**Workday Basics - Fleet Drivers**

Wherever you go, you’ll have Workday to help you record your time, view your payslips, request a day off, and perform other key tasks. Workday provides 24/7 access to your HR Information anywhere, on any device!

**Accessing Workday**

For mobile access, you’ll need a WiFi or data connection and your Scotts network ID and password.

For desktop access, you’ll need your Scotts network ID and password.

**SMG Mobile Devices**

On all SMG issued mobile-devices, the Workday app can be downloaded through the Tool Shed.

**Log In On a Personal Mobile Device**

The Workday app can be downloaded to personal devices from iTunes or the Google Play store.

1. Navigate to the Google Play or App Store.

2. Search for *Workday*. (You want *Workday* NOT *Workday Rising*)

3. Tap **Install**.

4. If prompted, open and accept the **Privacy Statement** and the **Terms and Conditions**.

5. When asked “What company do you work for?” enter the company ID **scottsmiraclegro**

6. Login with your Scotts User ID and Password.

7. (Optional) Create a unique PIN number for future access.

If you experience issues entering the company ID, you can add the settings manually.

1. Select the **Gear** in the corner of the "What company do you work for?" screen.

2. Our Workday Tenant is **scottsmiraclegro**

3. Our web address is**<https://www.myworkday.com/scottsmiraclegro/login.htmld>**

4. Select **Save**

5. Login with your Scotts User ID and Password.



6. (Optional) Create a unique PIN number for future access.

**Desktops**

1. Access The Garden (myscotts.com).

2. Enter your Scotts network ID and password.

3. Select **Workday** from the Quick Links icon.

**SMG Chrome Devices**

1. Turn on the Chrome device.
2. Enter your Scotts network ID and password. (See your manager if you need this information.)
3. Open Chrome (The Garden will open immediately on one tab and Workday will open on another).
4. Toggle to the tab that has Workday open.
6. When you are finished using Workday, log out of the Chromebook to ensure your personal info is not viewed by anyone else.

**DAY ONE:** Within your profile, there are three initial steps to take when logging into Workday the first time.

1. Update your personal contact information including your personal email address (this is important to be able to contact you as needed).

2. Add your emergency contact details.

3. Add your picture so we can easily identify you on org charts.

**Entering Your Time With the Workday App**

With Workday you can record your time, anywhere you are, with the mobile app.

1. Select the **Enter Time** application.
2. Choose a day on the calendar you want to enter time towards.
3. Select **Add New**.
4. Enter your time for the day, as you worked it.
5. In the time card **Comments** field, enter the route(s) you've worked at during the time period entered.
6. When your time has been entered, select **Ok** to lock it in place.

**Note:** When entering time, enter your break periods daily. Accounting for your breaks, but not entering them as part of your full day will not accurately represent your time.

For example if you worked 8 to 5 and took an hour break for lunch, your time entries for the day should be 8 to 12 and 1 to 5. Entering your time as 8 to 4 will cause the system to in-accurately report your weekly time totals.

**Pro Tip:**
While you can *enter* your time daily, you should **Submit** your time *weekly*.

**Check Your Pay Elections**

Review the bank accounts you have chosen to have your paycheck placed into, in the **Payment Elections** section of the **Pay** application.

**Workday Questions?**

1. Ask your Manager or Workday Change Champion

2. Call 1-888-YOUR HR1 (1-888-968-7471)

3. Additional help documents are available through the Workday Knowledge Base on Service Hub on the Workday home page.

**Updating Your Personal Information**

Your **Associate Profile** is where you can tell your “Scotts Story.”

The fastest way to access areas of your profile is through the **Personal Information** application. You can access, review, and edit a number of the parts of your story here.

1**.** Select a **Profile Topic**.

2. Use the **Add** or **Edit** buttons to update your information.

**Accessing Your Pay Information**

Enter the **Pay** application.

1. Beginning on 1/7, your most recent pay detail will be available in the **Payslips** box.

 2. You can view current and past payslips in the **View** box. (If you need to review a payslip from 2018, or earlier, you’ll find that in ADP.)

**Requesting Time Off**

Start in the **Absence** application.

1. Select **Request Absence.**
2. Find the day(s) on the calendar that you would like to request off and select them.
3. Select the **Request Absence** button.
4. State the type of leave you are requesting.
5. Set how long you’ll be out.
6. Select the **Edit Quantity per Day** button to add your time.
7. Select **Done**.
8. Review your request and, if there are no edits, select **Submit**.

To check the balance of days you have available for vacation, start in the **Absence** application. Select **Absence Balance**. The displayed totals show the amount of time you have accrued *up to that moment*.

If you want to see how much time you have available for a particular time period (i.e. your balance of vacation for the rest of the year), you’ll want to change the date in the **As Of** field. Select **Submit**. This will adjust the display to show you the days that will be available by the selected date.