



## General – Accessing Workday

### When will employees begin using Workday?

December 22, 2025.

### When will employees receive login instructions?

Workday login instructions with username and a temporary password will be sent to all employees between December 19 and December 21 from [Workday@aaon.com](mailto:Workday@aaon.com) to the employee's email address on record in Paycom as of December 18.

#### **This email will contain everything you will need to login for the first time:**

- Username
- Temporary password
- AAON Workday URL or Workday Mobile App (downloaded to your personal device)
- AAON Workday Access QR Code

### Will Managers receive separate Manager login credentials?

No. Managers will have only one set of login credentials for Workday to access both their Employee and Manager profiles.

### Will BASX employees use a different Workday system from AAON?

No. All employees will use the same Workday system.

### Can employees use Single Sign-On to login to Workday?

Yes. Employees with a company email address will have the option to login to Workday using Single Sign-On (SSO) instead of using their username and password.