# myworkday

# Employee Go Live Checklist

**Employees should log into Workday and review the information below for accuracy.[1]**

## Personal Information[2]

- ☐ Preferred name
- ☐ Marital status
- ☐ Gender
- ☐ Race/ethnicity
- ☐ Veteran's status
- ☐ Disability
- ☐ Work phone number[3]

## Inbox

- ☐ Action & inbox items

## Emergency Information

- ☐ Personal emergency contact & information[4]
- ☐ VUMC emergency notification preferences[5]

## Pay & Benefits

- ☐ Bank deposit information[6]
- ☐ Federal & state tax withholding information[7]
- ☐ Benefits elections[8]
- ☐ PTO balances & new requests[9]