Workday@OK

LAUNCHING/SCHEDULING INTEGRATIONS IN WORKDAY@OK

THIS GUIDE IS FOR: PAYROLL AND FINANCE STAFF

1. Beginning on the Workday@OK homepage, type **Launch/Schedule Integration** into the **Search** bar.
2. Enter the name of the integration in the **Integration** box.
3. If applicable, specify your agency in the **Organization** box**.** This is not required.
4. Choose **Run Now** as your **Run Frequency**. If you would like to schedule an integration, you can choose other options in this box.
5. Then select **OK.** The **Schedule an Integration** screen will appear.
6. Enter the appropriate information. This will vary by integration. Select **OK**.
7. The integration event is created, and the screen will now display the processing of the event. You can monitor the status of the integration in real-time by refreshing the webpage or selecting **View Event** at the top of the page.
8. When the integration is complete the **Overall Status** will change from “In Progress” to “Successfully Completed.”