

# WORKDAY CHEAT SHEET



Welcome to your new HR tech tool – Workday! We’re bringing new features you’ll love in a tool that will scale with us. Let’s dig in!

## 2 WAYS TO ACCESS WORKDAY

### 1 SCAN THE QR CODE OR DOWNLOAD THE APP



Apple



Google Play

- a Once you download and open the app, enter emerysapp as the organizational ID

### 2 GO TO THE ESS WEBSITE

- a Visit emerysapp.com
- b Scroll to the bottom of the home page
- c Click “employee portal”

## 2 WAYS TO LOG IN

### 1 Single Sign-On (SSO)

- a Click “Single Sign On” on the login screen
- b Enter your company email address
- c Type in the password you use to log-in to your desktop or iPad devices

### 2 Standard Login

- a Username: first name.last name  
Don’t forget to use your full legal first and last name
- b Password: last name + SSN (last four digits) + !  
(Example: Smith1234!)
- c After you hit “log in” you will be asked to reset your password

Check the “remember this device” box to make logging in easier next time. You may be prompted to set up a PIN and facial recognition. If you have it, we suggest you use it.

## REQUEST PTO

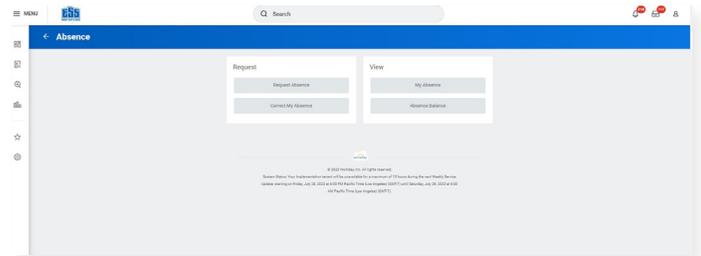
HEADS UP! PTO IS CALLED “**ABSENCE**” IN WORKDAY.

- 1 CLICK THE “ABSENCE” ICON  
(hint: it looks like a suitcase)



### 2 CLICK “REQUEST ABSENCE”

- a If you’re working on a computer, your next step is to select the dates you’ll be out, and then click the blue “Request Absence” button at the bottom of your screen.
- b If you’re on the app, Workday will give you the option to sync your calendar if you’d like. It’s up to you. The next step is to select the dates you’ll be out and click the blue “Next” button.



- 3 Choose your PTO plan. You should only have one option: hourly or salary PTO. Then click “Next.”

- 4 You may edit the hours per day or if everything looks good, click “Submit.”



## QUESTIONS ABOUT WORKDAY?

We’ve got you. **Visit our Workday help site** for tutorial videos and to contact your local HR team member.

Trouble logging in? Contact [hr@emerysapp.com](mailto:hr@emerysapp.com)

