

For Faculty

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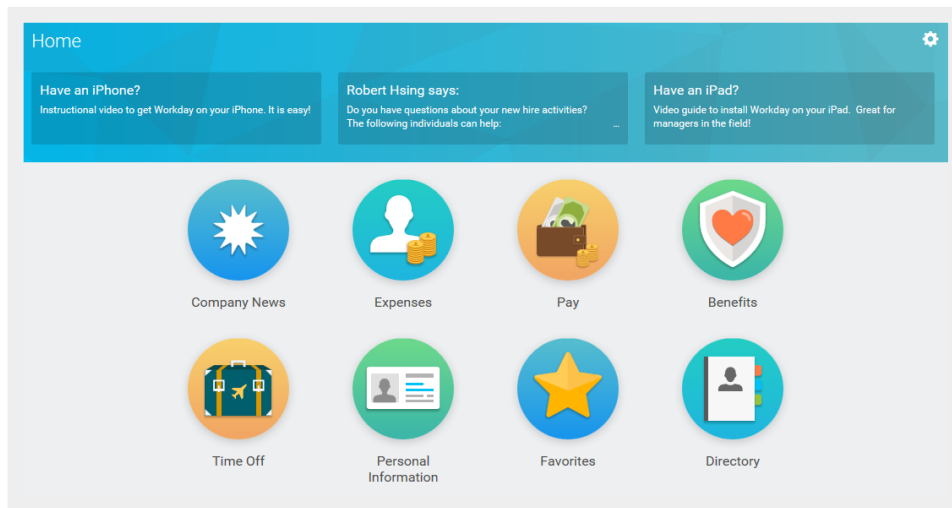
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Navigate the Home Page

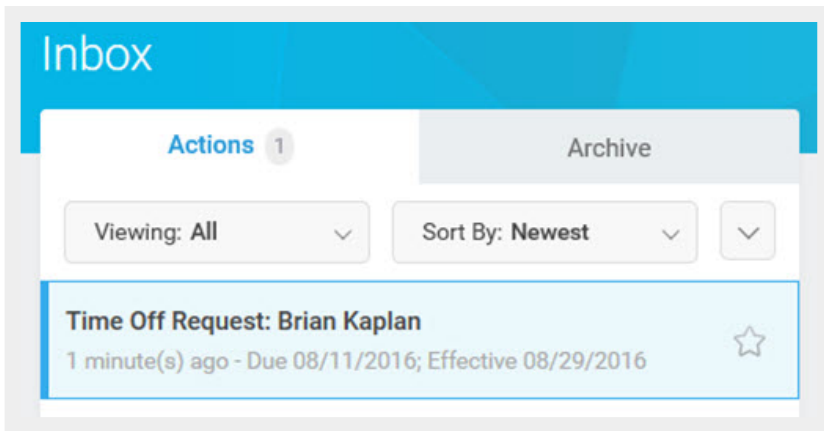
The Workday Home page displays worklets that provide access to tasks and reports. Because the Home page is highly configurable, your organization may display different worklets.



View Your Inbox

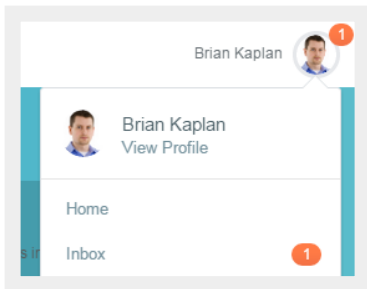
Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of Workday business processes.


1. Click your **Profile** icon in the upper-right corner.
2. Click **Inbox** to expand your viewable options.
3. Click the **Actions** tab to view your business process tasks, approvals, and to dos.
4. Click the **Archive** tab to access the status of any business process in which you have been involved.

