

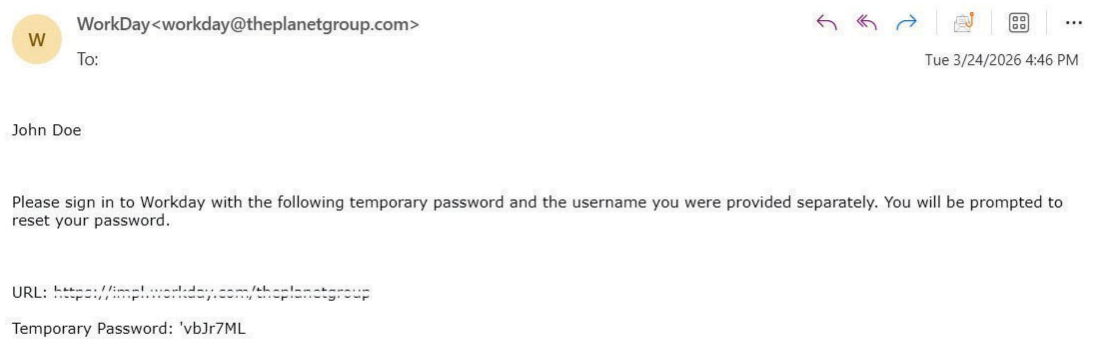
# Workday Access Guide:

Welcome to your guide for accessing your new Workday account. This document provides instructions to help you log in and set up your credentials quickly and securely.

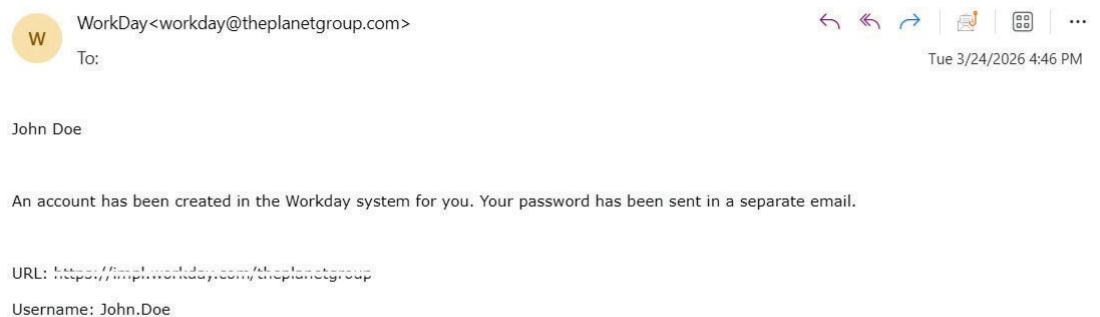
Upon initial setup as a client approver in Workday, you would have received two emails from (TPG Workday) [workday@theplanetgroup.com](mailto:workday@theplanetgroup.com). Both contain information required for your initial login.

1. One email has the subject “Additional information about your Workday account” and includes:
  - a. Temporary password
  - b. Workday URL
2. The other email has the subject “Your Workday account” and includes:
  - a. Username
  - b. Workday URL

## Additional information about your Workday account



## Your Workday account



After receiving both emails, follow the steps below:

1. Click on Workday URL provided in either email.
2. Enter your username and temporary password.
3. Select Sign In.
4. You will be prompted to create a new password. Create and save your new password for future use.

Note: If you do not receive both emails, please check your spam, junk, or quarantine folders. Consider contacting your IT department to ensure [workday@theplanetgroup.com](mailto:workday@theplanetgroup.com) is whitelisted.

## Frequently Asked Questions (FAQs)

What is the URL?

- Workday URL: <https://identity.wd504.myworkday.com/wday/authgwy/theplanetgroup/upc/login>

Will the system notify me when I have a pending approval?

- Yes, Workday will send you an email when time or expenses have been submitted and require your approval.

Will the system send me reminders if I forget to approve?

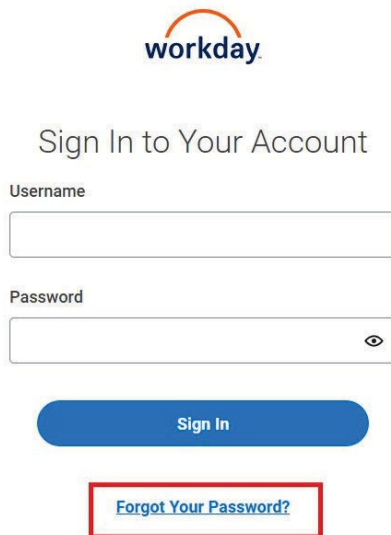
- Yes, reminders are sent on Monday, Friday and Sunday.

Is there a guide on how to approve time or expenses?

- Yes. In **Workday** navigate to the **Menu (left side of the screen)>More>Workday Help Guides**
- Available guides include:
  - **\*\*Staffing\*\* Approve Expense Reports- Client Approver**
  - **\*\*Staffing\*\* Approve Time- Client Approver**

What if I forgot my password?

- Use the **Forgot Password?** link on the login page.
- Enter your username and email (your work email) then Submit.
  - If you forgot your username, refer to the **New Workday Account** email.
- Workday will send instructions to help you reset your password.



workday

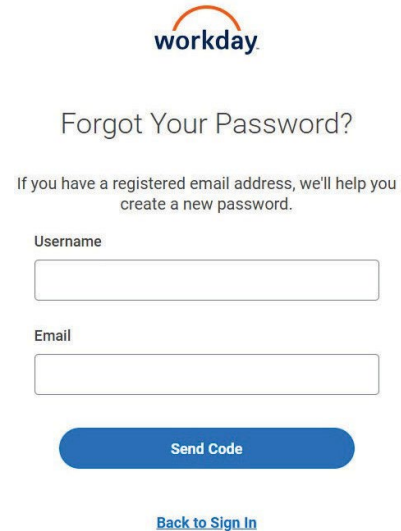
Sign In to Your Account

Username

Password

Sign In

[Forgot Your Password?](#)



workday

Forgot Your Password?

If you have a registered email address, we'll help you create a new password.

Username

Email

Send Code

[Back to Sign In](#)

What if I need Technical Support?

- Submit a ticket at: <https://www.theplanetgroup.com/workday-help>. A team member will respond within 4 business hours.

Do I need to sign in each time to approve pending tasks?

- Yes. Log in each time ensures the security of your account and the Workday system.