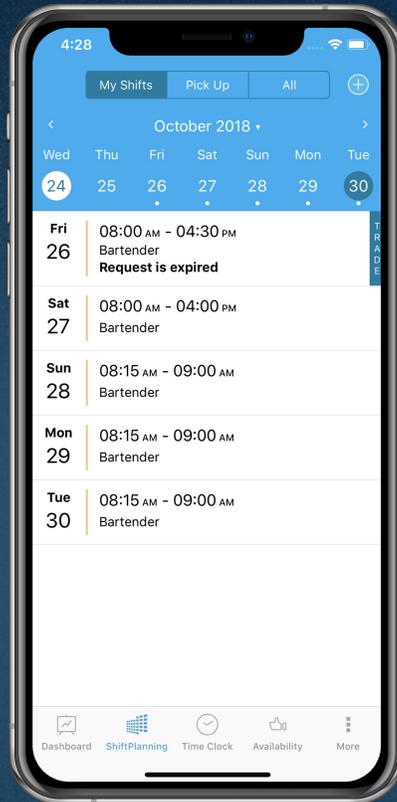
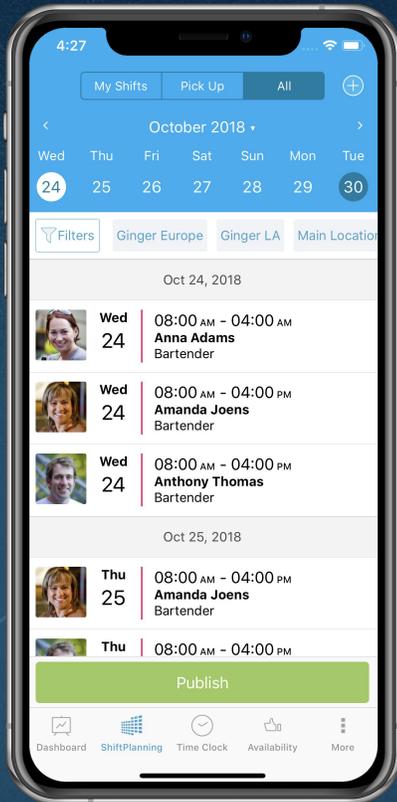




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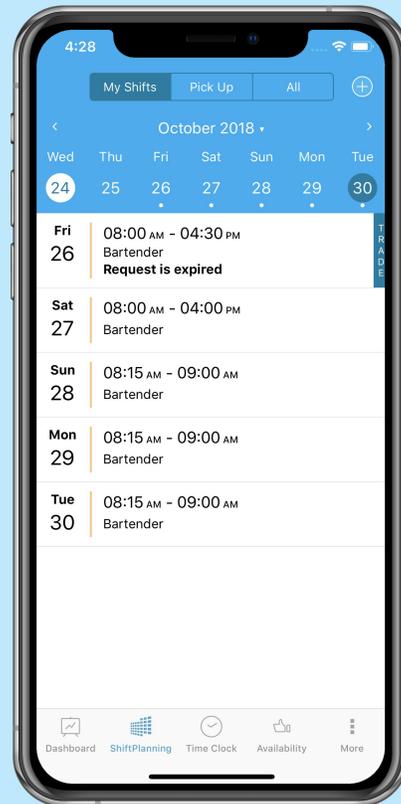
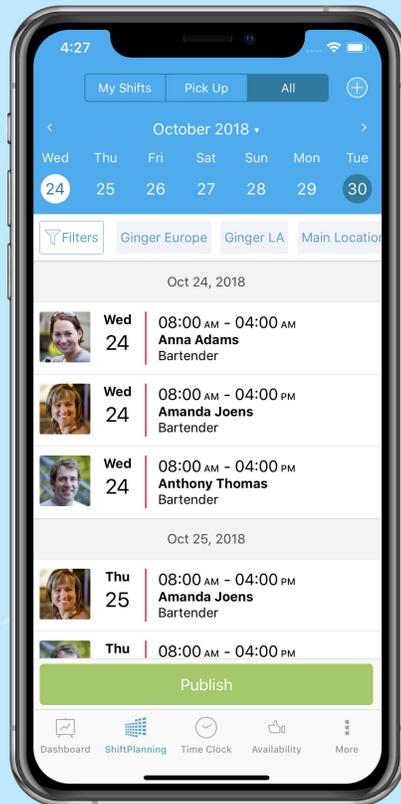
Quick Start Guide

