

# Day 1 checklist

On Jan. 1, 2018, we went live with both Workday and Kronos. To ensure the accuracy of your employee data, we ask that you complete the following in Workday and in Kronos.

To log in with your network ID and password, visit the TCCS website ([www.services.claremont.edu](http://www.services.claremont.edu)), click on the “Most Frequently Visited” box and choose **Kronos** (timekeeping) and/or **Workday** (managing your work-related and personal information). Kronos and Workday guides are available on the TCCS intranet



## Employees: review, and update if necessary, your:

- Home and emergency contact information
- Legal and preferred name
- Job- and compensation-related information
- Direct deposit (payment elections)
- Tax withholding elections
- Benefit and retirement savings elections

## Managers:

- Make sure you can access your “My Team” application to confirm direct reports are accurate.



## Non-exempt employees, confirm and check that:

- You are able to record your hours worked
- Your accrual balances are correct
- Your approved, upcoming time off requests are submitted
- Holidays and winter closure hours are correctly populated

## Exempt employees, confirm and check that:

- Your accrual balances are correct
- Your approved, upcoming time off requests are submitted

## For managers, confirm and check that:

- You have visibility to your direct reports.
- Confirm that holiday and winter closure is correctly populated.

Find out more at [projects.claremont.edu/hris](http://projects.claremont.edu/hris) or ask your HR department.