



Employee Self-Service

## **Table of Contents**

ADD OR UPDATE CONTACT INFORMATION.....	3
ADD OR UPDATE EMERGENCY CONTACT INFORMATION.....	3
CHANGE YOUR WORK SPACE/OFFICE LOCATION.....	3
UPDATE FEDERAL TAX WITHHOLDING ELECTIONS.....	4
UPDATE STATE TAX WITHHOLDING ELECTIONS.....	4
ADDING THE OPTIONAL ADVANCED PAY WORKLET.....	4
VIEW AND PRINT YOUR PAYSリップ.....	5
HELP CONTACT INFORMATION.....	5

## ADD OR UPDATE CONTACT INFORMATION

1. From your Home page, click on the “Personal Information” worklet.
2. In the “Change” column, click on the “Contact Information” button.
3. Click on the “Edit” button on the top left of page
4. To edit existing contact information, click the edit pencil icon to make changes.
5. To add new contact information, click the “Add” buttons.
6. When finished, click “Submit” at the bottom of the page.  
Note: A home address is required for all employees.

## ADD OR UPDATE EMERGENCY CONTACT INFORMATION

1. From your Home page, click on the “Personal Information” worklet.
2. In the “Change” column, click on the “Emergency Contacts” button.
3. Click the “Edit” button if you are changing your existing emergency contact information.  
Click the “Add” button if you are entering for the first time.

The following information is required for all emergency contacts.

- Legal Name
- Relationship
- Primary Address
- Primary Phone

**Note: For phone numbers, the area code is entered in a separate field. The rest of the phone number should be in XXX-XXXX format.**



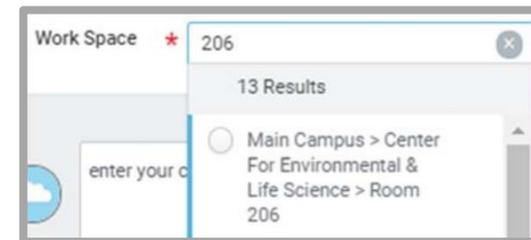
A screenshot of a form with two input fields. The first field is labeled 'Area Code' and contains the number '646'. The second field is labeled 'Phone Number' with a red asterisk and contains the number '391-6608'. The entire form is enclosed in a yellow rounded rectangle.

4. When finished click ‘Submit’ at the bottom of the page.

## CHANGE YOUR WORK SPACE/OFFICE LOCATION

1. From your homepage, type “Change My Work Space” in the search bar and select the task that appears.
2. Enter the effective date of the work Space change. You cannot use a future date.
3. Click on the menu drop down icon .
4. Select your work space. You can select the menu options to find your work space or you can narrow down your search by typing your room number and hitting enter.

**Note: If you cannot find your Work Space it most likely needs to be created in Workday.** Please open a ticket for your work space to be created by contacting the Workday Help Desk at [workday@montclair.edu](mailto:workday@montclair.edu) or call x7971 option 4.

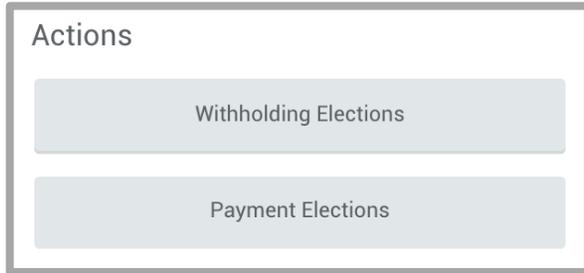


A screenshot of a search dropdown menu. The search bar contains 'Work Space' with a red asterisk and '206'. Below the search bar, it says '13 Results'. One result is visible: 'Main Campus > Center For Environmental & Life Science > Room 206'.

5. Click “Submit” at the bottom of the page. The request will go to HR for approval.

## UPDATE FEDERAL TAX WITHHOLDING ELECTIONS

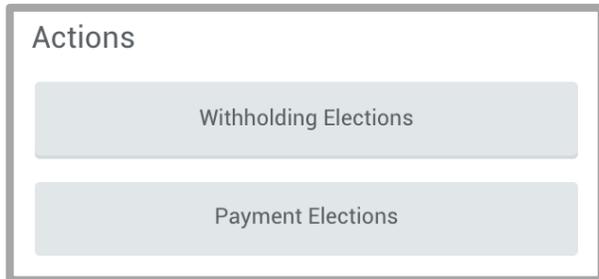
1. From your Home page, click on the “Pay” worklet.
2. Click on “Withholding Elections” in the “Actions” section.



