

# For AVI Managers

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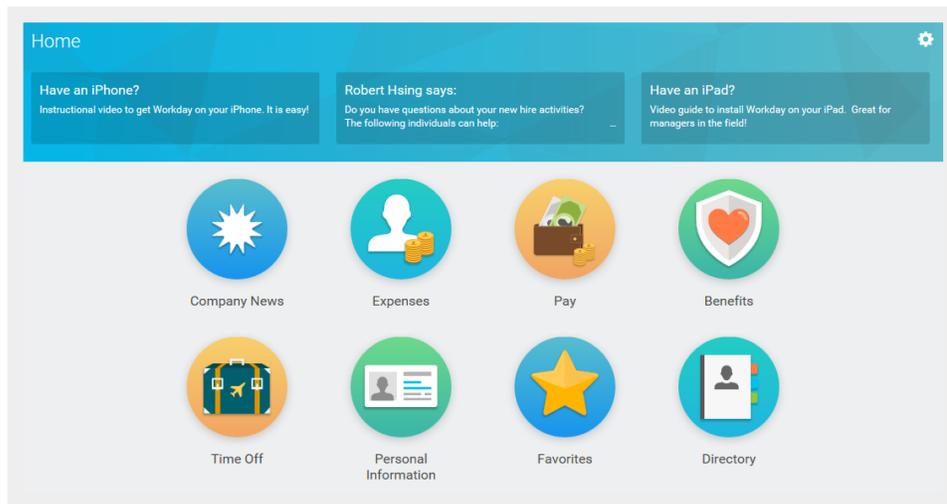
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## Navigate the Home Page

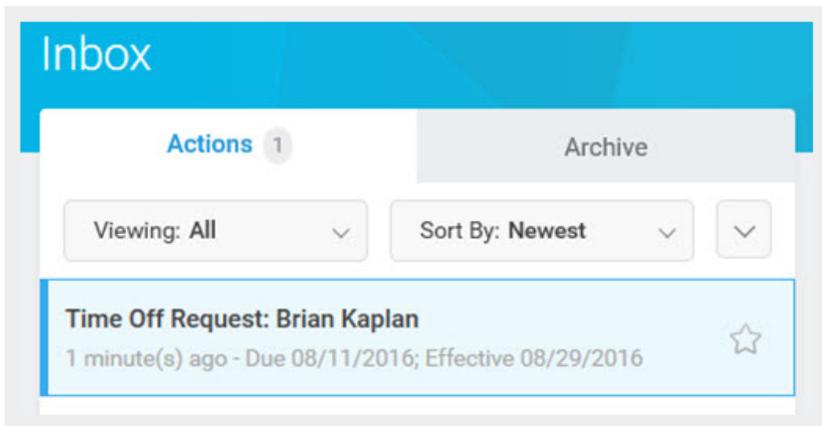
The Workday Home page displays worklets that provide access to tasks and reports. Because the Home page is highly configurable, your organization may display different worklets.



## View Your Inbox

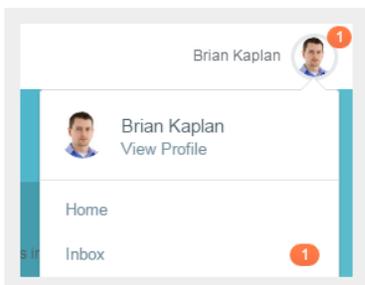
Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of Workday business processes.

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.

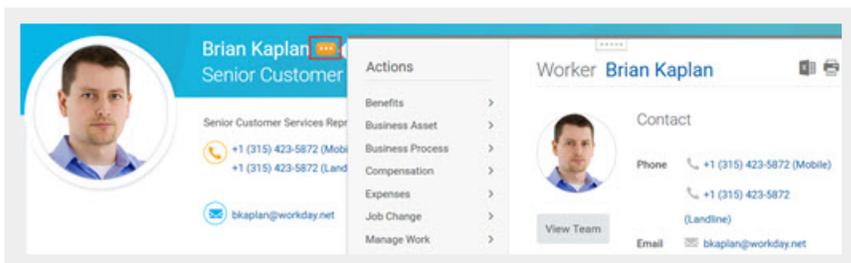


## Use Related Actions and the Profile Icon

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



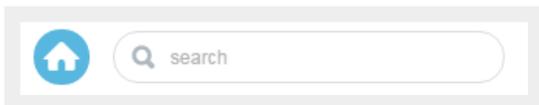
The Related Actions  displays next to an object when there are relevant actions. For example, the Related Actions next to your name accesses tasks and data relating to your worker record.



