Workday Log In Guide

Purpose: This job aid describes the steps to access Workday.

About Workday: Workday is a system that helps connect our workforce and streamlines many processes. Among other benefits, you can review and update your own personal information without submitting any paper forms. This includes making address changes, adjusting payroll, viewing paychecks, and updating tax information.

Key Sections

Change Your Password

A password change is required when logging in to the Republic Services network for the first time or after the IT Support Desk resets your password.

Employees with Republic Services Email: If you have a Republic issued laptop, follow the normal process to change your password by pressing **ctrl+alt+delete** and selecting **Change Password** or by logging in to RSIM and selecting the **Change Password** button.

Employees without Republic Services Email: Prior to beginning these steps, you must have access to a Republic issued Chromebook.

01

From the Chromebook home page, click **Update My Password**.

Workday Login	Workday Resources	DUO Registration	Update My Password
Employee Resources	Employee Benefits	Access Webmail	MyApps Portal
EEO Postings	External Links	Non-Employee Career Opportunities	Salesforce Playground

02

Follow the on-screen prompts to reset your password.

Note: If you don't know your Network ID, see your manager, Human Resources, or call the IT Support Desk at (800) 327-5000.

Update Password

NetworkID@repsrv.com

Old password

New password

Confirm new password

03

Click **Submit**. Then return to the Chromebook home page by closing the tab.

Submit   Cancel

TOP ↑

Log In While at Work

Employees with Republic Services Email: Access Workday by navigating to any of the links below. You will be automatically logged in through Single Sign-On (SSO).

- **http://myrepublicservices.com**
- **https://MyApps.Microsoft.com** and select the **RSG-Workday** icon.
- **https://republicservices.sharepoint.com/teams/HR-EmployeeResources**

Employees without Republic Services Email: Access Workday using a Republic Services issued Chromebook and follow the steps below.
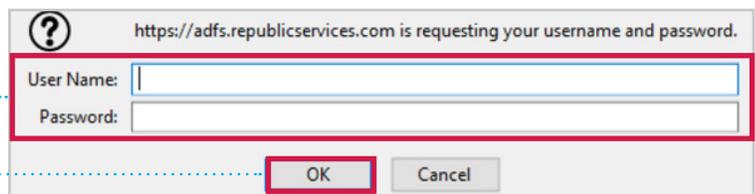
01

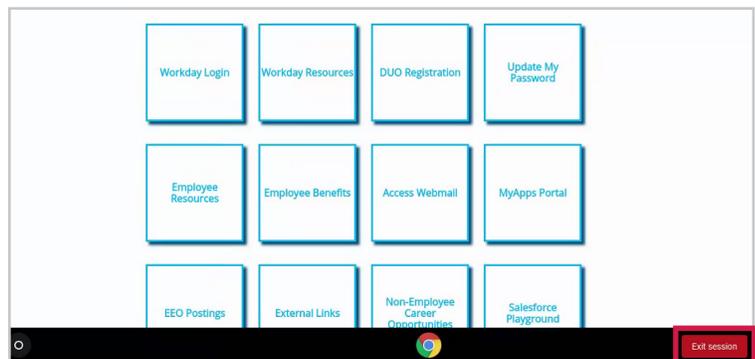From the Chromebook home page, click the **Workday** tile.
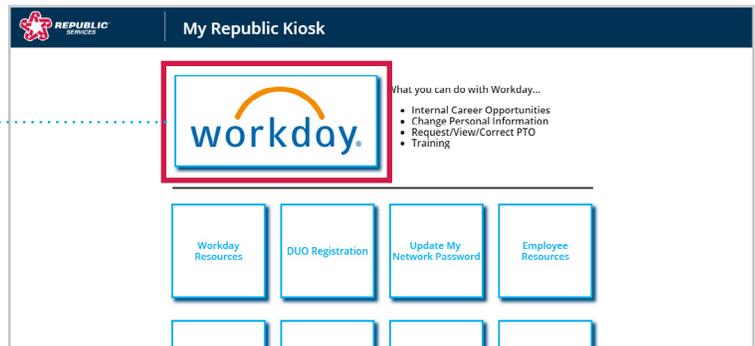
02

Enter your **NetworkID@repsrv.com** and your **password**. Then click **OK**. You are now logged in to Workday.

Important: The Chromebook is shared among many users. In order to keep your information secure, you must click **Exit Session** when finished.

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Enroll with Duo

To access Workday when away from work you must first enroll in Duo 2FA (Two Factor Authentication). Duo 2FA is a convenient and secure way to protect enterprise applications by requiring employees to provide two forms of authentication.

Employees with Republic Services Email: A personalized link for Duo registration has been emailed to you. Follow the steps below to begin Duo enrollment.

