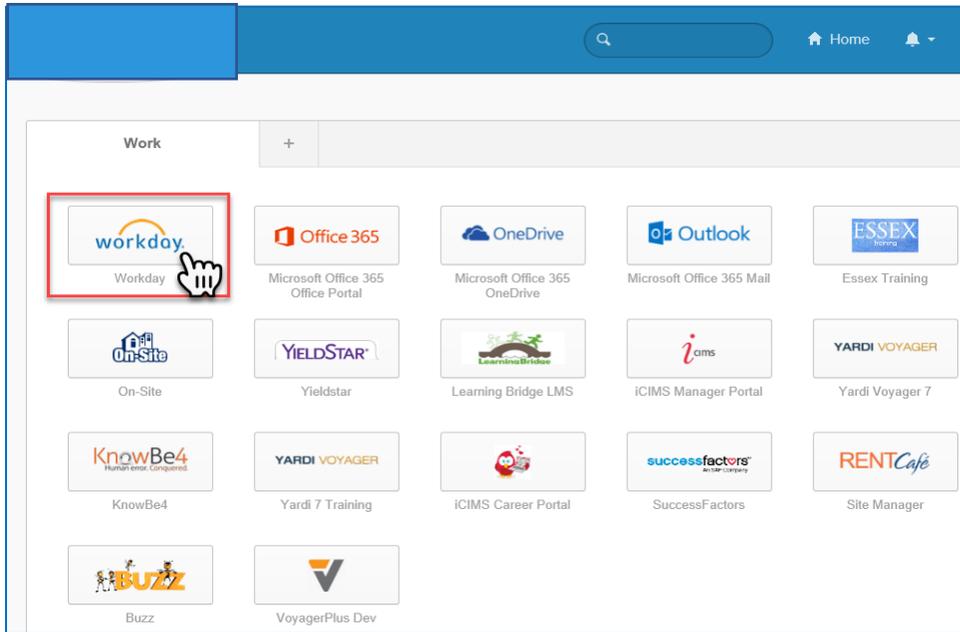


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Access from OKTA

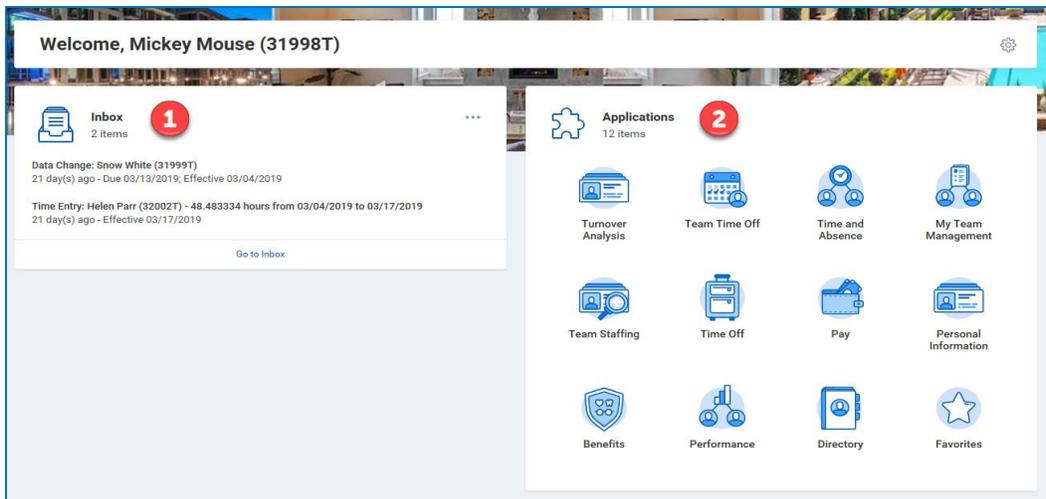
To access Workday, go to your **Okta** dashboard and click on the **Workday** icon.



Workday Home Screen

Your Workday home screen is composed of two specific Tiles; your **Inbox** and your **Applications**.