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

## Navigate Using Search

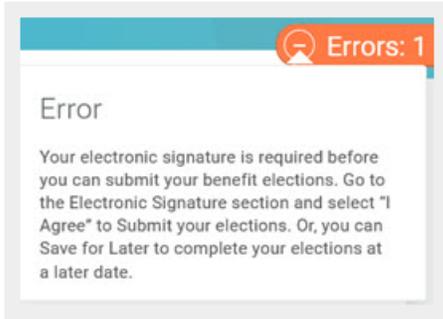
Workday makes it easy to search for people, tasks, reports, and business data using the Search field.



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.

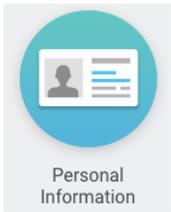
## Error and Alert Messages

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.

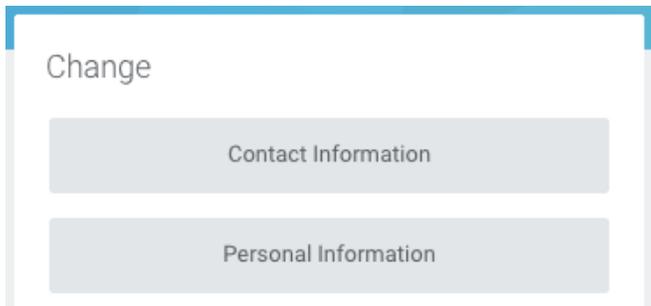


## Update Contact Information

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



2. Click **Contact Information**.

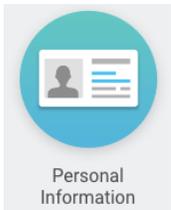


3. Click the grey **Edit** button in the upper right.
4. In any section, click the Pencil icon to edit.
5. Make changes, noting that items with a red asterisk (\*) indicate that the field is required.
6. Click the green **Submit** button in the lower right, then click the yellow **Done** button.

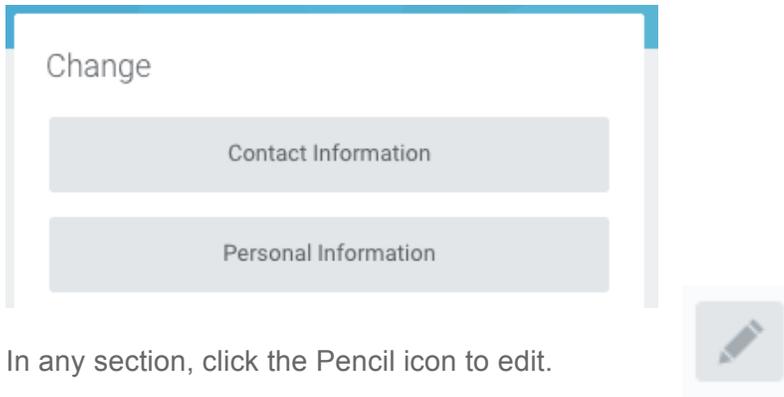


## Update Personal Information

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



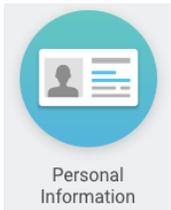
2. Click **Personal Information**.



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

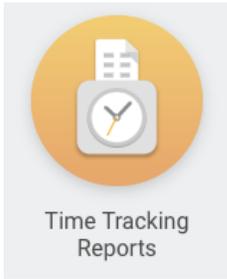
1. Click the **Personal Information** worklet.



