# EVERISE

1. Purpose

Workday is the system that Everise is using to monitor and track employee movement and information. It is also used by different departments in their specific business transactions e.i. Payroll for benefits administration, Training for trainee monitoring etc.

2. Resources

- Google Chrome
- https://www.myworkday.com/weareeverise/login.htmld

3. Procedures

1. Begin by clicking on the Workday URL above.
2. Your Organization ID:**weareeverise**
3. Enter Your Username and Password, if you do not have your password please select "Forgot Password"
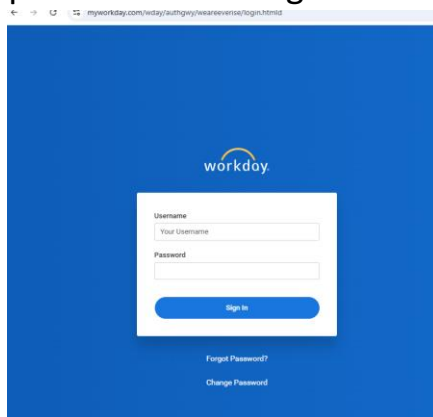
4. Once you have signed in, the system will popup for MFA. You can either set up MFA or Click on "Maybe Later"

5. Once logged in, Workday will take you to the Workday HomePage.
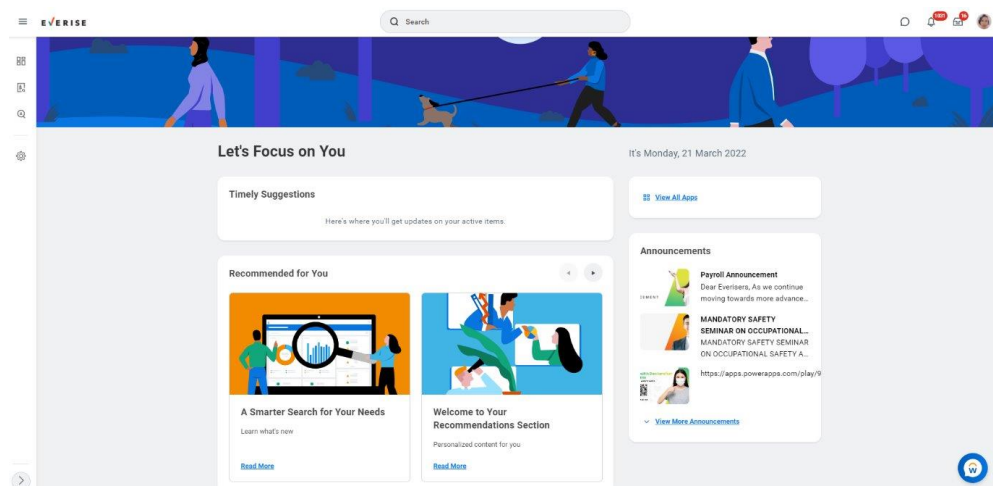
6. Complete all tasks in your Workday inbox