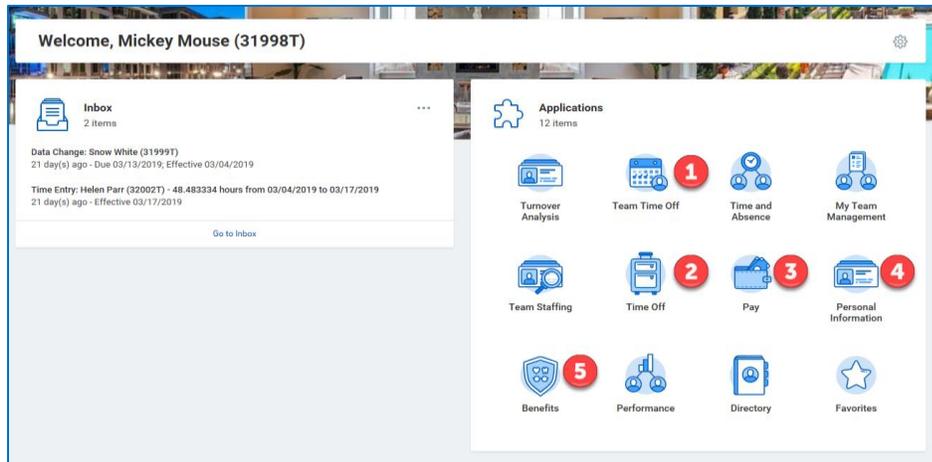
1. **Inbox** – This contains any type of transaction that either needs some type of action such as an approval or a submittal. In addition, you will also receive an email notifying you that you have an item within your Workday Inbox that needs attention.
2. **Applications** – allows you to initiate tasks as well as view reports. The types of Applications that you will see are based on your specific role within the organization.



Types of Applications

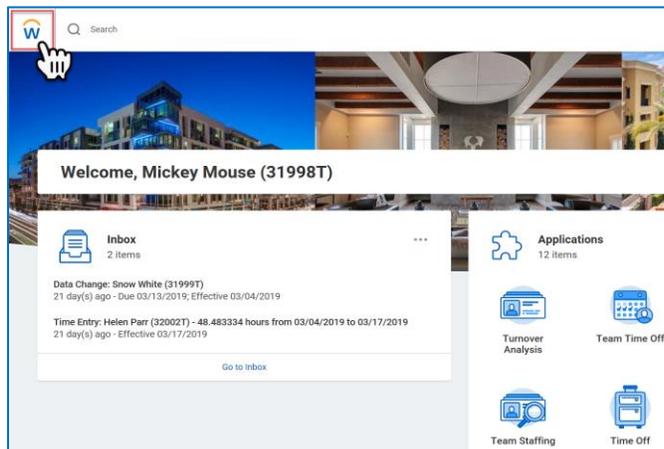
There are several types of Applications that are available based on your role in the organization. Clicking on any of their icons will take you to its interface. The following are just a few that are often used.

1. **Team Time Off** – This allows you to monitor your Direct Report's and other Associate's time off balances and requested days off.
2. **Time Off** – This allows yourself to request your own personal time off such as PTO vacation or sick pay as well as Jury duty and Bereavement.
3. **Pay** – Here you can view your past Payslips, change your Direct Deposit, or update your Tax withholdings for federal and state elections.
4. **Personal Information** – Access this application if you need to update your Home address, Phone number or your Emergency contacts.
5. **Benefits** – Go here if you need to make a change due to a Qualifying Life Event. You can also update your Beneficiaries and review your Dependents.



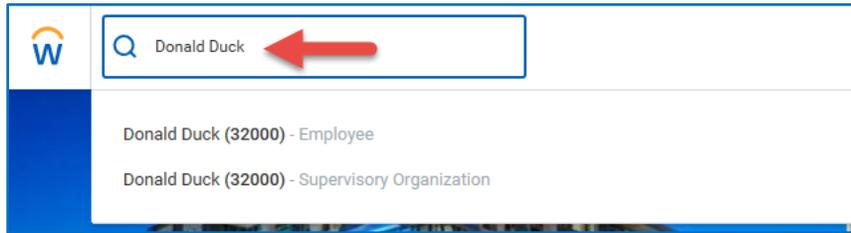
Workday Logo

Clicking on the logo regardless of where you are in Workday, will take you back to your Home screen where you will see the Inbox and Applications tiles.