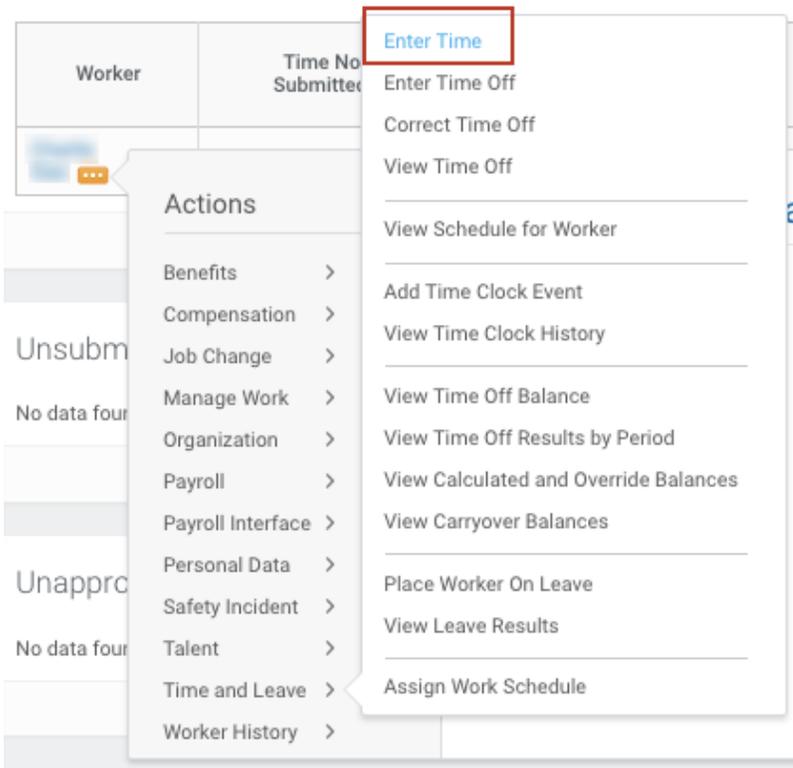
2. Click **Emergency Contacts**.
3. Click the **Edit** button.
4. Make changes, noting that items with a red asterisk (\*) indicate that the field is required.
5. To add additional emergency contacts, click the **Add** button under that section and fill out the fields, noting those that are required.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

## Enter Time for an Employee

From the Home screen, click the **Time Tracking Reports** worklet to see a dashboard of reports.



1. Next to an employee's name, click the Related Actions  button.
2. Select **Time and Leave**, then **Enter Time**.



3. Choose the *Date* and click **OK**.

Worker \*

Date \*

November 2016

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

4. Enter the *Time In* and *Time Out*. If necessary, change the *Time Type*. Click **OK**.

### Enter Time 11/21/2016

**Time Type** \*

**In** \*

**Out** \*

**Out Reason** \*

**Hours** \* 4

**Details**

**Cost Center**

**Comment**

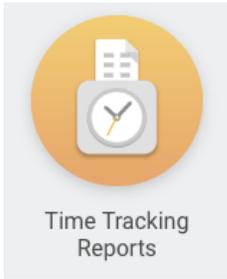
OK
Cancel

5. Click **Submit**.

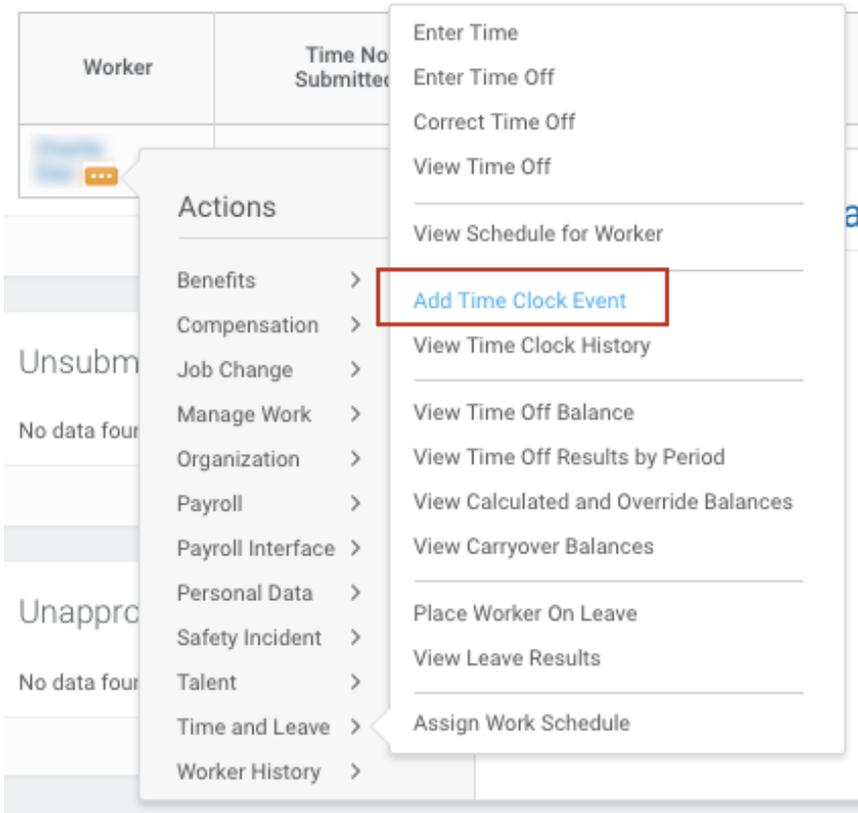
6. On the Certification page, click **Submit** again, then click **Done**.

## Add a Time Clock Event

From the Home screen, click the **Time Tracking Reports** worklet to see a dashboard of reports.



