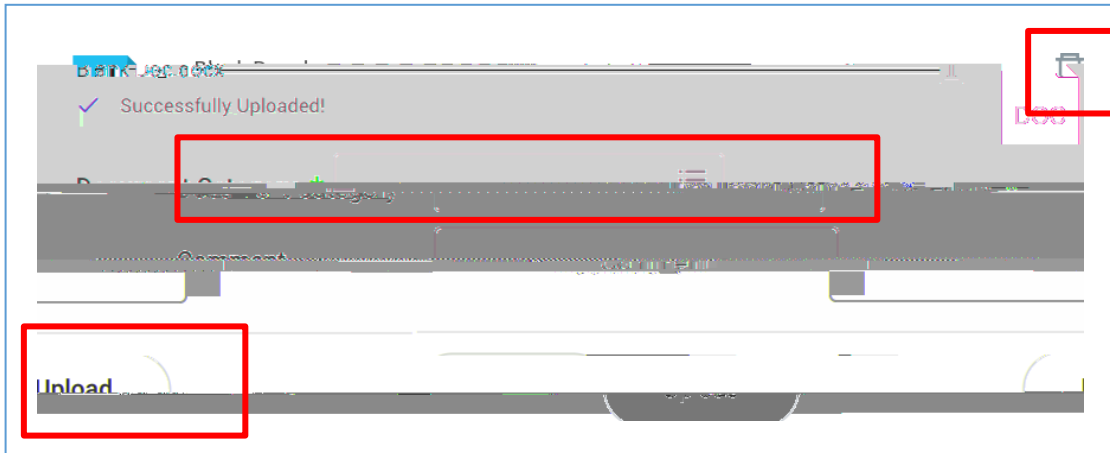
Add Worker Documents

1) From your homepage, click on the Personal Information worklet
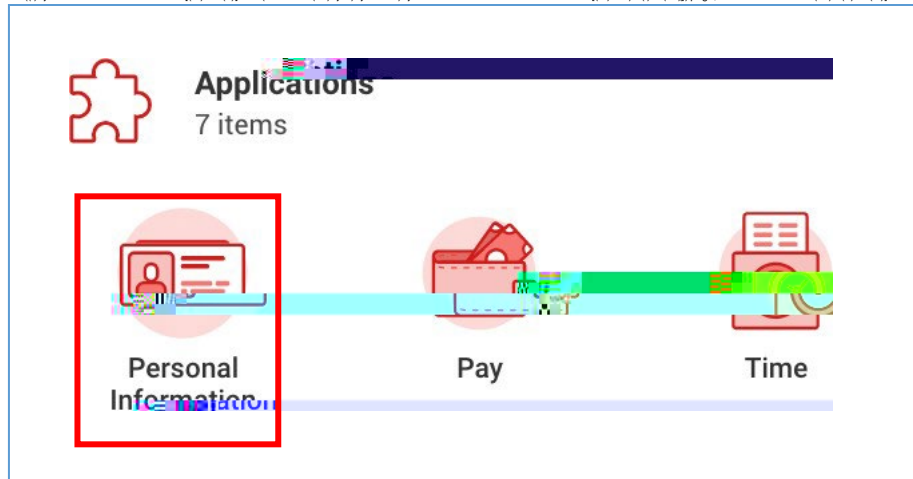
5) Select a Document Category.

6) (Optional) Write a comment for the document.

7) (Optional) Click the trash can icon to delete the document.

8) (Optional) Click the Upload button to add another document.

9) Click OK at the bottom of the screen.

Help Contact Information

If you have any questions or encounter any errors contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).