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You can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

Changing your Preferences From the Home page:

- 1. Click your **Profile** icon
- 2. Click on My Account
- 3. Click on Change Preferences



Change any of the items listed on the Change Preferences page.

Q Search			Change Pre mickey.mouse /	ferences Mickey Mouse (Actions)
Change Pref mickey.mouse / M	e rences ⁄lickey Mouse		Global Preference	ces
			Default Locale	English (United States) - en_US
Global Preference	26		Default Display Language	English
Giobarriererenet			Default Timezone	GMT-08:00 Pacific Time (Los Angeles)
Default Locale	English (United States) - en_US		Default Currency	USD
Preferred Locale	select one	~	Preferred Currency	USD
Default Display Language	English		Search Preferen	ces
Preferred Display Language	select one	•		
Default Timezone	GMT-08:00 Pacific Time (Los Ange	eles)	Preferred Search Category	(empty)
Default Currency	USD		Account Prefere	nces
Preferred Currency		:=	Preferred Home Page	(empty)
			Simplified View	
Searty Preferenc	Cancel		Show responsive layout for Done	prompts

Click **OK**, then click **Done**.



Changing your Password

From the Home page:

1. Click your **Profile** icon > **My Account** > **Change Password**.



- 2. Enter your current password.
- 3. Enter your new password twice.
- 4. Click OK.





Manually Change Your Password Challenge Questions

If you forget your password, you will have to answer challenge questions to reset it. You can modify these questions at any time.

From the Home page:

1. Click your Profile icon > My Account > Manage Password Challenge Questions.

	🖓 🔮 (Ç? 🔮	0
2	Mickey Mouse (31998) View Profile	t	My Account	
ŵ	Home		Change Password	
☆	Favorites		Change Preferences	
0	My Reports		Manage Password Challenge Questions	
?	Documentation	12	▲	\sim
8	My Account	>		
÷	Recovery Assistant	>		
	Sign Out			

- 2. In the **Select the First Security Challenge Question** field, use the pull-down menu to choose from the list of available challenge questions.
- 3. Enter your answer.
- 4. Repeat this for all required fields.

Manage Password C	hallenge Question
You can change your challenge questions and an	nswers by choosing a new question and pro
Select the First Security Challenge Question $ \star $	What is your maternal grandmot.
New Answer *	3
Select the Second Security Challenge Question	* What city were you born in? (City
New Answer	* 4

Click **OK**, then click **Done**.



Locate Your Place in The Organization

Workday displays the reporting structure of your department. This can help you understand your place within the organization.

From the Home page:

1. Click your **Profile** icon > **View Profile**.



- 2. Click the Job tab.
- 3. Click the Management Chain subtab. Information about your management chain displays.

Q Search						
	Job Details Manager History Management Chain Organizations S	Support Roles Worker History				
	Supervisory Management Chain 6 items Organization	Manager				
Mickey Mouse (31998) Community Manager - Exempt	Essex Property Trust, Inc.	Michael Schall (4159)				
Actions	Michael Schall (4159)	Michael Schall (4159)				
Team	Scott Reinert (22789)	Scott Reinert (22789)				
	Jessica Anderson (20271)	Jessica Anderson (20271)				
Overview	Walt Dianey (31997) Walt Dianey (31997)					
ы дов 🔁	<					
 Image: Compensation Image: Benefits 						
E Pay						
📋 Time Off						



Locate Your Organization

From the Home page:

- 1. Click your **Profile** icon > **View Profile**.
- 2. Click the **Job** tab.
- 3. Click the **Organizations** subtab. Information about the organizations you belong to displays.

ŵ	Q Search	3			
		Job Details Manager History Management Chain Organizations	Support Roles	Worker History	
		Member of These Organizations 6 items			
M		Organization	Organizatio	пТуре	Organization Subtype
IVII	Community Manager - Exempt	Essex Property Trust, Inc.	Company		Company
	Actions	545 Disney Castle	Cost Cente	r	Cost Center
	-	2A Joint Venture	Cost Cente	r Hierarchy	Cost Center
	Team	SAN	Location Hi	ierarchy	Location
		SAN4	Location H	ierarchy	Location
80	Summary	Walt Disney (31997)	Supervisory	у	Department
	Overview	< Manager/Leader of These Organizations 1 item			
	Job	Organization		Туре	Organization Role
	Compensation	Mickey Mouse (31998)		Supervisory	Manager
	Benefits	ζ			-
	Pay				
	Contact				
0	Porcopal				
	Performance				
0	Career				

Review Your Job History

From the Home page:

- 1. Click your **Profile** icon > **View Profile**.
- 2. Click the **Job** tab.
- 3. Click the **Manager History** subtab. Your job history displays. Manager history includes information about your prior job titles, managers, start dates, and end dates.