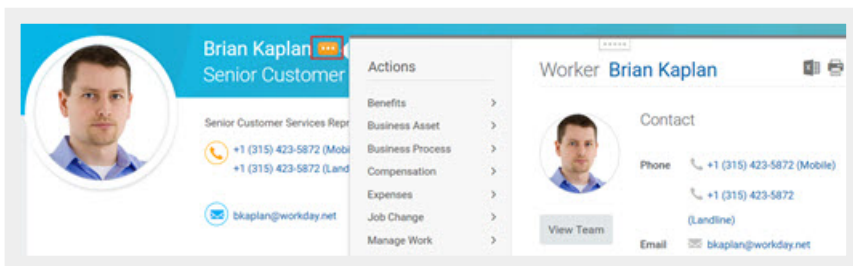


Use Related Actions and the Profile Icon

The Profile icon contains links to the Home page, dashboards, and documentation (if configured).



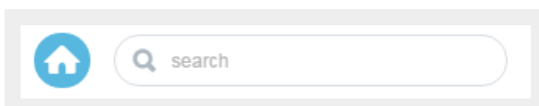
The Related Actions  displays next to an object when there are relevant actions. For example, the Related Actions next to your name accesses tasks and data relating to your worker record.



Options beginning with “View” are view-only actions.

Navigate Using Search

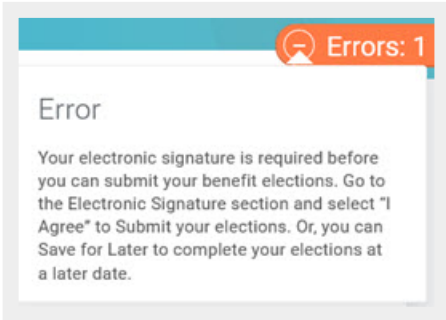
Workday makes it easy to search for people, tasks, reports, and business data using the Search field.



For example, to find a worker, type the name into the Search field and press Enter. From the search results, if you click People, you can filter the results to only display workers in your organization. Searches only find exact matches and do not allow for misspellings. You can shorten words to find more matches. Use longer or more search terms to improve the accuracy and reduce the number of results.

Error and Alert Messages

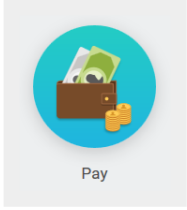
Error and alert messages display in the upper-right corner of the page. They typically identify a specific field(s) where information is missing, entered incorrectly, or in conflict with a rule established by your organization.



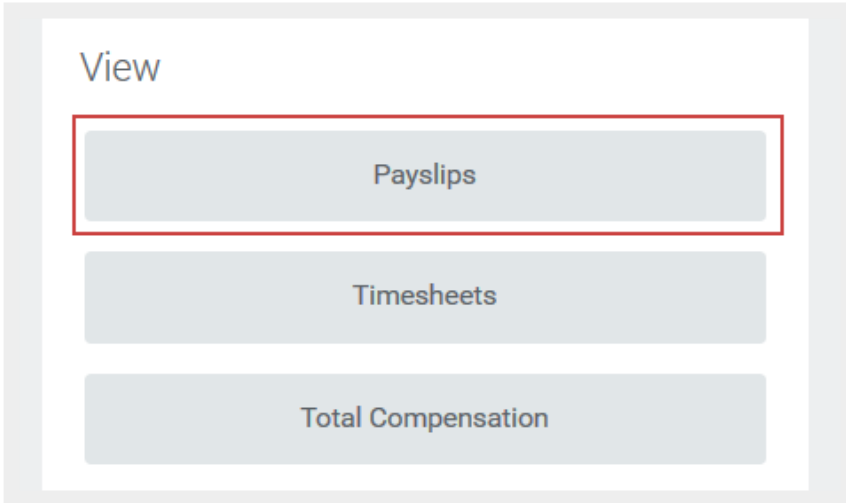
View Your Payslip

From your home page:

1. Navigate to your Pay worklet.



2. Click **Payslips** under the View menu or select a recent payslip by date.



3. Click **View** to open a specific payslip.

Print Your Payslip

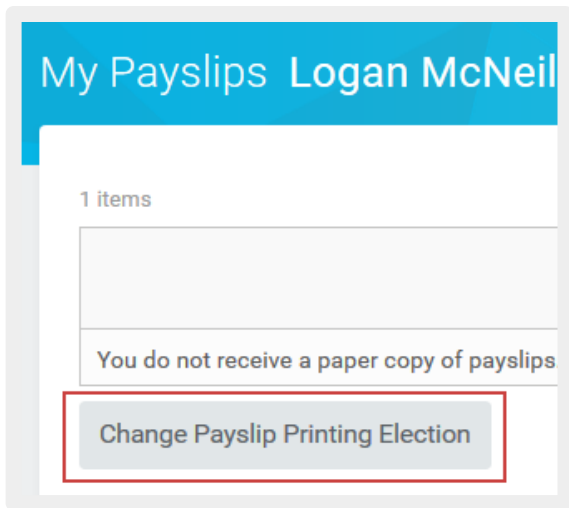
To print a specific payslip you are viewing:

1. Select **Print Payslip Image**.
2. From here, you can:
 - a. Open and print your payslip.
 - b. Save as a PDF for later use.

Change Your Payslip Printing Election

From your Pay worklet:

1. Click **View > Payslips > Change Payslip Printing Election**.

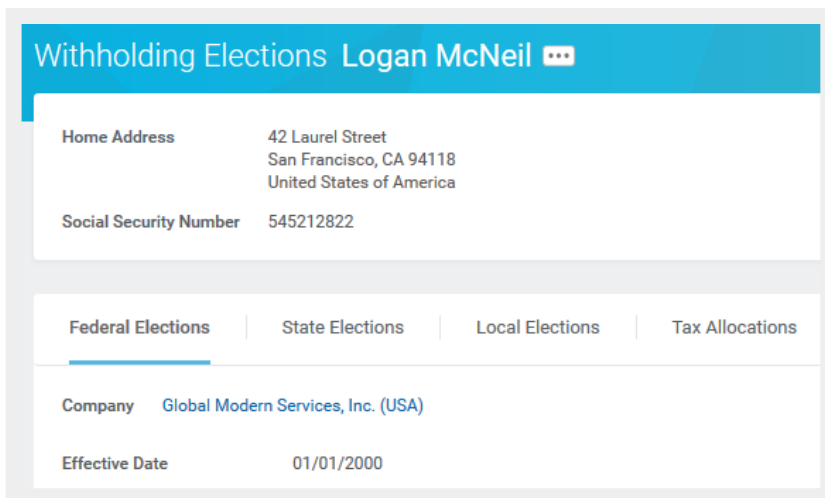


2. The Worker for Payslip Printing Election and Company default in. Click **OK**.
3. Click the **prompt** in the New Payslip Printing Election field to select an available printing option.
4. Click **OK**.
5. Click **Done** to complete the process.

View Your Withholding Deductions

From the Pay worklet:

1. Click **Withholding Elections** under Actions.
2. View your Federal Elections, or click the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your current status.



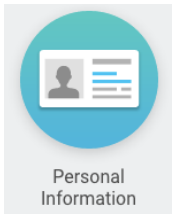
View Your Tax Documents

From the Pay worklet:

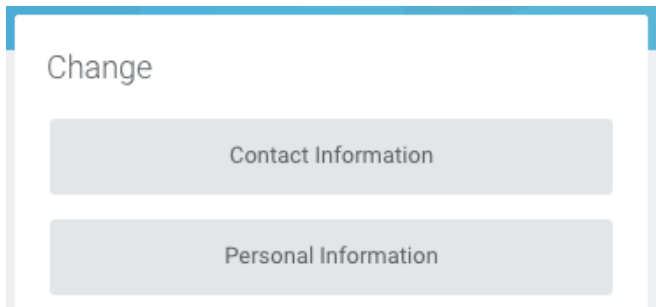
1. Click **My Tax Documents** under View.
2. Review the documents Workday has on file for you.