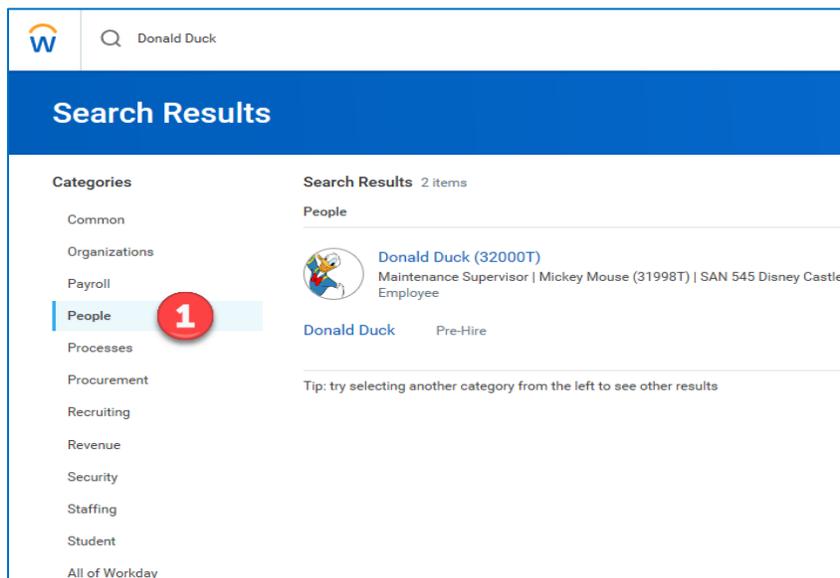
Search Field

Workday makes it easy to search for people, tasks, reports, and business data using the **Search** field.



For example, to find a worker, type their name into the **Search** field and press Enter.

1. From the search results, click **People** to filter the results to only display workers in your organization. Search categories are used to filter your search for faster, more accurate results.



Keep in mind that searches find exact matches. If you misspell the search text, you will likely not see any results. You can shorten words to find more matches. Use longer search terms to improve accuracy and reduce the time to return results.

Search prefixes restrict the search results to a particular type of Workday object.

2. To see a list of all search prefixes available to you, enter a question mark (?) in the search field and press enter.

W

Search Prefixes

You can limit search results by prepending your search text with one of the Search Prefixes below followed by a colon. For example, to find only organizations, begin your search text with 'org:'. To find only workers, begin your search text with 'worker:'. Additionally, you can limit search results by selecting the category data you need to find. To do so, select a search category associated with that data. You can also use the All of Workday search category which will search everywhere within Workday.

51 items

To Find...	Type This Prefix	Search Category
Academic Appointee	appointee	
All Projects	project	
Background Process	bgrequest	Processes
Calculation	calc	Payroll
Company	company	Common Organizations
Condition Rule Invocation Context	fringebenefitrule	
Contingent Worker	driveuser	
Contingent Worker	worker	Common People People for Mobile Global Search

Home Screen Icons

The following icons allow you to access **Notifications**, your **Inbox** as well as viewing your own **Profile**.

1. **Notification Bell** – Managers and Associates will receive various **Alerts** from the Workday system. Emails will also be sent to your Outlook notifying you of these alerts. For example, these alerts could include a *missed time punch* for one of your hourly associates that needs to be corrected or one of the *business processes* that you initiated is now complete.

W

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Welcome, Mickey Mouse (31998T)
⚙️

W

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Notifications

Viewing: All
Sort By: Newest

From Last 30 Days

- Meal Break Warning
1 day(s) ago
- Meal Break Warning
4 day(s) ago
- Unmatched Punch
5 day(s) ago
- Meal Break Warning
15 day(s) ago
- Time Not Submitted
15 day(s) ago

Alert Notification Details

1 day(s) ago

Alert Notification [Notify Mickey Mouse of Meal Break Warning](#)

Creation Time 04/01/2019 05:03:11.362 AM

Recipient [Mickey Mouse](#)