Employees without Republic Services Email: To enroll in Duo, you must have already completed the initial password change process. Follow the steps below to begin Duo enrollment.

Important: All users must be on the Republic Services network while enrolling in Duo.

01 Access Duo Registration.

Employees with Email

A Check for an email from Duo Registration. Click the **personalized link** to begin.
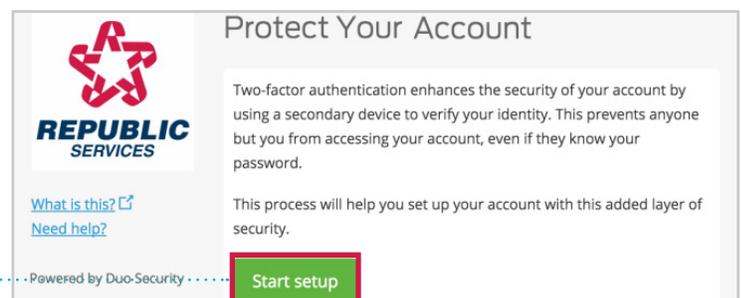
Employees without Email

A From the Chromebook home page, click the **DUO Registration** tile.

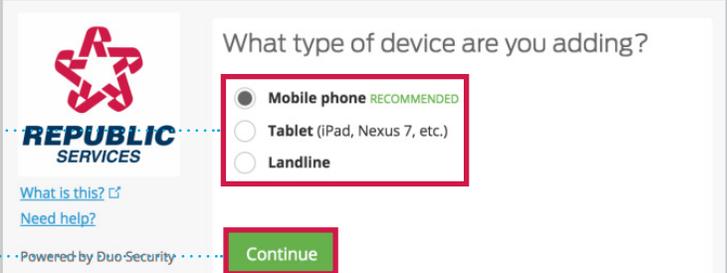**02** Click **Start setup** to begin enrolling your device.
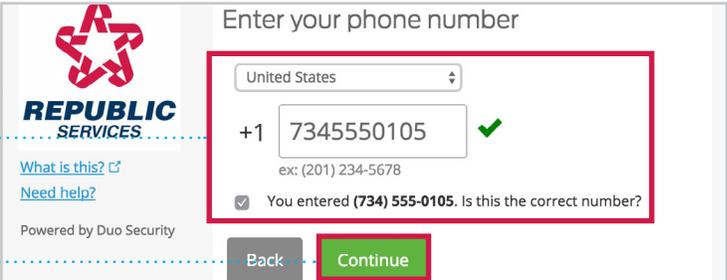
TOP ↑

Continued: Enroll with Duo

03 Select the **type** of device you'd like to enroll. Registering a smartphone with the Duo Mobile app provides the best experience, but you can also enroll a landline telephone or iOS/Android tablet. Then click **Continue**.
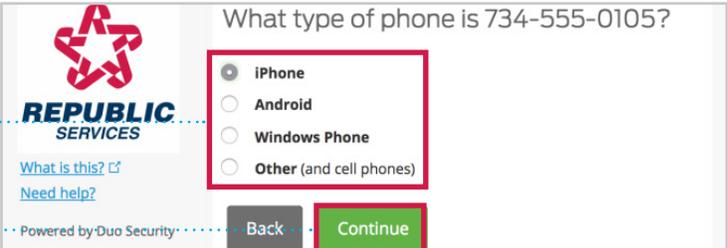
What type of device are you adding?

- ● **Mobile phone** RECOMMENDED
- ○ **Tablet** (iPad, Nexus 7, etc.)
- ○ **Landline**

What is this? ⤴
Need help?

Powered by Duo Security

Continue

04 Follow the on-screen prompts and click **Continue**.

Enter your phone number

United States ▲▼

+1 | 7345550105 | ✔

ex: (201) 234-5678

☑ You entered **(734) 555-0105**. Is this the correct number?

What is this? ⤴
Need help?

Powered by Duo Security

Back | Continue

05 Choose your device's operating system and click **Continue**.

What type of phone is 734–555-0105?

- ● iPhone
- ○ Android
- ○ Windows Phone
- ○ Other (and cell phones)

What is this? ⤴
Need help?

Powered by Duo Security

Back | Continue

06 Follow the instructions on the screen to install Duo Mobile. After installing the app, click **I have Duo Mobile installed**.

- Duo Mobile is an app that runs on your smartphone and helps you authenticate quickly and easily. Without it you'll still be able to log in using a phone call or text message, but Duo Mobile provides the best user experience.

