
Below are details of the process for creating a Workday profile for Community Faculty:

As part of the onboarding process, newly appointed/reappointed Community Faculty members will provide a Social Security number by calling the Office for Community Faculty at 702-895-1517 or filling out the Google form:

https://meet.google.com/linkredirect?authuser=0&dest=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLScmVWWMFjrcv2jN9SBJo_45JITC5w8lVWXoVHOSbcSH1lpkrlw%2Fviewform%3Fusp%3Dsf_link.

A Workday profile will be created, using the Personal Data form and SSN information provided.

Community Faculty will be receiving an email notification from nshe@workday.com requesting to verify their information. Another email from IT providing the ACE account and login information will be sent 24 hours after the nshe@workday.com email.

Community Faculty may be asked questions not applicable to unpaid faculty, such as a bank account, state vehicles, FMLA notice, etc. These default questions in Workday are mainly for paid employees, but need to be answered to complete the Workday process.

After the verification process is complete, the Community Faculty will receive a UNLV email account. The ACE account will be used to access the Health Science Library resources.

Manager
Office of Community Faculty
Phone: 702-896-1517
Email: Angelina.Sioco@unlv.edu