

FAQ Tip Sheet

1. How do I reset my Workday password?

Go to the Workday login page and click “**Forgot Password.**”

Follow the prompts to reset via your registered email.

If unsuccessful, submit a ticket to IT for a manual reset.

2. I submitted a time-off request — why hasn't it been approved?

Check the status under **Time Off > My Requests.**

If it's still pending, follow up with your manager — they may need to approve it from their inbox.

3. Why can't I find my direct report in Workday?

This may be a supervisory org or department assignment issue.

Submit a ticket with the employee's name and ID, and we'll verify their manager/org setup.

4. How do I view my supervisory organization?

From your Workday homepage:

- Click your profile picture
 - Select **View Profile > Organizations tab**
You'll see your current department and reporting structure.
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5. I don't see an option I need in Workday (e.g., to start a termination). What should I do?

You may be missing the appropriate role or access.

Submit a help ticket with a screenshot and a short description of the task you're trying to complete.