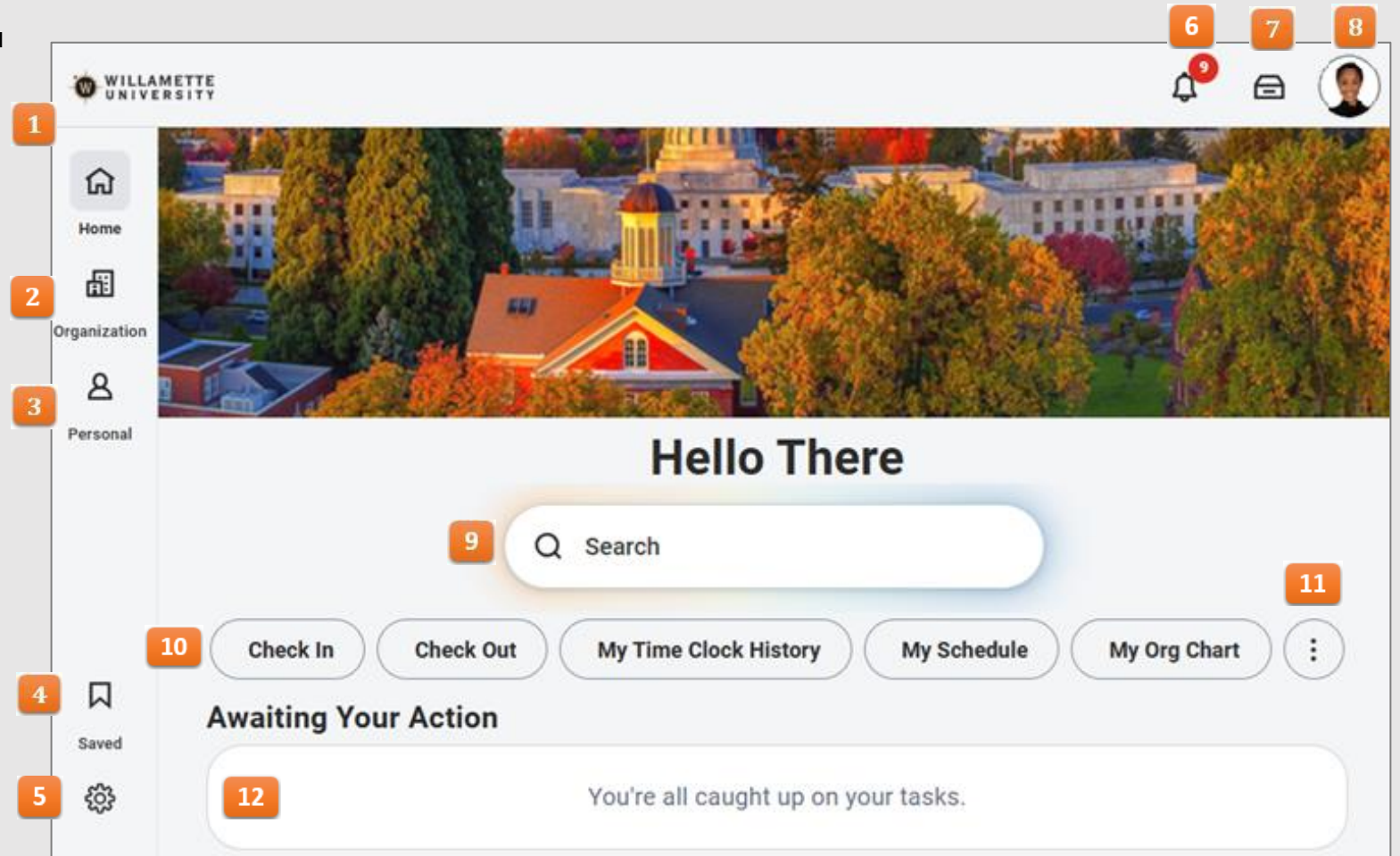


Home Page Navigation Features

This guide will introduce you to the basic Workday navigation. You will be provided with an overview of the home page followed by further description of key navigational features.