Q Search	•				P 🔮 💈
	Job Details Manager History Management Chain	Organizations Support Roles	Worker History		
	Manager History 1 item				XII = "
Mickey Mouse (31998)	Position	Start Date En	d Date Manager	Manager History Managed From	Managed To
Community Manager - Exempt	Community Manager - Exempt	10/14/2016	Walt Disney (31997)	10/14/2016	<u></u>
Actions	<				>
品					
Team					
88 Summary					
Overview					
📾 јов 🙆					
III Compensation					



Locate Your Organizational Chart

Workday provides a chart of your organization's hierarchy.

From the Home page:

- 1. Click your **Profile** icon > **View Profile**.
- 2. Click the **Team** button. Your **Org Chart** includes information about your team, HR support, and your manager's manager.



- 3. Click the names in the top right corner to navigate through your management chain.
- 4. You can also use the pull-down menu in the top left to view your org chart with or without contingent workers, matrix reports, or open positions.





Export Your Org Chart to Excel

From the Org Chart:

- 1. Click the **Printer** icon
- 2. Select **Excel** as the File Format.
- 3. Select how many Levels of your org chart you'd like to print.
- 4. Optionally, select Include Pictures. The pictures will download as a .zip file.
- 5. Click Print.

Print Org Ch	nart	
File Name *	Mickey Mouse (31998)	
File Format 🛛 🗙	Excel	2
Levels \star	1	3
Include Pictures		
5 Print	Cancel	
Helen Parr (32002)	Prince Charming (32001)	Snow White (31999)
♀ SAN 545 Disney Castle	© SAN 545 Disney Castle	© SAN 545 Disney Castle



Access Your Worker Profile Page

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

To access your worker profile page, click your **Profile** icon, **View Profile**. Your Worker Profile page displays.

ŵ	Q Search								P	4
Mic	ekey Mouse (31998)	Contact Emergency Contacts Edit Home Contact Information I tem						□.'		
	Actions	Address	Usage		Visibility		Shared With	Effective Date		
	ه ه	123 Main st San MAteo, CA 94401 United States of America	Home (Primary)		Private			10/14/2016		< >
		<							(1) - C	>
88	Summary	1 item								0
	Overview	Email Address		Usage			Visibility			-
	Job	🖂 mickey.mouse@nomail.com		Home (Primary)			Private			
	Companentian									
		<								>
	Benefits	Work Contact Information								
Ci	Pay	1 item								вr
â	Time Off	Address Usage				Visibility		Effective Date		
	Contact	123 Main Street		D		Public		10/14/2016		^
8	Personal	San Diego, CA 92113 United States of America	Business (1	remary)						11
	Performance		Billing Remit To							
0	Career	6	Shipping							~

Add or Change Emergency Contacts

- 1. Click the **Contact** tab.
- 2. Click the Emergency Contacts subtab.
- 3. Click Edit. Enter or modify your emergency contacts.
- 4. Click Submit.

ŵ	Q Search							
	Contact Emergency Contacts 2 Edit 3							
Mic	Community Manager - Exempt	Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information		
	Actions	1	Minnie Mouse	Spouse		<u> </u>		
	Team	K						
88	Summary							
	Overview							
•••	Job Compensation							
0	Benefits							
Č)	Pay							
₿	Time Off Contact							



Change My Emergency Contacts Mickey Mouse (31998)			
	Primary Emergency Contact		
	Legal Name * Legal Name * Minnie Mouse	P	Within each section, click the
	Relationship Relationship * Spouse	P	Edit icon to change existing
	Preferred Language Preferred Language	P	information or click Add to add new information.
	Primary Address Address 123 Main, San Mateo, CA 94403 Visibility	×	
4	Private Type Home Add	_	
Submit Save for Later Cancel			

Modify Your Personal Information

- 1. Click the **Personal** tab from the Worker Profile. The **Personal Information** subtab is selected.
- 2. Click Edit. Enter or modify your personal information.
- 3. Click Submit.





