

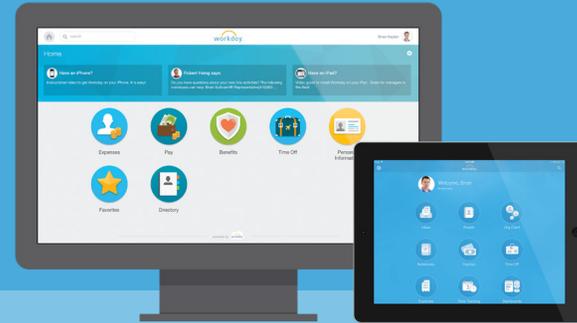
CMUSD Workday Support



Monday – Friday | 8:00 a.m. – 5:00 p.m.

**For Workday assistance:
216.838.0440, Option 2, then select:**

- Finance – Option 1
- Talent – Option 2
- Payroll – Option 3



Department	Functional Area	Employee Question/Issue	Email Address
Finance – Option 1	Finance	<ul style="list-style-type: none"> • Finance, purchasing, procurement inquiries 	WDFinance@ClevelandMetroSchools.org
Talent – Option 2	Compensation	<ul style="list-style-type: none"> • Pay rate, pay grade, salary • Years of service • Exempt, non-exempt status (FLSA) 	WDTalent@ClevelandMetroSchools.org
	Benefits	<ul style="list-style-type: none"> • Retirement, 403B, deferred compensation inquiries • Medical, dental, vision, dependents, beneficiaries 	
	Absence & Leaves	<ul style="list-style-type: none"> • Leave of absence (e.g. medical, maternity, military) inquiries 	
	Recruiting	<ul style="list-style-type: none"> • Job postings, candidates 	
	Staffing	<ul style="list-style-type: none"> • Organizational reporting structure, manager/supervisor incorrect, direct reports changes • Job title change, job/work location change • Job requisition 	
Payroll – Option 3	Payroll, Time Tracking	<ul style="list-style-type: none"> • Paycheck inquiries • Prior years W2s • Pay card change, direct deposit inquiries • Vacation, sick balance, special privilege concerns/payout inquiries • Time tracking inquiries • Time worked input, corrections • Time off input, corrections (e.g. sick, vacation, special privilege) • Garnishments 	WDPayroll@ClevelandMetroSchools.org

