



Workday is our HR system that you will use to view and update your information.

Workday provides all employees with Employee Self-Service functionality to:

- complete benefits open enrollment and life event changes
- submit on-line time off requests for approval and the ability to view leave balances
- view or update personal information including emergency contacts
- view your compensation and job history
- print paylips and W2s
- log their check in and check out times for our hourly and salary nonexempt employees

In addition, **Workday** Manager Self-Service features will enable managers to:

- view and approve time sheets and time off requests
- submit job and compensation changes for their employees
- view the information to drive team performance
- run reports
- access Workday job aids and training videos

You can also perform Workday functions in their mobile app that is available for iOS and Android phones. Once you download the app, you will need to enter in nlcloans under the settings in the tenant field to get started.

The link to Nations Lending's Workday site: <https://www.myworkday.com/nlcloans>

If you are having any troubles with the system, please send an email to Workday@nationslending.com