


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 will receive two emails from **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

 WorkDay <workday@theplanetgroup.com> 
To: Tue 3/24/2026 4:46 PM

John Doe

Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.

URL: <https://impl.workday.com/theplanetgroup>

Temporary Password: 'vbJr7ML



[Workday](#)

Your Workday account

 WorkDay <workday@theplanetgroup.com> 
To: Tue 3/24/2026 4:46 PM

John Doe

An account has been created in the Workday system for you. Your password has been sent in a separate email.

URL: <https://impl.workday.com/theplanetgroup>

Username: John.Doe



[Workday](#)

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 is whitelisted.

Frequently Asked Questions (FAQs)

What is the URL?

- Workday URL: <https://www.myworkday.com/theplanetgroup>

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.

Approve Submitted Time in Workday- Staffing

Reviewing Submitted Time

- Navigate to your inbox and locate the **Time Entry Task** for worker needed.
- The **Timesheet Details will show under the overall status.**
- Review time entries and attachments.
- If the time entry needs to be corrected, select **Send Back** and enter the reason that you are sending back to the worker.
- If the time entries do not need to be corrected, select **Approve.**

All Items 1 item

Search: All Items

Advanced Search

Time Entry Approval: Time Entry 03/13/2026

Created: 03/13/2026

Review Time Entry Approval: Time Entry Request for Request ID : Placement :

For Time Entry Request for

Overall Process Time Entry Approval:

Overall Status In Progress

Time Entry Request for Request ID : Placement :

Worker Recruiter

Placement Instructions

Date From

Date To

Time Entry 2 items

Placement	Mon 03/09/2026	Tue 03/10/2026	Wed 03/11/2026	Thu 03/12/2026
	Time In : 07:35 AM Time out : 3:45 PM Lunch Hours : 1 Lunch Minutes : 0	Time In : 09:00 AM Time out : 4:00 PM Lunch Hours : 0 Lunch Minutes : 0	Time In : 07:40 AM Time out : 4:00 PM Lunch Hours : 0 Lunch Minutes : 0	Time In : 07:45 Time out : 4:00 Lunch Hours : 0 Lunch Minutes : 0
Sub Total in Hours	7.17	7.00	8.33	8.25

Total Hours 38.75

Attachments

Approve Send Back Close