1. **Willamette University Icon and Home Button:** Directs you back to the home page from any other site page.
2. **Organization:** Hovering over this icon opens a menu allowing you to view current job openings and a directory.
3. **Personal:** Leads to common personal functions, such as benefits and pay, personal information, managing absences and learning. **Note:** When working on a smaller screen the left-hand navigation may combine under an icon labeled More. Click on More to display the Personal options.
4. **Saved:** The saved icon allows you to add frequently used tasks, reports, and other functions so they are immediately available when hovering over it.
5. **Customized:** This icon allows you to pin items to the left-hand navigation bar for quick access.
6. **Notifications:** Real-time alerts about actions, tasks, and important updates related to your account.
7. **My Tasks Inbox:** Opens Workday tasks to be completed.
8. **Profile:** Opens a menu to access your worker profile, account settings, bookmarked site favorites, reports used, and a Workday documentation page.
9. **Search Bar:** Powerful tool to help find what you need.
10. **Frequently Used Buttons:** Commonly accessed functions.
11. **Three Dot Icon:** View more frequently used functions.
12. **Awaiting Your Action:** Shows most recent tasks assigned.



Personal Button Navigation

Hovering over the Personal button in the left-hand navigation bar will open a menu of commonly used functions in Workday. Most employees will see the functions shown in the image below, though the menu may vary a bit from person to person depending on frequency of access to other Workday functions. Workday will personalize your menu items according to your frequency of use.

Benefits and Pay

- View payslips, tax documents, compensation history
- Withholding elections (W-4)
- Payment elections (direct deposit and Wisely card)
- View payslips, tax documents, compensation history
- Withholding elections (W-4)
- Payment elections (direct deposit and Wisely card)

Personal Information

- Change contact information (address, phone, email, etc.)
- Update emergency contacts
- Change legal name or preferred name

Time: Displays for hourly workers. Goes to the time management page in Workday from which hours can be entered.

Manage Absence

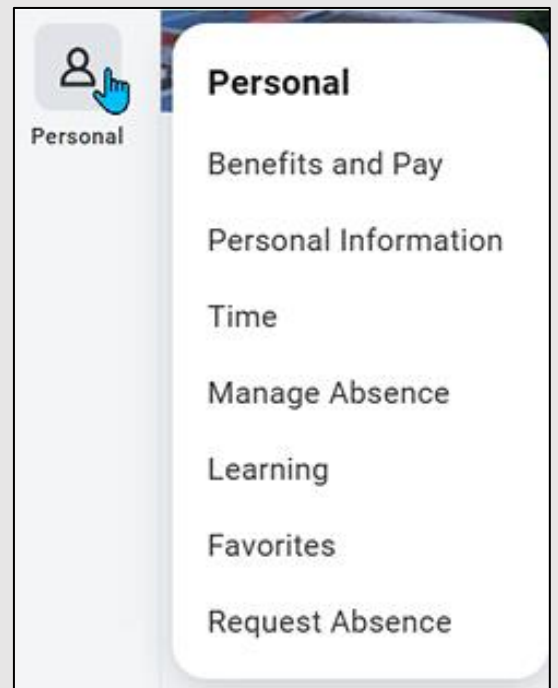
- View time off balances and request history
- Enter time off requests
- Enter intermittent leave of absence days off