Update Contact Information

1. Click the **Personal Information** worklet.



2. Click **Contact Information**.

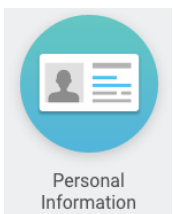


3. Click the grey **Edit** button in the upper right.
4. In any section, click the Pencil icon to edit.
5. Make changes, noting that items with a red asterisk (*) indicate that the field is required.
6. Click the green **Submit** button in the lower right, then click the yellow **Done** button.

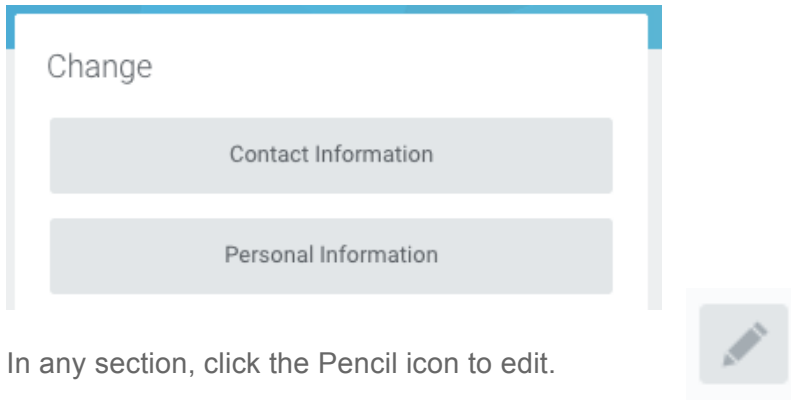


Update Personal Information

1. Click the **Personal Information** worklet.



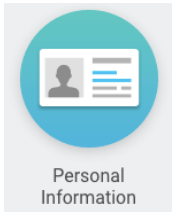
2. Click **Personal Information**.



3. In any section, click the Pencil icon to edit.
4. Make changes, noting that items with a red asterisk (*) indicate that the field is required. Note the sections on Race/Ethnicity and Military Service – please make sure these are up to date.
5. Click the green **Submit** button in the lower right, then click the yellow **Done** button.

Update Emergency Contacts

1. Click the **Personal Information** worklet.



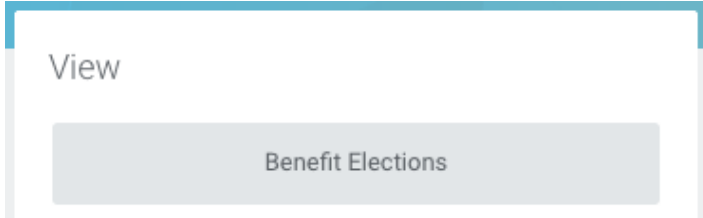
2. Click **Emergency Contacts**.
3. Click the **Edit** button.
4. Make changes, noting that items with a red asterisk (*) indicate that the field is required.
5. To add additional emergency contacts, click the **Add** button under that section and fill out the fields, noting those that are required.
6. Click the green **Submit** button in the lower right, then click the yellow **Done** button.

View Benefits Elections

1. Click the **Benefits** worklet.



2. Under View, click **Benefits Elections**.



3. If you wish to print a copy of your election, click the **Print** icon in the upper right.



4. When you're done, click the **Home** icon in the upper left to return to the Home screen.



Change Dependents

1. Click the **Benefits** worklet.



2. Under Change, click **Dependents**.



3. If you don't have a dependent listed, click **Add**.
4. If you already have a dependent listed, you can click **Edit** or **Delete**.
5. Review/edit/add the required information, then click the green **Submit** button.
6. Click the yellow **Done** button.
7. Click the **Home** icon in the upper left to return to the Home screen.



Logging Out

When you're finished in Workday, click the Profile icon  in the upper left and choose **Sign Out**.

