



Getting Started in Workday for Employees



The Getting Started in Workday for Employees tip sheet is for all employees.

What is Workday?

Welcome to Workday! This is the new business platform for all CHES colleges. All business processes now happen in Workday, a cloud-based application that looks and feels modern and easy to use. This document will introduce employees to some basic features of the home page and common functions for all workers.

Logging In

Users will log in to Workday similar to how they log in to their employee functions now in the legacy system. Functional links in self-service portals will redirect to Workday, and keep an eye out for instructions for direct links to Workday that you can bookmark on your browser.

Don't forget, the mobile app is great for accessing Workday on-the-go! For download instructions, see **Downloading the Workday Mobile App** tip sheet.

Home Page Navigation

The Workday home page is divided into sections that draw user attention to specific activities or common tasks.

At the top of all pages in Workday, employees will find high level functions and navigation tools, including a menu, home page button, search bar and more. See below for some common icons and their locations and uses.



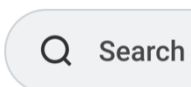
Menu Button

From any Workday page, you can select the **MENU** icon to open a list of apps or shortcuts. Users can add apps or change the order of apps as needed. This is located on the upper left-hand side of the screen.



Home Button

From any Workday page, you can select the **Workday logo** to return to the home page. This icon is located on the upper left-hand side of the screen.



Search Bar

Use the search bar to locate tasks, reports, people, and other information in Workday. Start by typing a few letters or words, and the search bar will automatically display results. Be aware, spelling counts. The search bar is located at the top of each page in Workday.



Notifications

Alerts and notifications to make you aware of updates, changes, or processes which are now complete. This icon is located on the upper right-hand side of the screen.



Profile

To navigate to your profile, select your **profile image** and select **View Profile**. Within the profile, use the blue menu bar to navigate sections. You may also take action using the **Actions button** below your profile image. This icon is located on the upper right-hand side of the screen.



Workday Inbox

Contains tasks to complete. Employees may also access previous tasks in the archive section of the inbox. This icon is located on the upper right-hand side of the screen.



[View All Apps](#)

Applications

Actions, requests, and Viewable reports by topic can be found by selecting **View All Apps** on the home page in the “Your Top Apps” section. Employees also can choose which apps to show.



Related Actions Icon

This appears next to objects as a rectangle with three dots, or under a profile as an Actions button. Displays actionable tasks upon the object, allowing for quick navigation from almost any Workday screen. This icon will appear as your cursor hovers on blue text.



Workday Assistant AI

Workday also has a virtual assistant to help employees find more information about common tasks.

Worker Profile Navigation

To navigate to your profile, select the **Profile icon** in the upper right corner of the home page and select **View Profile**. Within the profile, navigate using the tabs in the Profile Menu, or the Actions button under your name.

Your **Worker Profile** contains personal information, such as job, contact, compensation, benefits, time off details, and more. You can view your profile, or profiles of other team members.

The organizational chart is easily accessible from the Worker Profile by selecting **Team** from the left-hand side pane.

Common Workday Tasks for All Employees

Personal Data <ul style="list-style-type: none">• Contact Information• Personal Information• Emergency Contacts	Compensation <ul style="list-style-type: none">• Compensation Information• Payment Elections• View Total Rewards	Talent <ul style="list-style-type: none">• Complete Performance Evaluation
Time & Leave <ul style="list-style-type: none">• Request Absence• Correcting Absence• Enter My Time	Benefits <ul style="list-style-type: none">• Change Benefits• View Beneficiaries• View Dependents	Payroll <ul style="list-style-type: none">• Tax Documents• View Payee W-4