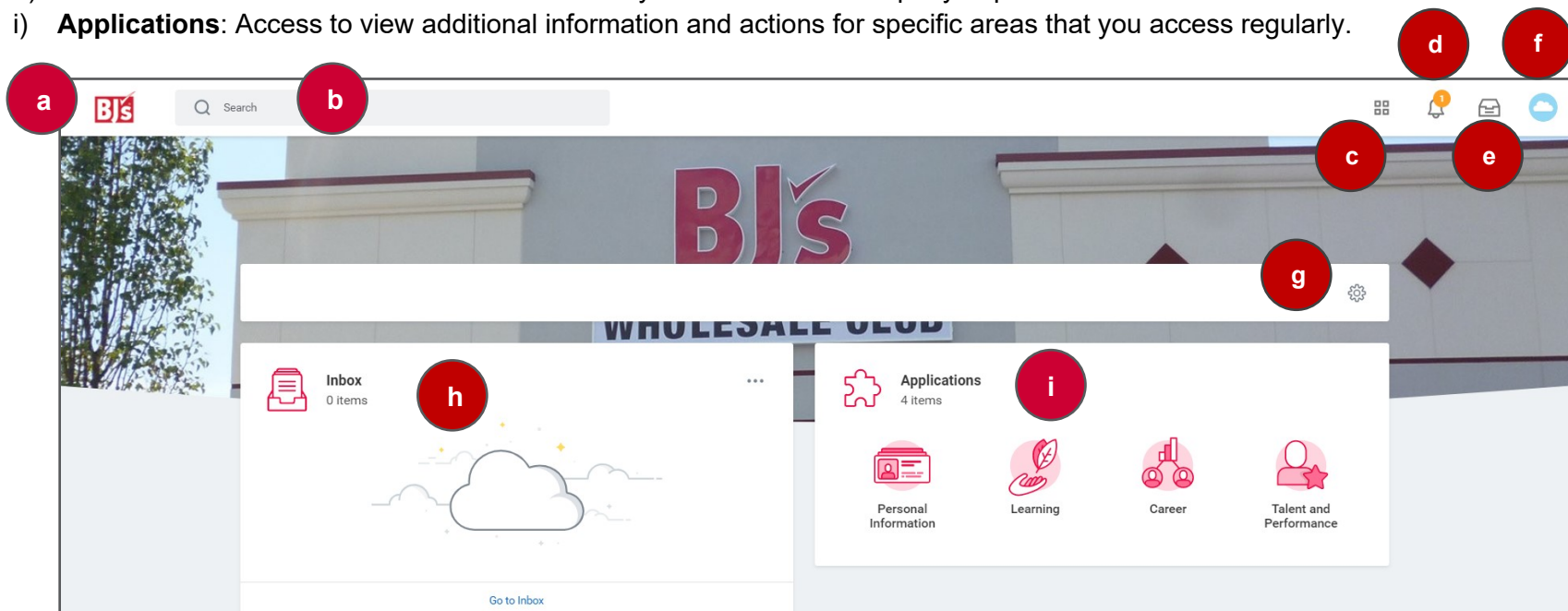


Use this job aid to learn basic navigation in Workday and how to navigate your Workday Profile.

Basic Navigation – Home Screen

1. Home Screen Navigation:

- a) **Home Button:** Click to return to the home screen.
- b) **Search:** Use to search for tasks, reports, and people.
- c) **Shortcuts:** Access to locate favorite tasks and most frequently used applications.
- d) **Notifications:** View notifications for activities related to you.
- e) **Inbox:** View Workday tasks and important messages.
- f) **Profile:** View details about your information and initiate tasks that affect you.
- g) **Options:** Click to configure applications on your home screen.
- h) **Inbox and Announcements:** Access to Workday inbox and view company/department announcements.
- i) **Applications:** Access to view additional information and actions for specific areas that you access regularly.



Basic Navigation – Profile

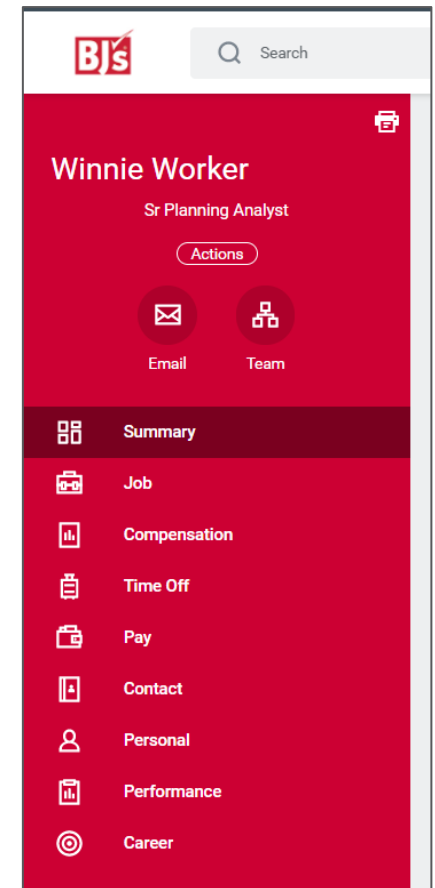
Your profile provides a detailed view of your skills, experience, education, job details, contact information and more. You can also take action from your profile in addition to the search bar and applications.

2. Profile Navigation

- **Related Actions:** Click to view additional information and take action on certain topics.
- **Email:** Displays your BJ's email address.
- **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.
- **Time Off:** Displays current time off balances. Field Marketing TMs can also use this tab to view current balances.
- **Pay:** Displays payslips, tax elections, and payment elections.
- **Contact:** Displays home and work contact information, and emergency contacts.
- **Personal:** Displays personal details including gender, DOB, marital status, race, ID information, and apparel sizes.
- **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.



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



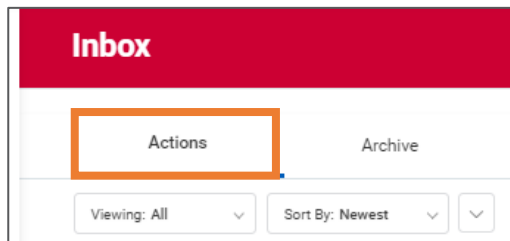
Inbox and Archive

Workday tasks and important messages display in your Workday inbox. The Archive contains actions completed within the last 30 days. You can also view process history and remaining steps.

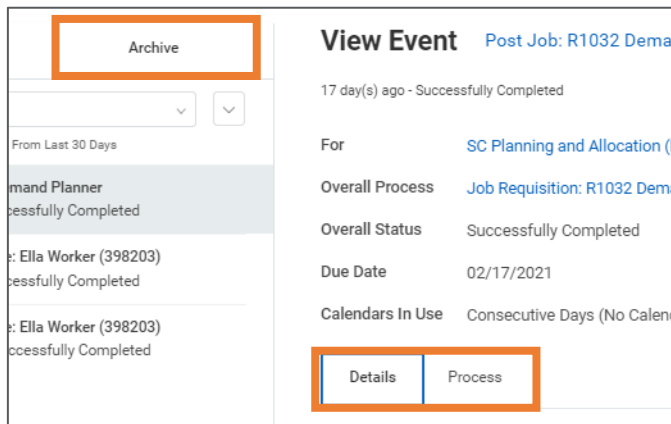
1. Navigate to the **Inbox** icon to access.



2. Your Inbox shows items requiring your action. Once completed, the item is removed from your inbox and archived for 30 days.



3. Click the **Archive** tab to view transaction history and information on process and details.



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.

