



**SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES
PROJECT IMPACT GENERAL ANNOUNCEMENT #5**

DID YOU KNOW ABOUT THE KIOSKS COMING TO A LOCATION NEAR YOU?

For employees not issued a County provided computer, access to Workday, Suffolk County’s new Human Resource Management System, will be available via kiosks located at selected county buildings. For those employees who do have a county issued computer, these kiosks may be used as an alternative to your desktop computer. These locations will be equipped with Chromebooks that will allow you to log into Workday and perform all of the self service functions inherent in Workday.

These easy to use kiosks will allow you to:

- ✓ Submit your timesheet
- ✓ View and edit personal information
- ✓ View payroll data
- ✓ View and edit your benefits enrollment
- ✓ Access and edit your retirement plan elections
- ✓ View and request vacation time



In addition to the above, these kiosks will be fully operational and allow you to perform any Workday functions available elsewhere.

Stay tuned for updates as well as information on where these kiosks will be located.

Remember, whether you have a county issued computer or not, all employees will have the option to access Workday through their mobile device or personal computer at home.

Find out more about the benefits of Workday on the [PROJECT IMPACT](#) Website and in upcoming announcements!

Workday is on its way – Coming Summer 2021