Workday Integration
For Employees





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Quick Start Guide

Workday Integration
For Employees



Quick Start Guide

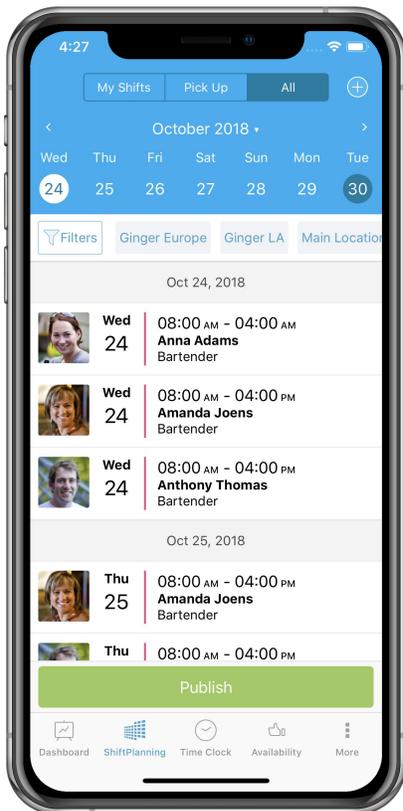
For Workday Integration Customers

Welcome to **Humanity**, the online scheduling platform that optimizes **employee scheduling**, and works in conjunction with **Workday Time Tracking**.

Download the Humanity mobile app to trade shifts with other employees, message your supervisor, or pick up open shifts. For any additional information, best practices and support, visit helpcenter.humanity.com.

Log in from a computer or mobile to enter your availability and view your upcoming schedule.

Step 1: Download the Humanity App + Log In

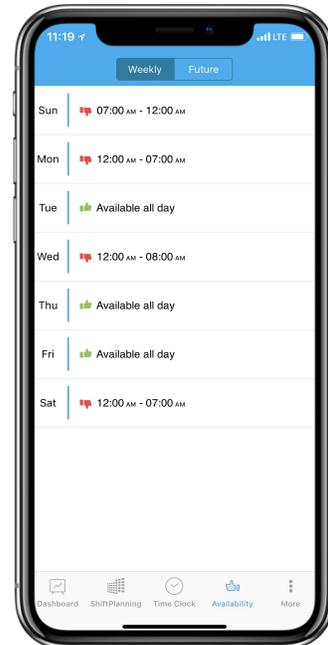
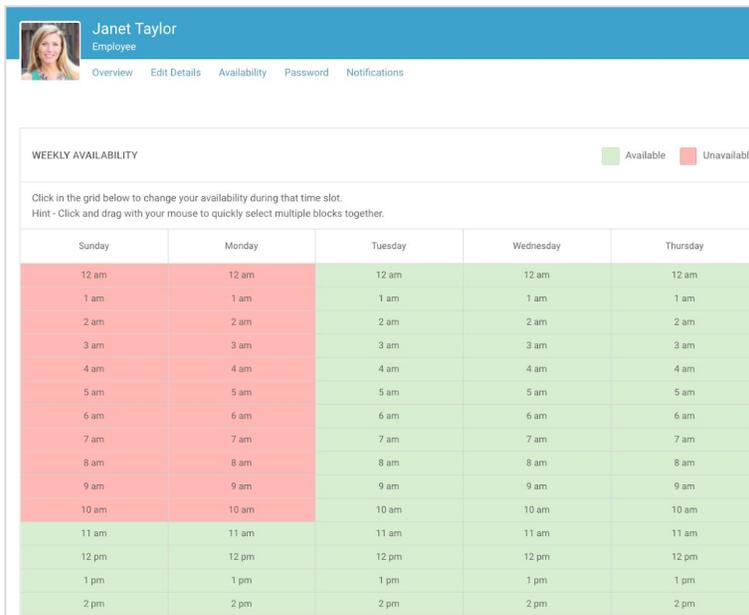


Visit the appropriate store to download the Humanity Mobile App and log in to your account using your **Workday email address**. If this is your first time logging in, use the generic password provided by your admin. If you have not set a password previously, you cannot use the “Forgot Password?” link on the sign-in page.

