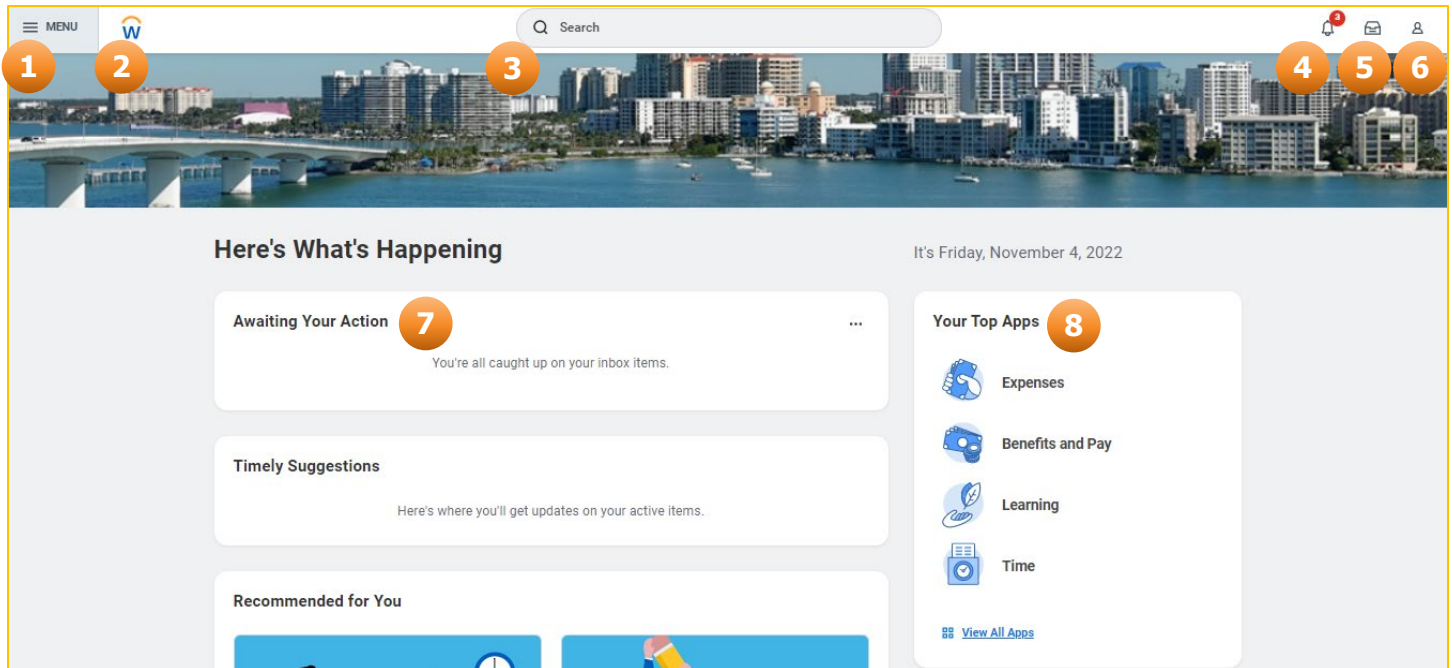


Getting Started in Workday

Instructions for Employees

Overview



1	Menu: Access your most common applications and bookmarked shortcuts.
2	W icon: Also known as the Workday icon, clicking this will bring you back to this homepage.
3	Search: Look up other employees, tasks, reports and other information.
4	Notifications: Click this icon to read important alerts and reminders.
5	Inbox: Access action items that require your attention.
6	Employee Menu: Access your worker profile, favorites and account preferences.
7	Awaiting Action: Another place to access action items requiring your attention.
8	Applications: These icons open menus with topic-specific actions you can take and data you can view.

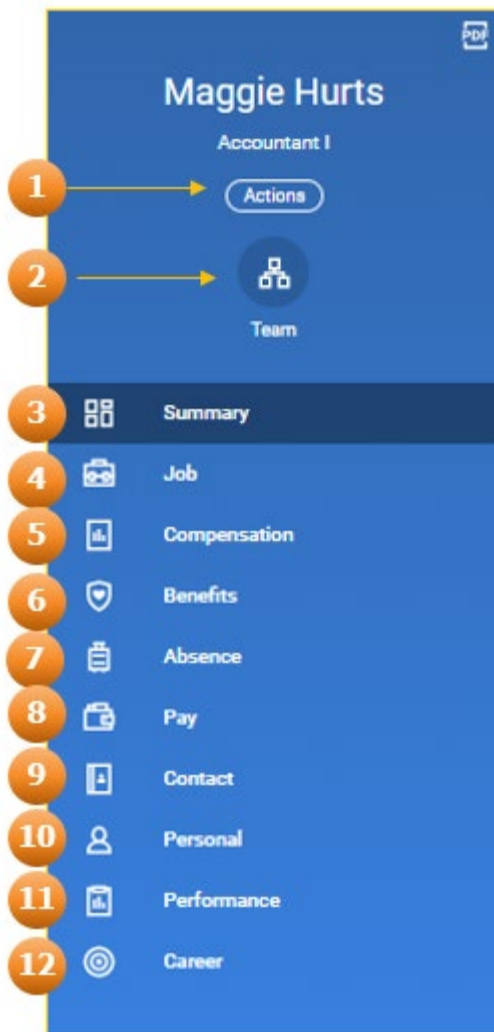
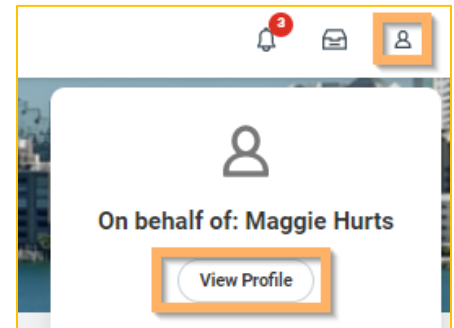
Getting Started in Workday