Change My Personal Information Mickey Mouse	
	Change Personal Information
	Gender
	Gender *
	Date of Birth
	Date of Birth * 11/11/1966
	Age 52 years, 1 months, 7 days
	Marital Status
	Marital Status Marined (United States of America)
	Marital Status Date
	Race/Ethnicity
	Hispanic or Latino
•	Race/Ethnicity * I do not wish to answer. (United States of America)
Submit Save for Later Cancel	Citizenship Status

View Your Identity Paperwork

- 1. Click the **Personal** tab.
- 2. Click the IDs subtab to make any changes in this section by then clicking on Edit.
- 3. Click the **Documents** subtab. Click document links to download or view documents.
- 4. Click **Add** to attach documents to your profile.

ŵ	Q Search										Ç	e
		Personal Information IDs Edit •	Names Documents									
Mi	ckey Mouse (31998)	Change My Government IDs				1						.7
	Community Manager - Exempt	Change my Electrices	Country	National ID Type	Identification #	Date	Expiration Date	Issued By	Series	Verification Date	Verified By	
	Actions	Verify National ID	United States of America	Social Security Number (SSN)	1000-101-2000							$\hat{}$
	品	<									>	>
	Team											
88	Summary											
∎	Overview											
6	Job											
6	Compensation											
0	Benefits											
ß	Pay											
ë	Time Off											
Ð	Contact											
8	Personal											
1	Performance											



ŵ	Q Search							Ç	P	1
		Personal Information IDs Names	Documents	Docur	ment Links]				
Mic	ckey Mouse (31998)	Add Reviewed Documents Standard Documents 9 items		Docu					2	
	Actions	Document	Effective Date	Document Attachment	Signature Type	Signed By	Signature Date	Signature Statement		
		Community_Manager_Job_Description	01/01/1900	Community_Manager_Job_Des	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.	^	
	Team	IIPP_2017 (1)	01/01/1900	IIPP_2017 (1).pdf	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.		
88	Summary	Safety_Program	01/01/1900	Safety_Program.pdf	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.		
	Overview	Recording_Waiver_Form	01/01/1900	Recording_Waiver_Form.pdf	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.		
	Job	Policy_Against_Harassment_2016 (1)	01/01/1900	Policy_Against_Harassment_20 (1).pdf	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.		
	Compensation	Mold_And_Mildew_Policy_V9_April_28_2014 (1)	01/01/1900	Mold_And_Mildew_Policy_V9_A	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.		
Ğ	Pay	Model_Release_Acknowledgement	01/01/1900	Model_Release_Acknowledgen	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.		
ē	Time Off	Employee_Handbook_Final_2017 (1)	01/01/1900	Employee_Handbook_Final_20 (1).pdf	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.		
	Contact	Code_of_Business_Conduct_and_Ethics (2)	01/01/1900	Code_of_Business_Conduct_ar (2).pdf	Acknowledgment	Mickey Mouse (31998)	12/13/2018 01:54:14 PM	I acknowledge that I have read the associated document.	~	
8	Personal	<								
•	Performance									
0	Career									

Change Your Legal Name

- 1. Click your **Related Actions** button. Actions
- 2. Select Personal Data > Change My Legal Name.
- 3. Enter your new information, including any required information.
- 4. Click Submit.

Q Search		Q Search
	Location SAN 545 Disney Castle	Change My Legal Name Mickey Mouse (actions)
		Effective Date * 12/18/2018
Mickey Mouse (31998)		Country * Vinited States of America
Community Manager - Exempt		Prefix
Actions		First Name * Mickey
	×	Middle Name
Actions	Worker Mickey Mouse (31998)	Last Name * Mouse
Benefits >		Suffix :=
Business Process >	Contact	enter your comment
Overvic Compensation >	Work Address	
Job Payroll Interface >	173 Main Street San Diego, CA 92113 United States of America	
Compe	Change Contact Information Change Emergency Contacts	
Benefit Time and Leave	View My Emergency Contacts	
💼 Pay Workday Account >	View My Primary Address Changes	
Time C Worker History >	Change My Personal Information View My Personal Information	
Contac Favorite >	Change My Photo (7)	
Q Person Preferences >	Change My Legal Name from Grand Gran	
Perform Ul Task >	//) View My ID Information ev Castle	
Worker Request >	Complete Form I-9 (s). 4 dav(s)	
Career	View My Form I-9	4
	Print Form I-9	Submit Save for Later Cancel
	Maintain Payment Flectione	



Change Your Preferred Name

If you choose, your preferred name will display within Workday instead of your legal name.

- 1. Click your Related Actions button.
- 2. Select Personal Data > Change My Preferred Name.
- 3. Uncheck Use Legal Name as Preferred Name.
- 4. Enter your new information.
- 5. Click **Submit** and **Done**.