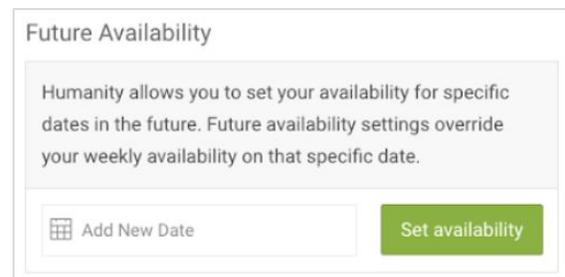
You can access all features from the Humanity web platform. You will not need a mobile device to use Humanity. However, the mobile app allows for on-the-go access and an added convenience!

Step 2: Availability

From the web platform or your mobile device, let your employer know what hours you are available to work. Your **weekly availability** should reflect the hours you are available week after week.



Use the **Future availability** feature to let your employer know when that availability changes for a one-off occurrence. For example, if you're generally unavailable to work on Tuesdays but you're able to work on a specific Tuesday, submit a future availability for that specific date.



In the same way, if you're generally available to work on a Monday but you're unable to work on a specific one, use Future availability to let your employer know you are not available.

If you're unable to edit your availability, this option has been restricted by your management. To make changes, please reach out to your manager.

Step 3: ShiftPlanning

If you've been scheduled for work, you'll be able to view all of your upcoming shifts on the **ShiftPlanning** tab. Humanity allows for you to inform your manager if you're unable to work a shift you've been assigned, to trade your shifts with others who work the same position, and to pick up an open shift.

If you're unable to perform any of these tasks, the feature may have been disabled by your management.

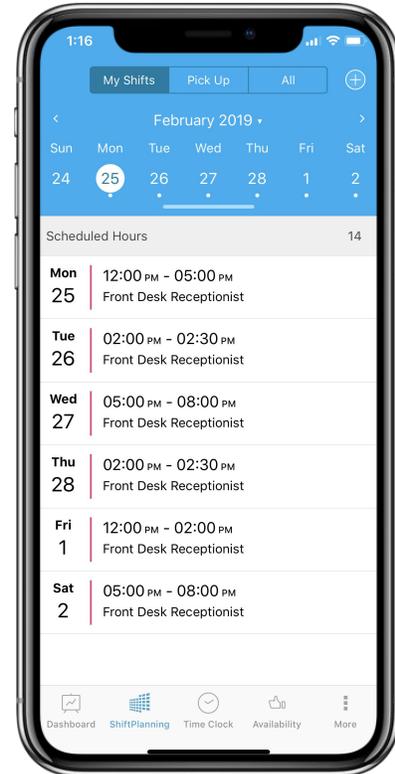
Step 4: Where do I...?

In **Workday**, you will:

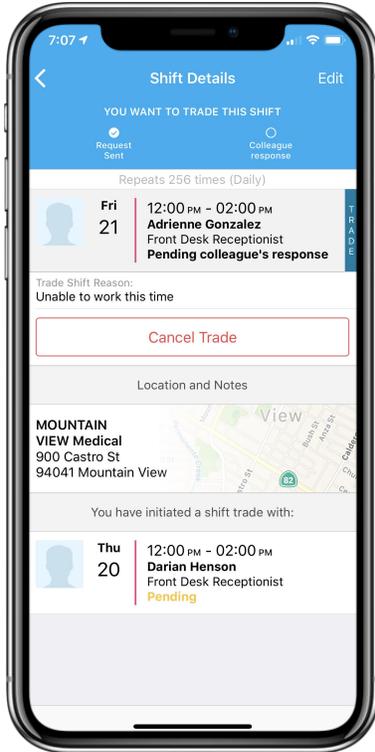
- Request time off
- Submit leave of absence requests
- Make changes to your profile (name, phone number, email address, etc.,)
- Update your time zone