Install Duo Mobile for iOS

1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

Tap "OK" when asked if Duo Mobile should be able to send push notifications.

duo mobile ✕

DUO Duo Mobile GET
Duo Security

What is this? ⤴
Need help?
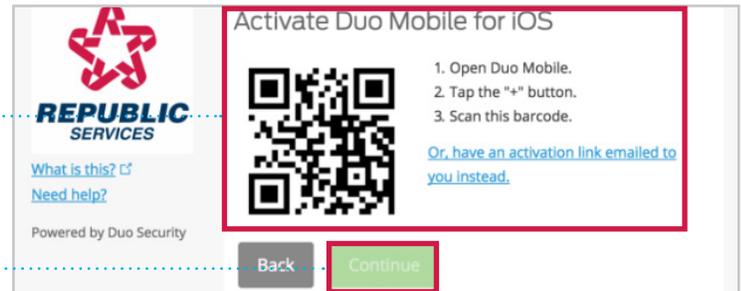
Powered by Duo Security

Back | I have Duo Mobile installed
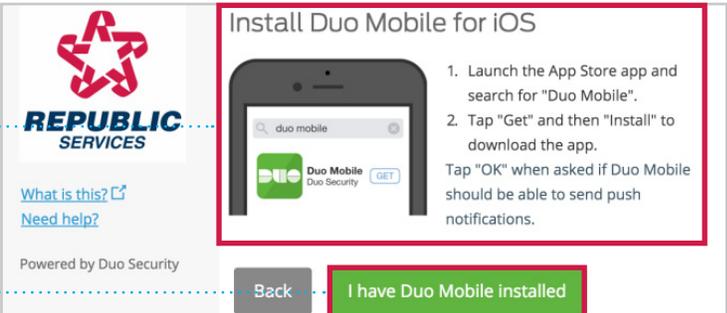
Continued: Enroll with Duo

07

Follow the on-screen prompts and click **Continue**.

- Scanning the unique QR code generated during your enrollment links the Duo Mobile app to your account so you can use it for authentication.

08

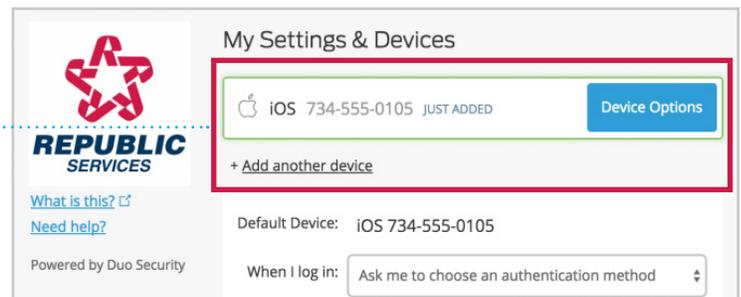The **Continue** button is clickable after you scan the barcode successfully.

If you can't scan the barcode, click **Or, have an activation link emailed to you instead** and follow the instructions.

09

Optional

You can use **Device Options** to give your phone a more descriptive name, or you can click **Add another device** to enroll a second device.

Access Workday on Your Mobile Device

All Employees: This section shows the steps to install and setup the Workday mobile app.

Important:

- Using Workday on your personal device may consume data or minutes. In such instances, you will not be compensated or reimbursed for this usage. Please utilize a computer or device on the Republic network to avoid any impact to your personal data plan.

- Non-exempt employees should not take any training or perform work-related tasks while off the clock.
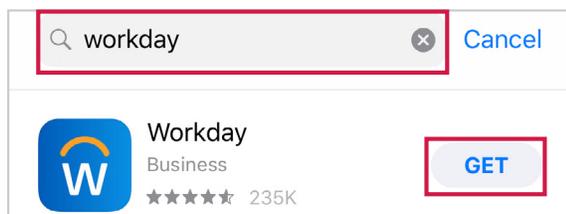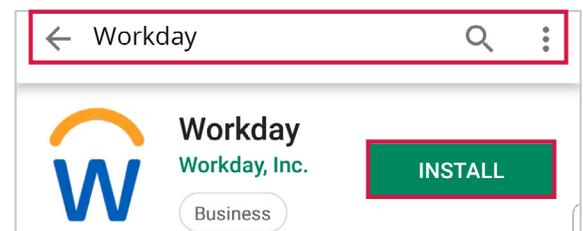
01
Download the Workday app.

iOS Users

A
Access the App Store on your iOS device. Enter **Workday** in the search bar and tap the **GET** button to start the download.

🔍 workday ⊗	Cancel
Workday Business ★★★★☆ 235K	GET

B
Once the download is complete, tap **Open**. The app opens on your mobile device.

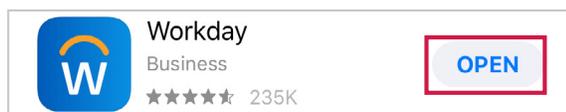|	
Workday Business ★★★★☆ 235K	OPEN

Android Users

A
Access the Google Play Store on your Android device. Enter **Workday** in the search bar and tap the **Install** button to start the download.