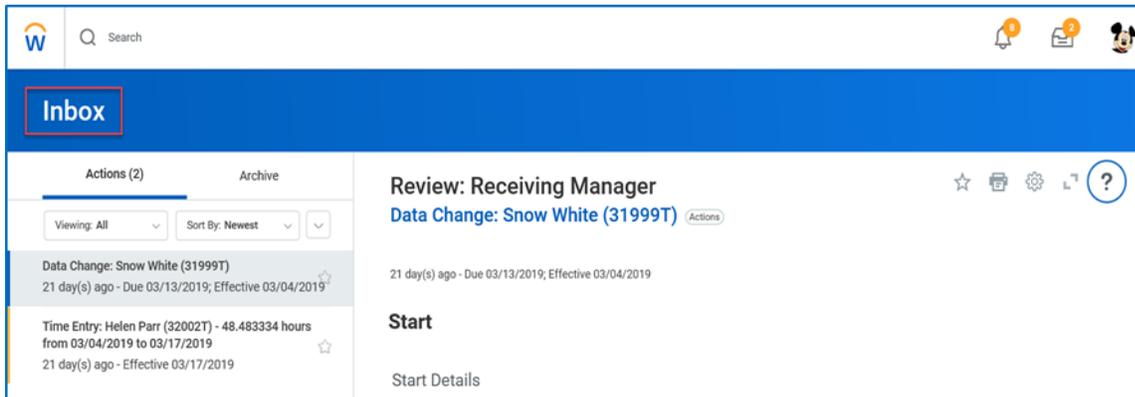
Subject Meal Break Warning

Body
The following employees have a meal break warning for this week:
[not available]
. Please navigate to these employees' timesheets and determine whether these meal breaks should be waived.

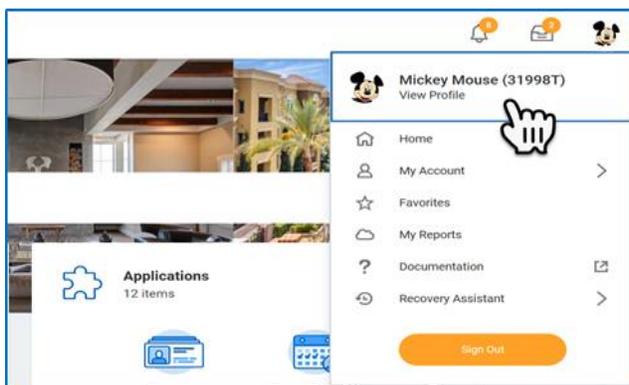
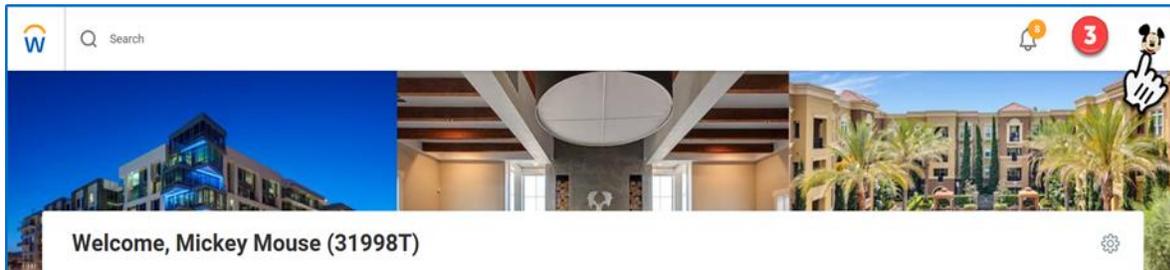
Notification Topic (empty)

Workday Job Aid – Navigation Overview & Tools

- Inbox Link** – This is a secondary link that takes you to the same place that your Inbox tile takes you to. Here you can initiate transactions such as an approval or a submittal.

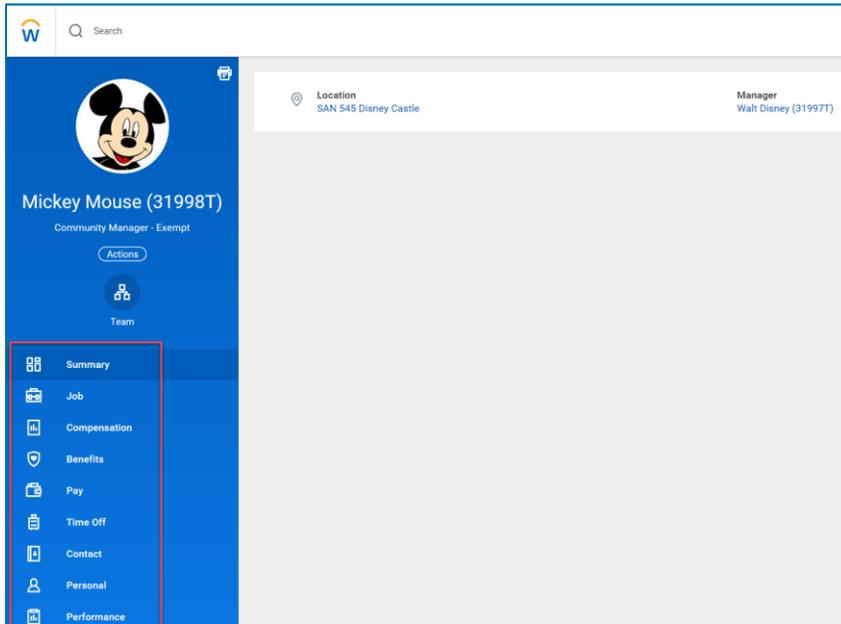


- Image Link** – This is the Settings menu for Workday which allows you to access your **Home** page, view your **Favorites** such as a report or task that you commonly see or use as well as your Account Settings within the **My Account** link. In addition, you can also click on the **View Profile** to access your own profile where it allows you to review various tabs of information.