Learning

- Take digital compliance courses
- Review transcript of learning history

Favorites: View favorite pages and reports

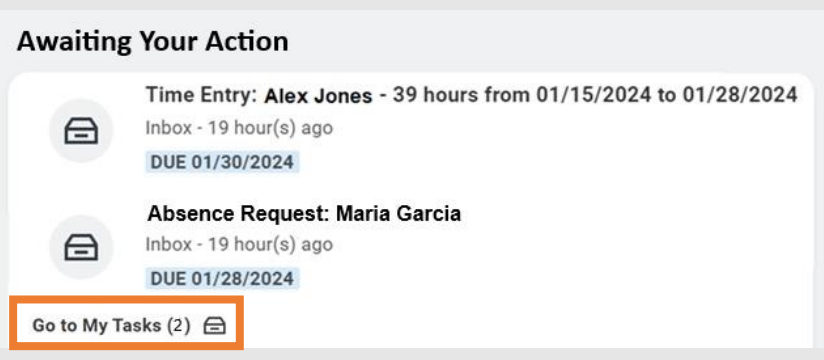
Request Absence: Shortcuts to a pop-up calendar to swiftly request an absence.

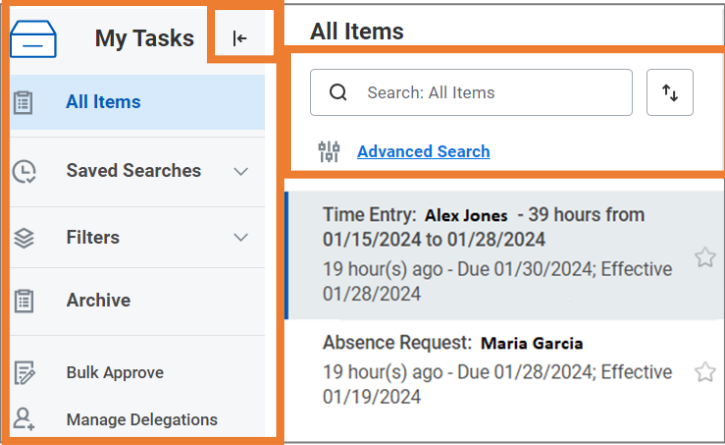


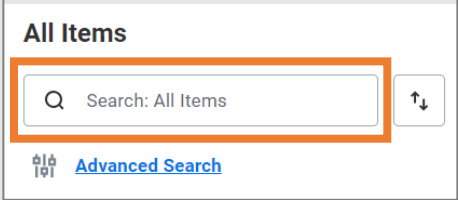
My Tasks Inbox

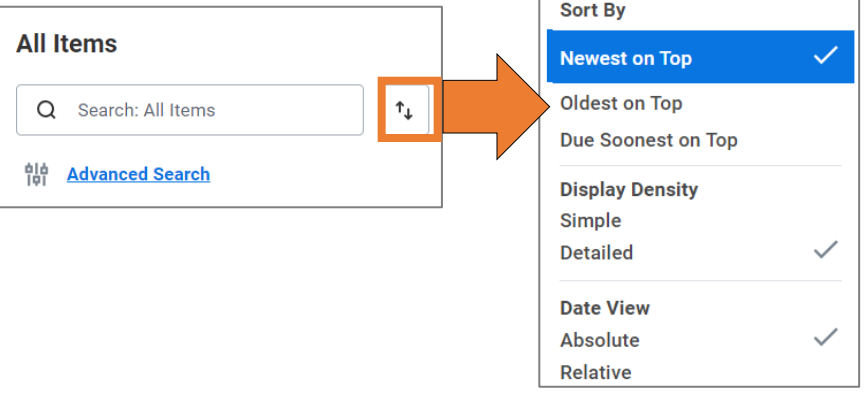
My Tasks allows you to filter, organize and manage your tasks and delegations in one location. The collapsible navigation panel has traditional inbox features such as custom filtering and sorting functionality.

- From the home page, click on the tasks button in the upper right-hand side of the screen or click on a task in the Awaiting your Action section in the middle of the page.


- There is a column to the left of the list of tasks containing a number of functions, along with a search bar at the top of the list of tasks. If desired, you can also collapse the Navigation panel to maximize screen space by clicking on the collapse button.


- Search task titles in All Items, Archives, and Filters to find and act on tasks more efficiently.


