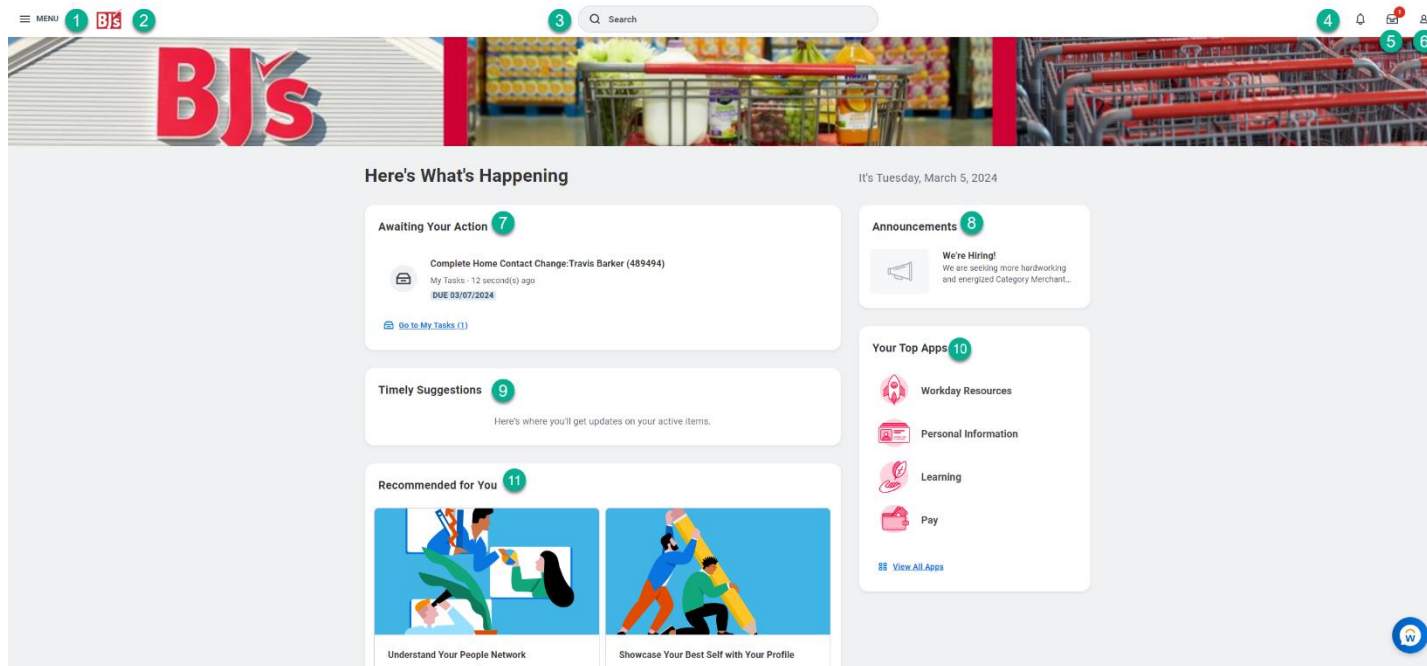


Use this job aid to learn basic navigation in Workday and how to navigate your Workday Profile.

Basic Navigation – Home Screen

1. **Menu Navigation:** Use to access most frequently used Apps and Shortcuts
2. **Home Button:** Click to return to the home screen.
3. **Search:** Use to search for tasks, reports, and people.
4. **Notifications:** View notifications for activities related to you.
5. **My Tasks:** View Workday tasks and important messages.
6. **Profile:** View details about your information and initiate tasks that affect you.
7. **Awaiting Your Action:** View Workday tasks and important messages.
8. **Announcements:** View company/department announcements.
9. **Timely Suggestions:** View pay slips at a quick glance
10. **Your Top Apps:** Access to view additional information and actions for specific areas that you access regularly.
11. **Recommended for You:** Access your org chart and manage your profile.