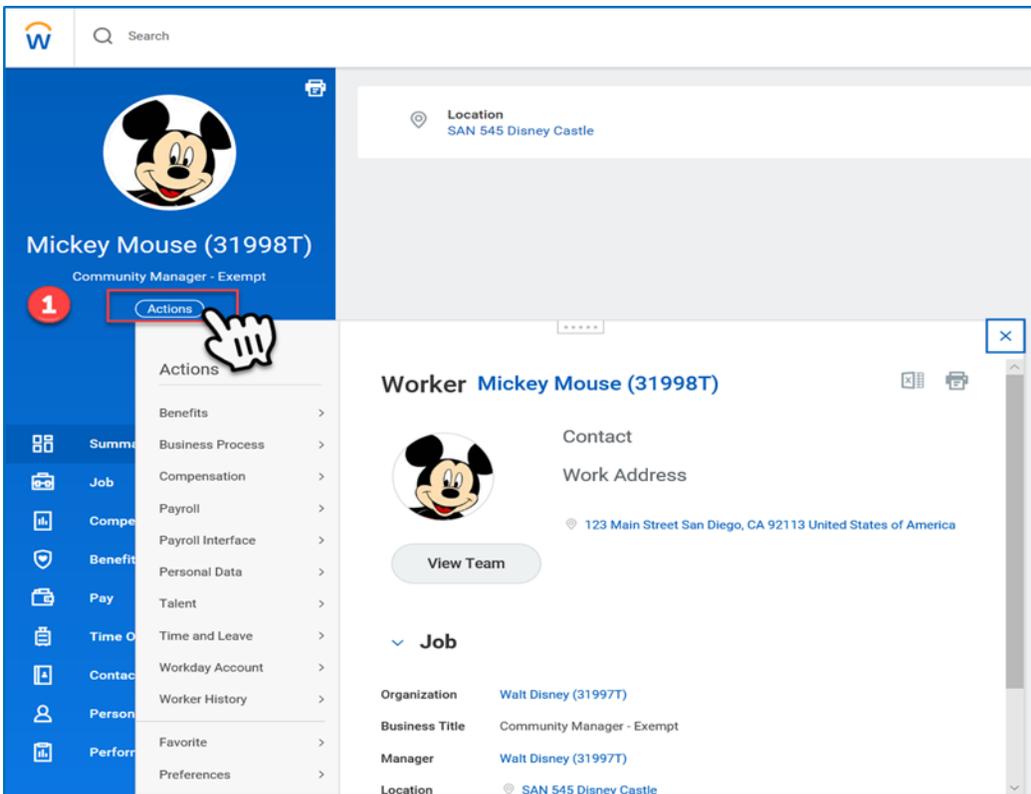


View Profile

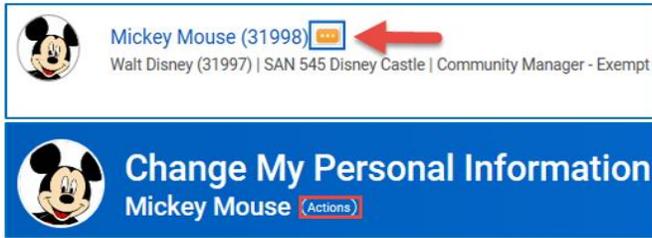
By clicking on the **View Profile** link, an Associate can review various tabs of information such as their Job, Compensation, Benefits, and Pay.



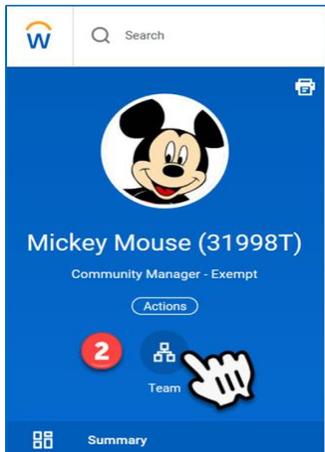
1. **Actions Button** – This allows an Associate to initiate specific tasks on their own behalf that are called Related Actions such as Benefits, Business Process, or Compensation to name a few.