Instructions for Employees

Your Worker Profile

To get started, click your employee photo in the upper-right corner of Workday, then click **View Profile**.

Your Worker Profile provides you with a hub of your personal and work-related information.



Actions = provides quick links to tasks and information.

Team = displays the org chart.

Summary tab displays your position, manager, and location.

Job tab displays your high-level worker data.

Compensation tab displays your compensation data.

Benefits tab allows you to manage your benefits.

Absence tab allows you to see your time off balances and requests.

Pay tab allows you to see your payslips, manage your direct deposit and tax withholding elections.

Contact tab allows you to manage your contact (phone, personal email, address) and emergency contact information.

Personal tab allows you to manage your personal information (marital status, preferred name, legal name, government IDs and licenses, if applicable).

Performance tab allows you to view your goals and past performance reviews.

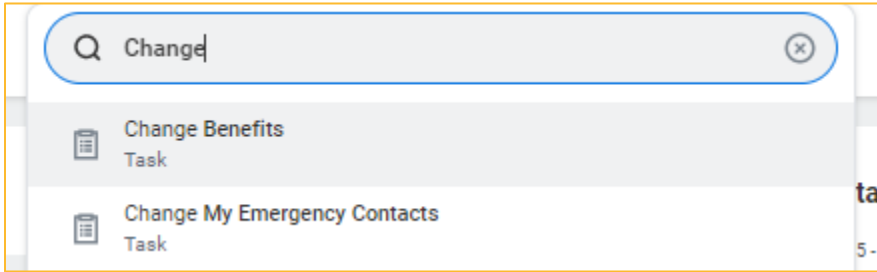
Career tab allows you to personalize your work history and career preferences and acts as your Workday Talent Profile.

Getting Started in Workday

Instructions for Employees

Searching in Workday

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



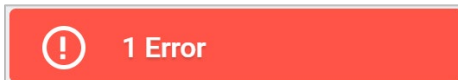
Keep in mind that searches find exact matches. If you misspell the search text, you will likely not see any results. You can shorten words to find more matches or use longer search terms to improve accuracy and reduce the time to return results.

When using the Search Bar, the resulting list will only include items you have security to access.

Errors/Alert Messages

Within processes, Workday generates Error and Alert messages that may prompt additional action.

- **Red Error:** The process cannot be submitted until you resolve the error (e.g. you tried to submit a task but missed a required field).



- **Orange Alerts:** The process can be submitted but may require additional attention or thought before proceeding (e.g. you submitted a timesheet with less than 40 hours in a week). Additional approvals may trigger upon submission.



Getting Started in Workday

Instructions for Employees

Applications (Apps)

Apps are menus to commonly-used actions or reports for specific areas, such as your pay, benefits, or timesheets.



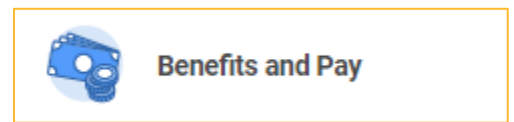
Click the **Menu** (top left of Workday window) to expand the options and see all apps.

Here are the most commonly-used apps.

Benefits and Pay

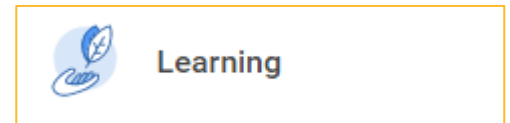
This app allows you to access the following:

- **Benefits:** View your current benefit elections, dependents and beneficiaries. Change benefits for a qualifying life event outside of open enrollment. Access ACA Forms at year end.
- **Pay:** View existing payslips. Update your payment elections (direct deposit). Update your tax withholding elections.
- **Compensation:** View your current compensation and compensation history.



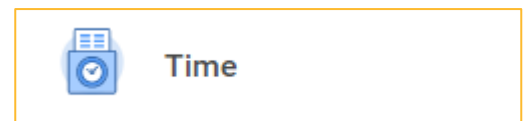
Learning

This is where you will access annual City Compliance trainings. .



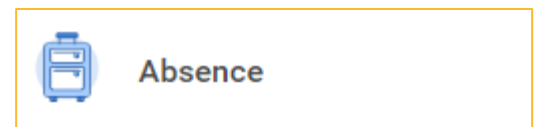
Time

Access your timesheets for hourly, non-exempt employees. Exempt employees can enter Comp Earned time using this App.



Absence

Request time off, Leave, and view time off balances.



Career

Access your Career Profile, where you can add certifications related to your job, your education, and trainings you complete. This is also where you can see internal job postings and apply to them.