In **Humanity**, you will:

- View your upcoming schedule
- Update your Availability
- Trade shifts
- Sign up for Open shifts
- Release/Drop shifts



Optional: Trade Shifts, Open Shifts, Drop Shifts



Visit the ShiftPlanning tab from the Humanity web platform, or from Humanity's mobile app.

If you're unable to work a shift you're scheduled, select that shift and click on '**Can't Work**'. **Trade** your shift by selecting one of their shifts you can work in their place. Depending on the settings, this may be approved once your colleague accepts the trade, or the trade may need approval from your manager.

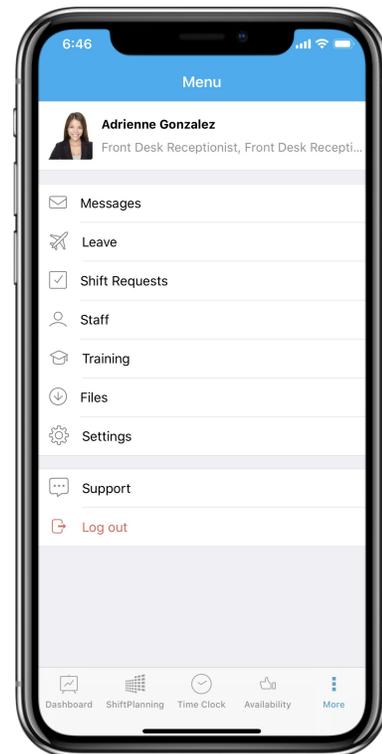
If **dropping** a shift has been enabled, you'll be able to release the shift for someone else to claim.

If **open** shifts are enabled, you'll be able to visit the Pick Up tab to sign up for shifts.

Support

If you come across an issue or have any quick questions, you can chat with a **live agent** from your Humanity App or from the web platform.

From your Humanity App, click on the 'More' tab and find the 'Support' option. If you're looking to message someone from your organization, such as your manager or a colleague, use the 'Message' feature.



Frequently Asked Questions

Employees

- What is my password?
 - You should have received an activation email from Humanity. If you have not, please reach out to your Humanity Admin user to have the activation email re-sent.

- My email address does not work when logging in. Who should I reach out to?
 - Check to ensure your entered email address is what is entered in Workday. If they are the same, there might be an issue with the integration. Please reach out to Humanity Support.
 - If you have not entered a Work email address in Workday, use the email address entered in the home email address field.

- As an Employee, where do I view my schedule? Where do I go to trade/drop/release a shift?
 - Employees can view their schedules in both Humanity.
 - Trade/Drop/Release and all changes on shifts will be done in Humanity.

- How does my name show up in Humanity when I have two last names?
 - If an employee has 2 last names, integration will sync only the last name which is defined in Workday as LEGAL Last Name.
 - The same applies to first names - if the employee has 2 first names, integration will sync only the first name which is defined in Workday as LEGAL First Name.
- As an Employee, where do I request Leave?
 - Time off and leave of absence is requested In Workday.
- As an Employee, where/how do I set my availability?
 - Availability is set in Humanity.
- Can I update my last name in Humanity due to a name change?
 - For all employees that are synced from Workday to Humanity, any name changes should be changed in Workday, and then will be synced to Humanity.
- I've worked at this company previously but have returned. Can I log in using the same username and password as before?
 - No, your user will have been deactivated in Humanity, and then re-activated once hired again in Workday. The username and password will be reset and you will get a new username and password. Your previous email address has already been used so your new email address (when logging in to Humanity) will require an added suffix (i.e.johndoe+1@email.com)



Humanity

Refer to our [Help Desk](#) for a quick how-to on any of our features.

For support, chat with us on the web or the Humanity App.

www.humanity.com



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