← Workday 🔍 ⋮	
Workday Workday, Inc. Business	INSTALL

B
Once the download is complete, tap **Open**. The app opens on your mobile device.

UNINSTALL	OPEN

Workday Log In Guide

Continued: Access Workday on Your Mobile Device

02

Review and then check the **Accept** boxes to continue.

✓	Accept Privacy Policy
✓	Accept Terms and Conditions

03

Click the **Let's get started** button.

Let's get started

04

Type **republic** (case sensitive) as your Organization ID and tap the **arrow** to continue.

Or, click the **QR code icon** and then scan the code below with your mobile device's camera.

Enter or scan your Organization ID

Example: abccompany

Find Your Organization ID →

Enter or scan your Organization ID

Example: abccompany

05

Enter your **NetworkID@repsrv.com** and **password**.

NetworkID@repsrv.com

Password

06

Tap **Sign in**.

Sign in

Continued: Access Workday on Your Mobile Device

07

After entering your primary credentials, Duo prompts for a second method of authentication. Select any of the options to continue.
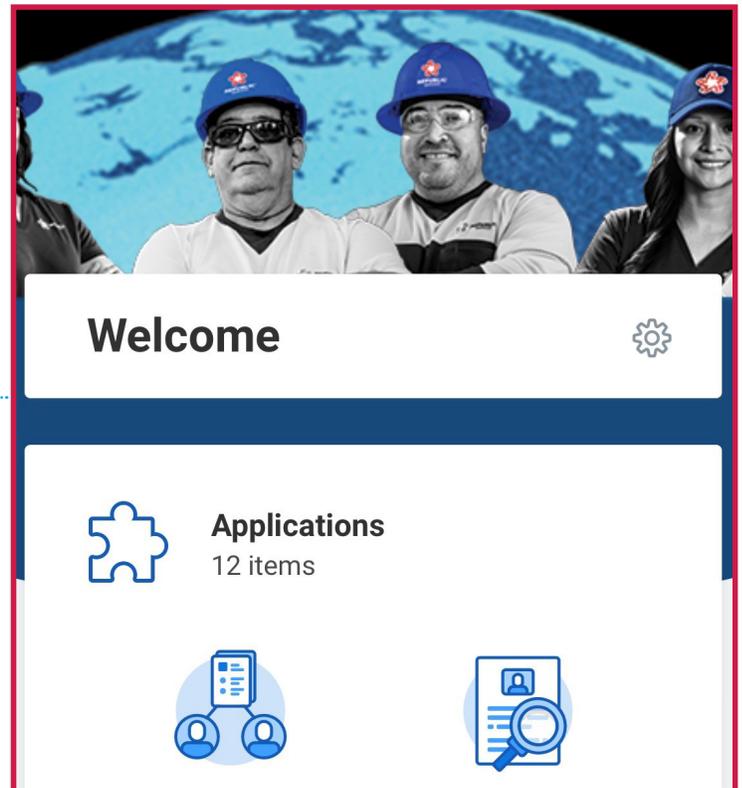
Send Me a Push

Call Me

Enter a Passcode

08

Once authenticated, tap **Yes** if you would like to stay signed in.

☐ Don't show this again

No   Yes

09

The Workday mobile app home page opens.

Welcome

Applications
12 items

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Log In When Away from Work

All Employees: This section provides the steps for logging in to Workday on any device (computer, laptop, tablet, or smartphone) when away from work.

Important:

• Non-exempt employees should not take any training or perform work-related tasks while off the clock.

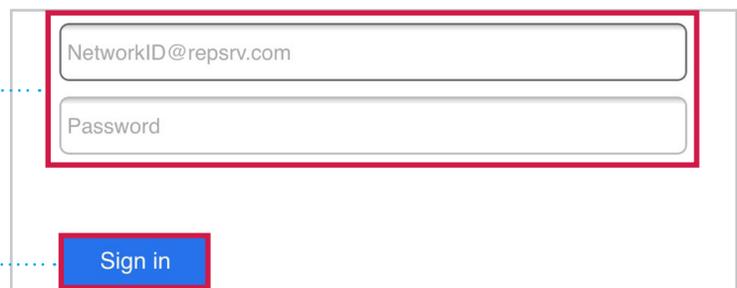• Prior to beginning these steps, you must have enrolled with Duo.

01

Navigate to **http://myrepublicservices.com** and click the **Workday** logo.

02

Enter your Republic Services **NetworkID@repsrv.com** and **password**.

03

Click **Sign in**.

04

After entering your primary credentials, Duo prompts for a second method of authentication. Select any of the options to continue.

05

Once authenticated, click **Yes** if you would like to stay signed in. You are now logged in to Workday.

TOP ↑