1. Next to an employee's name, click the Related Actions  button.
2. Select **Time and Leave**, then **Add Time Clock Event**.



3. Fill out the form, adding the *Time* and *Event Type*, then click **OK**.

## Add Clock Event

**Worker** \* [Redacted]  
**Date** \* 11 / 21 / 2016 [Calendar icon]  
**Time** \* 01:58 PM  
**Time Zone** GMT-05:00 Eastern Time (New York)

**Event Type** \* select one [Dropdown arrow]  
select one  
**Details**  
Check-in  
**Comment**  
Check-out  
Check-out (meal)

OK Cancel

## Approve, Deny, and Send Time Off Requests Back

1. Click the **Profile** icon.
2. Click the **Inbox** link.
3. Click the **Time Off Request**.
4. Click the **View Balances** button to view an employee's time off balances (optional).
5. Click **Approve**, **Send Back**, **Add Approvers** (this option may be under the More menu) or **More**. From the **More** menu, you can select **Deny** or **Cancel**.

Review Time Off Request: Betty Liu

44 second(s) ago - Due 08/14/2016; Effective 08/15/2016

For Betty Liu

Overall Process Time Off Request: Betty Liu

Overall Status In Progress

Due Date 08/14/2016

**Details to Review**

2 items

Date	Day of the Week	Type	Requested	Unit of Time
08/15/2016	Monday	Vacation (Hours)	8	Hours
08/16/2016	Tuesday	Vacation (Hours)	8	Hours

View Balances

Approve Send Back More

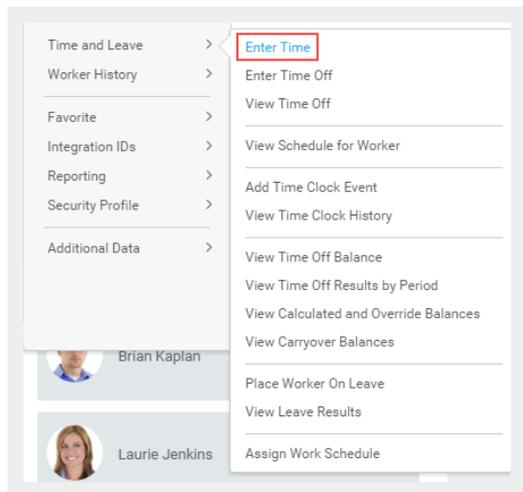
- Add Approvers
- Deny
- Cancel

6. If approved, click the **Detail and Process** arrow to view the employee's time off summary.

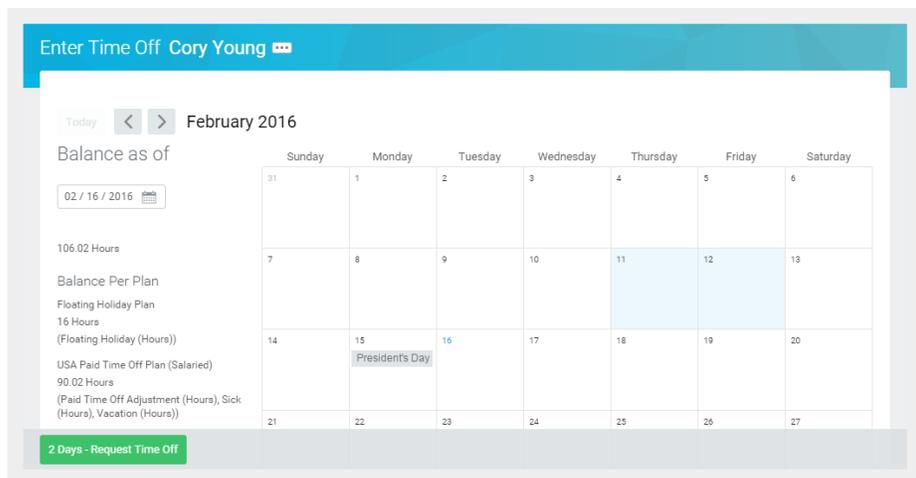
## Enter Time Off for a Direct Report

From the My Team worklet:

1. Hover over the employee for whom you want to enter time off.
2. Click the employee's **Related Actions** icon.
3. Select **Time and Leave > Enter Time Off**.