ŵ	Q s	earch		Q Search
			 Location SAN 545 Disney Castle 	Change My Preferred Name Mickey Mouse (accord)
				Use Legal Name As Preferred Name 3
Mic	key N	Nouse (31998)		Prefix 🗮
(ommuni	ty Manager - Exempt		First Name * Mickey
	1	Actions	[Middle Name
			X	Last Name * Mouse
		Actions	Worker Mickey Mouse (31998)	
		Benefits >		SUITIX
問	Summa	Business Process >	Contact	enter your comment
Ξ	Overvie	Compensation >	Work Address	U
ē	Job	Payroll Interface >	123 Main Street San Diego CA 92113 United States of America	
	Compo	Personal Data >	Change Contact Information	
	Compe	Talent >	Change Emergency Contacts	
U	Benefit	Time and Leave >	View My Primary Address Changes	
Ġ	Pay	Workday Account	Change My Personal Information	
đ	Time O	Worker History >	View My Personal Information	
	Contac	Favorite >	Change My Photo (77)	
Q	Person	Preferences >	Change My Preferred Name 2 ger - Exempt	
	- Cravi	III Taek	View My ID Information	
<u>iii</u>	Perform	Worker Request	Complete Form 1.0	
0	Career	······································	View My Form I-9	5
			Print Form I-9	Submit Save for Later Cancel

Add or Change Your Photo

- 1. Click your **Related Actions button** > **Personal Data** > **Change My Photo**.
- 2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
- 3. Click **OK** and **Submit**.



0				
	. 😁			
		Location SAN 545 Disney Case	tie	
	2			
	(
Mickey Mous	se (31998)			
Community Mana	ger - Exempt			
(Action	Ð		-	
Act	ions			
		Worker Mickey M	ouse (31998)	
Bene B Summa Basi	fits)	C C	ontact	
Com	pensation >	7	/ork Address	
Payr	oli Interface >			
Job Pers	onal Data >	Change Contact Information	-123 Main Street San Diego, CA 92113 United States of America	
Compe Taler	nt >	Change Emergency Contacts		
Benefit Time	and Leave	View My Emergency Contacts View My Primary Address Changes		
🖹 Pay Work	xday Account	Change My Personal Information		
Time O Work	ver History	View My Personal Information		
Contac Favo	rite >	Change My Photo	17)	
B Person Prefe	erences >	Change My Preferred Name	ger - Lixempt	
Perform UITr	aak >	View My ID Information	ev Castle	
Work	(er Request)	Complete Form I-9	v(s), 4 day(s)	
g caree		View My Form 1-9		
		Handaha Dana an		
		Maintain Payment Elections		
C Search				
v -				
Change r	My Photo			
Proposed				
Attachments *				
Attachments *				
Attachments *				Drop file here
Attachments *				Drop file here
Attachments *				Drop file here
Attachments *				Drop file here
Attachments *				Drop file here
Attachments *				Drop file here
Attachments *				Drop file here
Attachments *				Drop file here
Attachments *	comment			Drop file here © Select files
Attachments *	comment			Drop file here Select files
Attachments *	comment			Drop file here Select files
Attachments *	comment			Drop file here Select files 2
Attachments *	comment			Drop file here Select files 2
Attachments *	comment hoto ⇔		Change Photo	Drop file here Select files
Attachments *	comment hoto 		Change Photo	Drop file here Select files 2
Attachments *	comment		Change Photo.	Drop file here Select files
Attachments *	comment hoto 		Change Photo	Drop file here Select files 2
Attachments *	comment thoto The second secon		Change Photo	Drop file here Select files
Attachments *	comment hoto		Change Photo	Drop file here Select files 2
Attachments *	comment hoto ∞		Change Photo	Drop file here
Attachments *	comment hoto ⇔		Change Photo	Drop file here Select files 2
Attachments *	comment hoto ₽		Change Photo	Drop file here
Attachments *	comment hoto ∋		Change Photo	Drop file here
Attachments *	comment hoto ⇒		Change Photo	Drop file here
Attachments *	comment hoto ⇒		Charge Photo:	Drop file here
Attachments *	comment		Change Photo	
Attachments *	comment thoto		Change Photo	
Attachments *	comment hoto ⇒		Change Photo	
Attachments *	comment		Change Photo	Drop file here
Attachments *	comment hoto ∞		Change Photo	<text><text></text></text>
Attachments *	toomment		Change Photo	<text></text>
Attachments *	comment toto		Change Photo	<text></text>
Attachments *	comment hoto		Change Photo	<text></text>
Attachments *	comment hoto ⇔		Charge Photo	<text><text></text></text>



View Transaction History

View your transaction history to see information such as benefit enrollment or personal data change dates.