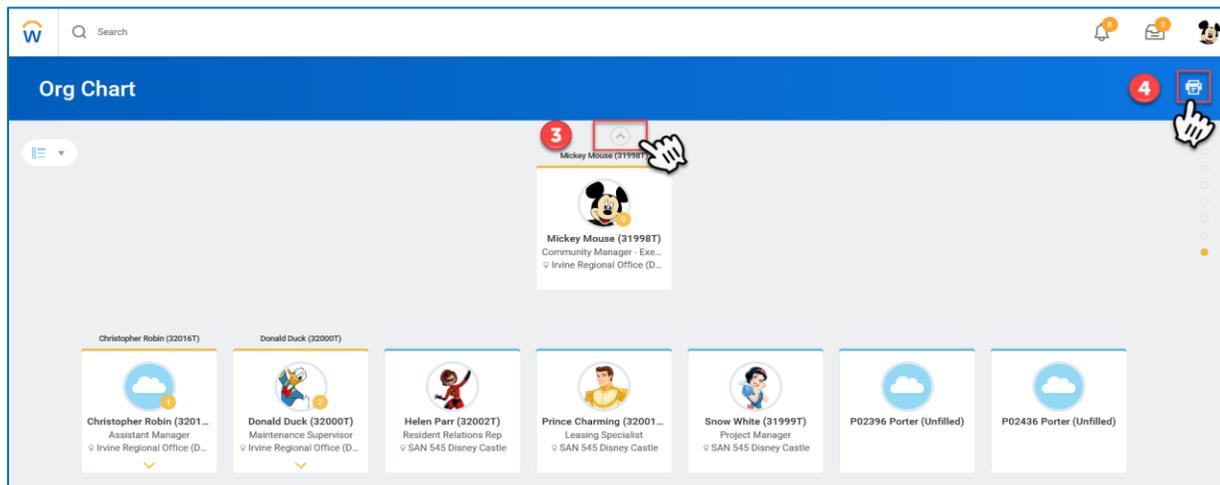
Important Note: Related Actions display next to an object. Most of the actions available through Related Actions are also available through Applications or the Search bar. Three common types of Related Actions can be seen in the following images.



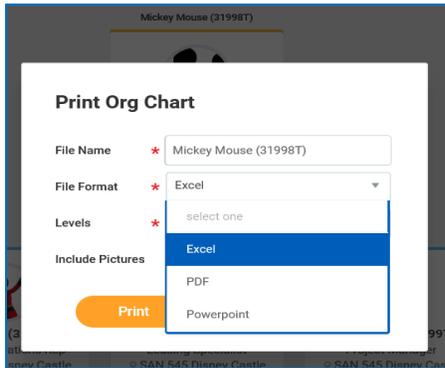
2. **Team Org Chart** – By clicking on the **Team** link, it will take you to view the **Org Chart** for your team.



3. **Up/Down Button** - By Clicking on the **Up** or **Down** button, you can then view the hierarchy of the **Org Chart** knowing who reports to whom.
4. **Print Org Chart** – You also have the option to print the Org Chart by clicking on the Printer icon.



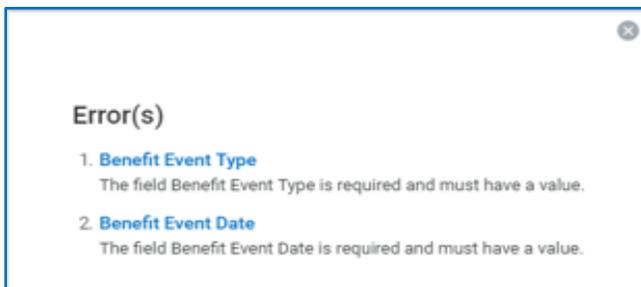
5. The Org Chart can be printed in a variety of formats that includes Excel, PDF, and PowerPoint.



Error Messages

Error messages display in red and can be clicked on to view error explanations. They typically identify a specific field or fields where information is missing, entered incorrectly, or conflicts with a rule that was already established.

Important Note: Errors prevent you from completing a task until the error is fixed.



Alerts notify you of potential problems on a page, but do not prevent you from completing the task. Alerts also display the location of missing or problematic information within the task, report, or business process.

