



Employee Go Live Checklist

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

Personal Information²



- Preferred name
- Marital status
- Gender
- Race/ethnicity
- Veteran's status
- Disability
- Work phone number³

Inbox



- Action & inbox items

Emergency Information



- Personal emergency contact & information⁴
- VUMC emergency notification preferences⁵

Pay & Benefits



- Bank deposit information⁶
- Federal & state tax withholding information⁷
- Benefits elections⁸
- PTO balances & new requests⁹

¹Access Workday via the icon on a VUMC IT-managed workstation or from any web browser at www.myworkday.com/vumc/login.html. Most of this data can be updated by the employee within Workday. For additional support and questions, contact your department's Super User or email MyWorkday@vumc.org.

²Refer to the Quick Reference Guide [Maintaining Personal Information](#).

³The Work Phone Number is what will be provided to patients/family members upon request when calling the main VUMC phone number. Please ensure it is appropriate for external use. To update, follow the steps in [Maintaining Personal Information](#) and select "My Work Contact Information." Update may require manager approval.

⁴Refer to the Quick Reference Guide [Updating Emergency Contacts](#).

⁵Refer to the Quick Reference Guide [Updating Everbridge/AlertVU Emergency Contact](#).

⁶Refer to the Quick Reference Guide [Worker Payment Elections](#).

⁷Refer to the Quick Reference Guide [Update Employee Tax Elections](#).

⁸Inaccurate information regarding benefits elections will require a ticket within Workday Help.

⁹All non-VandyWorks users should request planned/known PTO. VandyWorks users should continue to follow their current process for requesting PTO. Refer to the Quick Reference Guide [Time Off \(All Employees\)](#) for specific guidance. Inaccurate information regarding PTO balances will require a ticket within Workday Help. PTO balance data for VandyWorks users will not be available in Workday until Apr. 11.