- 1. Click the **Job** tab.
- 2. Click the **Worker History** subtab. Your business process history displays.
- 3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

ŵ	Q Search				•				ǰ f	2	
		Job Details Manager History Manager	ment Chain Or	ganizations Support R	Oles Worker Hi	istory					
Mi	ckey Mouse (31998)	WORKER HIStory 14 items									
	Community Manager - Exempt	Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To			
	Actions	Personal Information Change: Mickey Mouse (31998)		12/15/2018 05:42:55 PM		12/15/2018 05:42:55 PM	Successfully Completed		^		
	品	Change Emergency Contacts for Onboarding: Mickey Mouse (31998)		12/13/2018 01:34:45 PM	12/15/2018	12/15/2018 05:42:55 PM	Successfully Completed				
	Team	Preferred Name Change: Mickey Mouse (31998)		12/13/2018 01:34:45 PM		12/15/2018 05:42:55 PM	Successfully Completed				
88	Summary	Personal Information Change: Mickey Mouse (31998)		12/13/2018 01:34:45 PM		12/15/2018 05:42:55 PM	Successfully Completed				
	Overview	Payment Election: Mickey Mouse (31998) on 12/13/2018	12/13/2018	12/13/2018 01:34:45 PM	12/15/2018	12/15/2018 05:42:55 PM	Successfully Completed				
6	Job 🚺	Photo Change: Mickey Mouse (31998)		12/13/2018 01:50:46 PM	12/15/2018	12/13/2018 01:51:13 PM	Successfully Completed				
•	Compensation	Federal Tax Election for Onboarding: Mickey Mouse (31998)	10/14/2016	12/13/2018 01:34:45 PM		12/15/2018 05:42:55 PM	Successfully Completed				
0	Benefits	Complete Form I-9: Mickey Mouse (31998) - Employment Authorized	10/14/2016	12/13/2018 01:34:45 PM		12/15/2018 05:42:55 PM	Successfully Completed				
	Pay	Legal Name Change: Mickey Mouse (31998)	10/14/2016	12/13/2018 01:34:45		12/15/2018 05:42:55	Successfully Completed				
ä	Time Off	Onboarding for Mickey Mouse (31998)	10/14/2016	12/13/2018 01:34:45		12/15/2018 05:42:55	Successfully Completed	Mickey Mouse (31998)	_		
	Contact	Contrast Changes Mickey Mayor (21009)	10/14/2016	PM		PM	Sussessfully Completed		_		
٤	Personal	Consult Grange, mickey Modae (31750)	10/14/2010	PM		PM	oucceasing completed				
•	Performance	State Tax Election for Onboarding: Mickey Mouse (31998)	10/14/2016	12/15/2018 05:42:55 PM			In Progress	Mickey Mouse (31998)			
0	Career	Benefit Change - New Hire : Mickey Mouse (31998) on 10/14/2016	10/14/2016	12/15/2018 05:42:55 PM			In Progress	Mickey Mouse (31998)			
		Hire: Mickey Mouse (31998)	10/14/2016	12/13/2018 01:34:07 PM	12/27/2018	12/13/2018 01:34:45 PM	Successfully Completed	Mickey Mouse (31998)			

View Your Inbox

- 1. Click the Inbox icon near your Profile icon.
- 2. Click the Actions tab to view your business process tasks, approvals, and to dos.
- 3. Click the **Archive** tab to access the status of any business process in which you have been involved.





