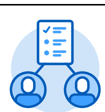
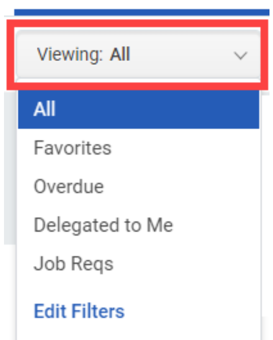
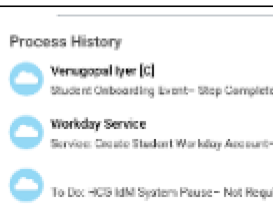
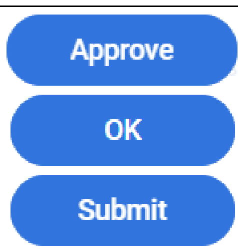
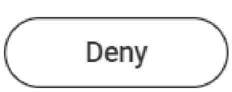
Workday Icon Glossary

The Workday Icon Glossary tip sheet is for all employees.

Icon	Description
	Workday Home - The Workday Home button will be on every screen in the upper left-hand corner. Select to return home.
Search	**Search Bar** - Use the Workday Search bar on the top of the page to easily find tasks, reports, or employees. Spelling counts.
	**Notifications** - Notifications display when a task is awaiting your action or an event in Workday requires your awareness.
Shortcuts	**My Shortcuts** - This tab is located under Menu and allows each person to customize shortcuts specific to their unique needs. Examples include frequently used reports or tasks.
	**Calendar** - Anytime this button appears, use it to bring up a calendar and quickly choose a date.
3 Errors View All	**Error** - An Error typically means your data is missing values or required fields and must be fixed before moving forward.
1 Alert	**Alert** - An Alert is a soft warning meant to bring attention to items not required to be fixed but potentially helpful to prevent future errors.
	**Expenses** - Enter reimbursable expenses and view past expenses.
	**Benefits** - View and change benefits choices for you, your dependents, and beneficiaries.
	**Directory** - Find contact information for people who work at the college. View departments or individuals within the organization.
	**Payroll** - View pay stubs, direct deposit information, and tax withholdings.
	**My Team Management** - Managers, initiate employee-related activities like promotions and job changes, and view information about their staff.

Workday Inbox

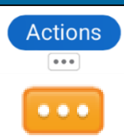
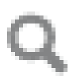
The following icons and buttons are for taking action in the Workday Inbox.

Icon	Description
	**Inbox** – The Workday Inbox displays tasks awaiting your action, and can be found in the top right corner. The digit in the red badge indicates the number of items awaiting your action.
	**Favorites** - Select the star icon to save an Inbox item as a Favorite for quick access later.
	**Filters** – Select the **Viewing** drop-down menu to display filters including All, Favorites, and Overdue. Create a custom filter based on business process or conditions. Select **Viewing** > **Edit Filters** to create a custom filter.
	**Sort** – Select the **Sort By** drop-down menu to display sort options.
	**Process History** - Allows a user to view details regarding each step that was completed, not required, or currently awaiting action. Also, you can view the status of historical requests.
	**Approve** / **OK** / **Submit** – These options move the task to the next step in the approval process or completes a business process. A green checkmark indicates when a business process is complete.
	**Deny** - Denying a request terminates a business process. The request can be submitted again by the initiator.

Icon	Description
Send Back	**Send Back** – Sending back to the initiator allows for an error to be corrected or additional information to be submitted.
Cancel	**Cancel** - Erases any changes you may have made to the request. The task remains in your Workday Inbox.
Save for Later	**Save for Later** - Saves changes that have been made to the request so that you can come back to it later. The task remains in your Workday Inbox.

Reporting Icons

The following icons are present with Workday reports.

Icon	Description
	**Related Actions** - Both icons reveal a menu of possible actions for a given task or function.
	**View** -Signifies you may look a little closer and view details on an item within Workday.
	**Dropdown List** - Select to reveal a dropdown list of items.
	**Toggle** – Select to reveal or hide details. Within the My Requisitions screen, this icon will display the search parameters used to view all available Procurement Requisitions.
	**Configure Options** - Select to set preferences related to your current page.
	**Export to Excel** - Select to download a copy of the data in an Excel spreadsheet.
	**Export to Worksheets** - Select to view the report data in a Workday spreadsheet.
	**Filter** – Select this icon or any of the column headers to apply a filter. Specify the column name, filter condition, and value. This icon displays blue to indicate a filter is currently applied to a column.

Icon	Description
	**Chart** - Select to translate any available information into a graph form. This icon can be used to rank the total cost of requisitions from highest to lowest in a visual form as an example.
	**Column Options** – Select this icon to show, hide, freeze, or reorder the available columns.
	**Print** - Select to print a properly formatted version of the page you’re viewing.
	**Change Selection** – Select to change the parameters selected for a report.