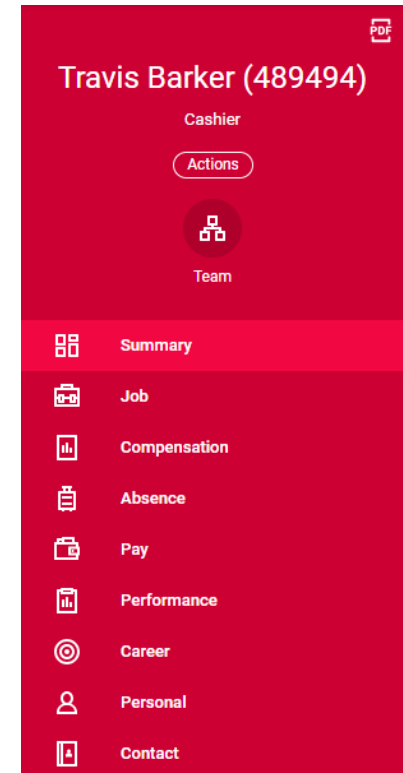


Basic Navigation – Profile

Your profile provides a detailed view of your skills, experience, education, job details, contact information and more. You can also take action from your profile in addition to the search bar and applications.

Profile Navigation

- **Actions:** Click to view additional information and take action on certain topics.
- **Team:** Displays your team’s reporting structure (org chart).
- **Summary:** Displays location, manager, and summary details of your job.
- **Job:** Displays job details, worker history, organizations, employment data, support roles, service dates, and management chain.
- **Compensation:** Displays current compensation, total rewards, and pay change history.
- **Absence:** Displays current time off balances. This does not include any future dated time off requests in UKG.
- **Pay:** Displays pay slips, tax elections, and payment elections.
- **Performance:** Displays performance reviews, capabilities, career development journeys, and feedback.
- **Career:** Displays learning, job history, job applications, skills, and additional details about your talent profile.
- **Personal:** Displays personal details including gender, date of birth, marital status, race, ID information, legal name, gender identity and pronouns.
- **Contact:** Displays home and work contact information, and emergency contacts.



NOTE: Your personal details are what you can see and are different from what others can see about you due to security.

Basic Navigation - My Tasks

Workday tasks and important messages display in Workday **My Tasks**. You can save your most used searches as well as use filters to navigate your tasks. The Archive contains actions completed within the last 90 days. You can also manage your delegations.

1. **My Tasks:** You can access your tasks from your home page or by navigating to the top right-hand corner and clicking the file box icon. This shows items requiring your action.
2. **Search:** Use the search bar on the left to search for a specific task or keyword in your list of tasks. A save button will appear to save frequently used searches.
3. **Advanced Search:** Use this to create custom searches for specific tasks.
4. **Saved Searches:** Use this to access your saved searches.
5. **Filters:** Use this to quickly filter your tasks in your inbox.
6. **Archive:** Once a task is completed, the item is removed from your inbox and archived for 90 days. Navigate to the Archive in the left-hand panel to view transaction history and information on process and details.
7. **Manage Delegation:** Use this to set up a delegation for your tasks while out on vacation or leave. Used by managers and above.

The screenshot displays the Workday 'My Tasks' interface. On the left, a navigation menu includes 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The main area shows a list of tasks under 'All Items', including 'Complete Form I-9', 'Payment Election Enrollment Event', 'Complete State and Local Withholding Elections', 'Complete Federal Withholding Elections', and 'Change Emergency Contacts'. The 'Change Emergency Contacts' task is selected, showing a form with fields for 'Legal Name', 'Relationship', 'Preferred Language', and 'Primary Address'. A search bar at the top left and an 'Advanced Search' link are also visible. Numbered callouts (1-7) point to the 'My Tasks' icon, the search bar, 'Advanced Search', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations' respectively.

Basic Navigation - Notifications

Click the Notifications icon to view alerts and reminders. When action is taken or a process is approved that involved you, you receive a notification. You can view notifications from the last 30 days. Examples include:

- Your name change has been approved.
- Your promotion is complete.
- Reminder to add goals.

Error and Alert Messages

Within a process, Workday generates **Error** and **Alert** messages that may prompt additional action.

- **Red Error:** The process cannot be submitted until you resolve the error. Click the error message to view the specific error/s. For example, a required field that is not completed will trigger an error message.



- **Orange Alert:** The process can be submitted but may require additional attention before proceeding. For example, a compensation increase outside of range will trigger an alert and prompt additional approvals.