Q Search				P 🔮 🐉
Inbox				
Actions (2) Archive	Change Benefit Elections New Hire for Mickey N vent Date 10/14/2016 ntisted On 12/15/2018 admit Elections By 01/14/2019	touse (31998) - Step 1 of 2 📧		Total Employee Net Costl Credit \$0.00 Semirmonthly Cost
2 day(s) ago - Effective 10/14/2016 ⊢i	2 day(s) ago - Effective 10/14/2016			⊡ .'
	Benefit Plan *Elect / Waive	Coverage Amount (Semimont	Percent Employee Cost (Semimonthly) (Sem	ontribution Provider Website
	Employee Assistance Program- Managed Health Network O Elect Waine		0	Managed Health Network
	<		0	0 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
Q Search				
Actions (2) Archiv	View Event Move	to New Manager: Prince (Charming (32001) - Leasin	g Specialist Actions
Sort By: Newest From Last 30 Days	✓ ✓ ✓ 4 day(s) ago - Successfully Complete	eted		
Move to New Manager: Prince Charming (32 Leasing Specialist 4 day(s) ago - Successfully Completed	2001) - For Mickey Mous Overall Process Move to New	e (31998) Manager: Prince Charming (32001) - Leas	ng Specialist	
Data Change: Helen Parr (32002) 4 day(s) ago - Successfully Completed: Hele (32002)	n Parr Due Date 12/16/2018 Calendars In Use Consecutive	Completed		
Preferred Name Change: Mickey Mouse (31 5 day(s) ago - Successfully Completed	998) Details Process			
Onboarding for Mickey Mouse (31998) 5 day(s) ago - Successfully Completed: Mick Mouse (31998)	cey Current Organization Micke	ey Mouse (31998)		
Legal Name Change: Mickey Mouse (31998) Position	Leasing Specialist - Pri	nce Charming (32001)	
5 day(s) ago - Successfully Completed	When do you want this change Why are you making this chan	e to take effect? 12/14/2018 ge? Move to New Manager	> Move to Another Manager	
Personal Information Change: Mickey Mous (31998) 5 day(s) ago - Successfully Completed	Who will be the manager after	this change? Sheriff Woody		
Contact Change: Mickey Mouse (31998) 5 day(s) ago - Successfully Completed	New Organization	Sheriff Woody (32005)		
Photo Change: Mickey Mouse (31998) 5 day(s) ago - Successfully Completed				
Payment Election: Mickey Mouse (31998) or 12/13/2018 5 day(s) ago - Successfully Completed	n			



Delegate Your Inbox

Workday allows you to delegate your Inbox items to a colleague if you are unable to perform the actions yourself due to time off or a leave of absence.

From the Actions tab:

Begin Date

Manage Delegations

- 1. Click More > My Delegations.
- 2. Click Manage Delegations.

Q Search					
Inbox					
Actions (2) Archive More 1 Viewing: All Change Benefits for Life Event 2 day(s) ago - Effective 10/14/2016 My Delegation 2 day(s) ago - Effective 10/14/2016	Change Benefit Elections By 01/14/2016 ¹⁰ tiated On 12/15/2018 Submit Elections By 01/14/2019 2 day(s) ago Additional Benefits Elections 1 its	ections New Hire for Mickey Mo - Effective 10/14/2016 em	ouse (31998) - Step 1 of 2 🕬	ne)	
	Benefit Plan	*Elect / Waive	Coverage	Amount (Semimonthly)	Percent
	Employee Assistance Program - Managed Health Network	C Elect Waive		0.00	
	<			· · · · · · · · · · · · · · · · · · ·	
Q Search					
My Delegations					
For Mickey Mouse (31998) Current Delegations Current Task Deleg	lations Delegation His	story Delegated Tasks Rusin	ness Processes allowed for Delegati	on	
0 items	Deregation	Dury Delegated rasks Dash	interest in the second and the second s		

Delegate

3. Enter the **Begin Date** and **End Date** for the delegation.

2

4. Select a user to delegate your tasks to in the **Delegate** field.

End Date

No Data



Important Note: If you are only delegating Inbox tasks, leave the **Start on My Behalf field** blank. This option is for delegating the initiation of business processes.

- 5. In the **Do Inbox Tasks on My Behalf field**, select whether to delegate all business processes, specific business processes, or none of the above.
- 6. Select the **Retain Access to Delegated Tasks in Inbox** checkbox to view and modify your Inbox while delegated.
- 7. Select a **Delegation Rule** if you are delegating a business process.
- 8. Click **Submit**. A confirmation displays.

Click Done.

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> Business Processes allowed for Delegation						
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Important Note: Select the **Business Processes Allowed for Delegation** tab from your My Delegations page to view which business processes you can delegate.



Manage Job Interests

From your Employee Profile page:

- 1. Click your **Related Actions**.
- 2. Select Talent > Edit Job Interests.

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		Favorite	Business Title Community Manager - Exempt.

- 3. Select one or more Job Profiles from the prompt.
- 4. Enter any comments.
- 5. Click **Submit**, then **Done**.

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View Feedback

From the Home page:

1. Click your **Profile** icon > **View Profile**.



- 2. Click your Related Actions.
- 3. Select Talent > View Feedback.