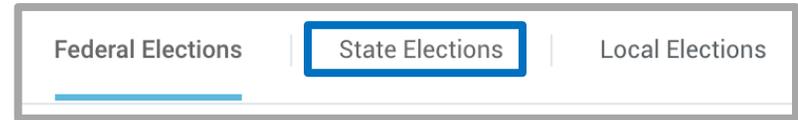
3. Click on the “Update” button at the bottom of the page.
4. Enter the effective date of the change and click “OK” at the bottom of the page.
5. Update your elections and click “OK” at the bottom of the page. Your Federal Tax Election change will be sent to payroll for approval.

## UPDATE STATE TAX WITHHOLDING ELECTIONS

1. From your Home page, click on the “Pay” worklet.
2. Click on “Withholding Elections” in the “Actions” section.



3. Click on the “State Elections” tab.

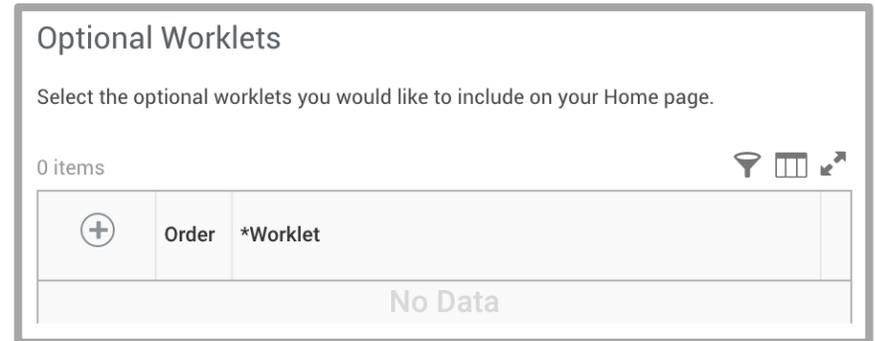


4. Click on the “Update” button at the bottom of the page.
5. Enter the effective date of the change and verify the state is correct before clicking “OK” at the bottom of the page.
6. Update your elections and click “OK” at the bottom of the page.

## ADDING THE OPTIONAL ADVANCED PAY WORKLET

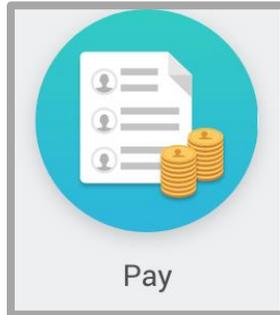
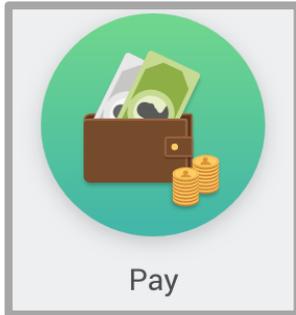
You will have a required “Pay” worklet on your home page but there is a more advanced “Pay” worklet that offers a more detailed view of your pay. The advanced version allows you to compare pay slips by pay period, monitor up to six earnings or deductions over time, view your pay slips and view your pay history as a customizable graph.

1. From your home page click on the configure worklets icon .
2. Under “Optional Worklets” click on the add row icon .



3. In the drop down menu line that appears select the worklet named “Pay”.
4. Click “OK” at the bottom of the page.

5. Click “Done” at the bottom of the page.
6. You will be returned to your home screen and will now have two pay worklets. The basic required “Pay” worklet image is of a wallet (below on left) while the advanced “Pay” worklet image is a sheet with stacked coins (below on right).



## HELP CONTACT INFORMATION

For assistance, contact the Workday Help Desk at 973-655-7971 and select option 4 OR send an email to [Workday@montclair.edu](mailto:Workday@montclair.edu).

## VIEW AND PRINT YOUR PAYSLLIP

1. From your Home page, click on the “Pay” worklet.
2. Click on “Payslips” in the “View” section.



- 3.
4. Find the pay period you want to view and click the “View” button to the right.
5. To print your payslip click on the print icon  located in the top right corner of the screen. Your payslip will be downloaded as a .pdf document.
6. Open the downloaded document and print.