

# Need Help?



Need someone to contact regarding your Workday questions?  
Please refer to the contact information below.



## Logging In/ Authentication



- Having issues logging in? Single Sign-On (SSO)? DUO 2-Factor Authentication?
  - Need help with Workday Mobile App?
  - Call extension x5700 or email [techdesk@scu.edu](mailto:techdesk@scu.edu)
- Tip: Put Workday in the subject line of your email*

## Payroll



- Paycheck inquiries
- Direct deposit inquiries
- Vacation, sick balance
- Timesheet inquiries
- Time off input, corrections (e.g. sick, vacation)
- Email: [gescobaremary@scu.edu](mailto:gescobaremary@scu.edu), [mbrucal@scu.edu](mailto:mbrucal@scu.edu)
- Phone: (408) 551-1860, (408) 554-6978

## Benefits



- Benefit Enrollment
- Medical, dental, vision, dependents, beneficiaries
- Retirement, (401(a)/403(b))
- Flexible Spending Accounts
- Email: [scu-benefits@scu.edu](mailto:scu-benefits@scu.edu)

## Student Employment



- Student Recruiting, Hiring
- Termination inquiries
- Email: [studentemployment@scu.edu](mailto:studentemployment@scu.edu)

## Staff Employment



- Compensation, Job Profiles
- Staffing/Recruiting, please send **email** to your HR Partner
- <https://www.scu.edu/hr/about-hr/hr-partner-by-collegedivision/>

## More HR Info



- General **HR** assistance
- Email: [hrrservicesdesk@scu.edu](mailto:hrrservicesdesk@scu.edu)
- Phone: (408) 554-4392
- Workday Training
- Email: [workday@scu.edu](mailto:workday@scu.edu)
- Job Aids, Videos
- [www.scu.edu/hr/workdayatscu](http://www.scu.edu/hr/workdayatscu)

## Faculty Employment



- Faculty Recruitment
- Email: [ltaft@scu.edu](mailto:ltaft@scu.edu)
- Faculty merit raise/compensation
- Please see your Dean's Office

## Academic Appointments



- MPR Timing, Tenure Clock, Phased Retirement, Rank Status
- Email: [lskinner@scu.edu](mailto:lskinner@scu.edu)

## Additional Faculty Help



- General Faculty assistance visit the Workday for Faculty site at <http://www.scu.edu/workdayforfaculty>
- Email: [facultyworkday@scu.edu](mailto:facultyworkday@scu.edu)