- You can sort and organize your tasks as you see fit. You can choose between two different views of your tasks using the **Display Density** options. The Simple view enables you to browse quickly through task titles, while the Detailed view provides additional information on each task.

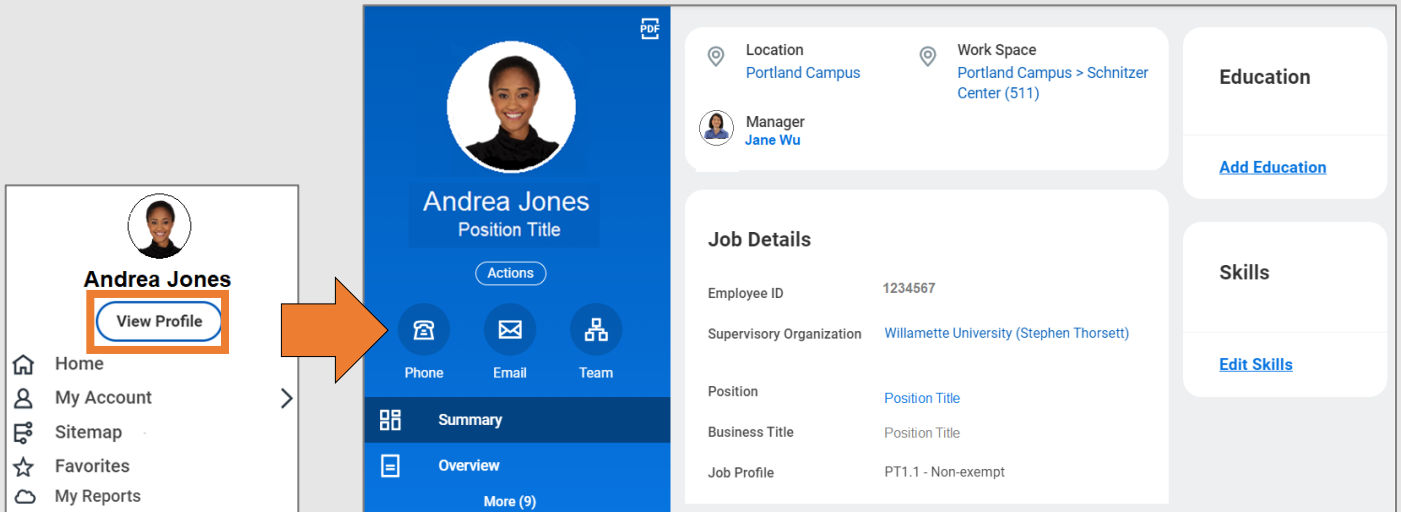


5. Used the **Advanced Search** option to search using additional Task and Date range parameters, making it even easier to find specific tasks. You can click in the Assignment, Type, and Date Type fields to further filter your search results.

6. Use **Saved Searches** to automatically organize all tasks with matching search criteria. Once you run and save a search, it's added to your Saved Searches list for easy access.

View Profiles

To access your own profile, click on the picture on the top right-hand of the screen next to your name and select **View Profile** from the drop-down menu. Your work information will display.



You can also view the profiles of other employees. Enter the employee name in the search bar and click on the appropriate name from the resulting list. Note that your Workday permissions will determine how much information you see for each employee. For example, a supervisor could see salary information about an employee while this information would not be visible to a co-worker.

The Action Button

Underneath an employee's picture, name and job title is a button labeled **Actions**. This button produces a menu that allows employees and their supervisor to perform a number of actions. Many of these actions can also be found in the topics listed in the menu described earlier, but can be faster to access here.

The menu is divided into two sections. The first section lists actions that you have used frequently. Below Frequently Used is a full list of action categories that will in turn open to sub-menus listing actions that can be taken.

The action button on your personal profile will display activities related to you. Your supervisor will have actions related to managing employees.

