



Welcome to The University of New Orleans!

For a successful transition please visit myapps.uno.edu, log in with your UNO worker email and complete your onboarding documents which are electronically delivered to your UNO Workday Inbox. Note: If you **have not** received your UNO worker email, please follow the link in the email sent Microsoft invitations subject “University of New Orleans invited you to access applications within their organization”. Accept the invitation to get access. Once you have access go to the application. Email helpdesk@uno.edu if you have not received any emails.




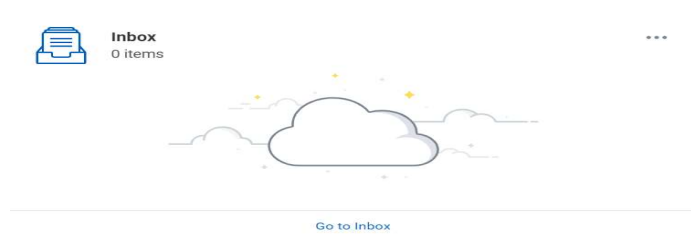
UNO Workday

From this application you will be logged into our Human Capital Management and Financial integrated software system.

Go to your inbox and complete the list of items to complete your hire. Fill in all required information indicated by red *. Use the pencil icon to make changes , use the check mark when changes are complete .

Submit

When you have finished with a page, review and click submit . As items are completed, they will go from your inbox. Please note that new items will appear during the process. Guarantee you complete all items before leaving Workday.



Some of the Inbox items include:

- Enter Contact Information
- Enter Personal Information
- Edit Government ID's
- Veteran Status Identification
- Appointment Affidavit
- Complete State and Local Withholding Elections
- Complete Federal Withholding Elections
- Payment Election Enrollment Event
- Change Emergency Contacts
- Review Documents

Complete I-9 [Form I-9 Instructions](#). Blue hyperlinks are built in, click for further information.

Additionally, full time benefit eligible workers will get inbox action items to complete pertaining to benefit enrollment.

Helpful training documents are available in Workday Education. Review the courses and remember to “Enroll in course” then click on the > sign by the course name for listing of documents. If you need assistance contact workdaytraining@uno.edu or the Human Resource Department hr@uno.edu.