4. Select the day(s) for the time off.
5. Click the **Request Time Off** button.



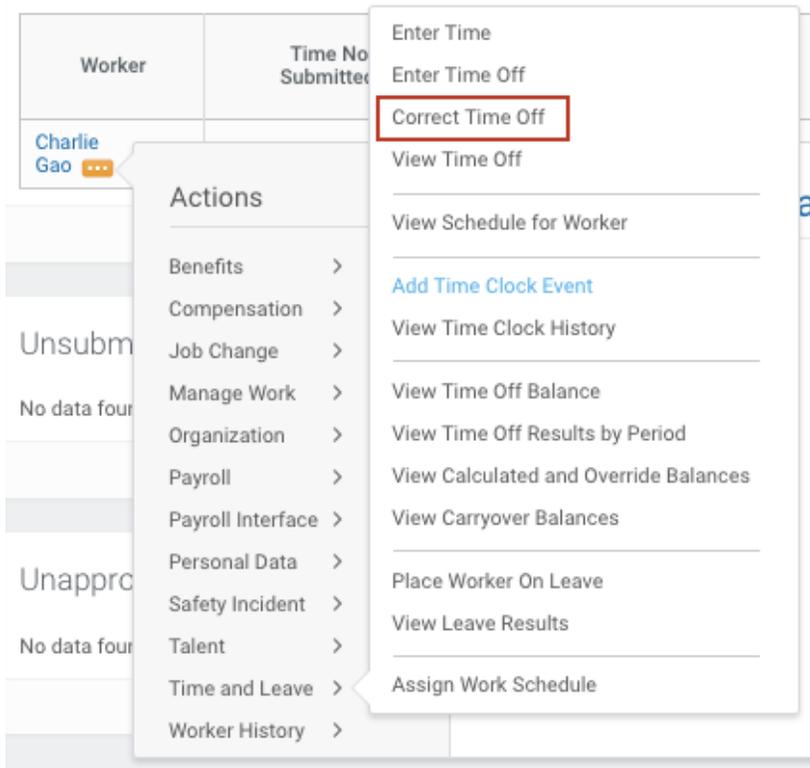
6. Enter the **Type** of time off requested.
7. Confirm the correct hours in the **Daily Quantity** field. It may default with the employee's daily scheduled hours based on how it is configured. If so, it can usually be edited.
8. Click **Submit**.

## Correct Time Off for a Direct Report

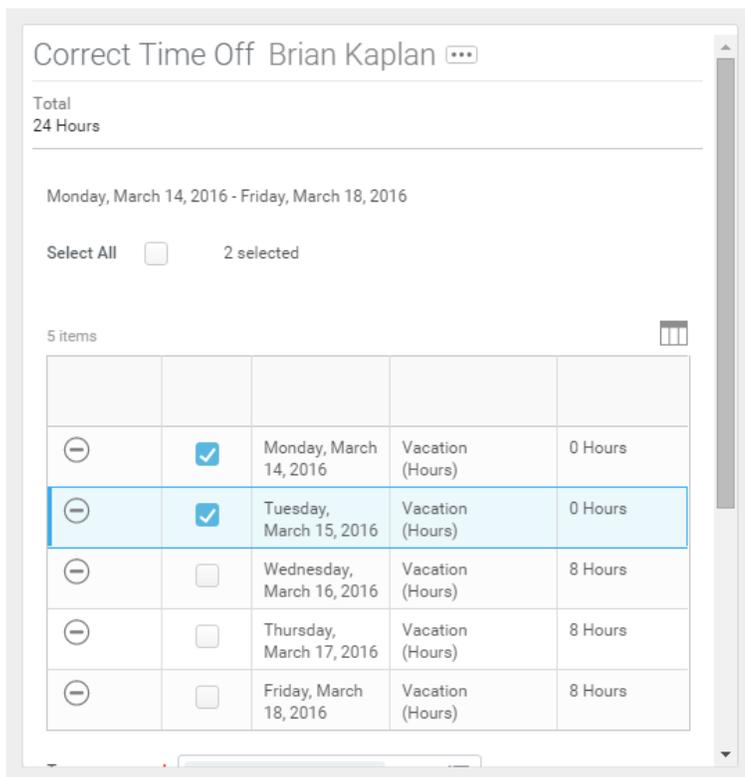
From the My Team or Time Tracking Reports worklet:

1. Hover over the employee for whom you want to enter time off.

2. Click the employee's **Related Actions** icon.
3. Select **Time and Leave > Correct Time Off**.



4. Select the days off you want to correct.



5. Correct a previously approved time off entry by entering the correct number of hours per day. Enter 0 to remove approved time off days.
6. Enter a comment if needed.
7. Click **Continue**.
8. Click **Submit**.

## View an Employee's Upcoming Time Off

From the Team Time Off worklet:

1. Click **All Time Off** under View.
2. Enter your **Organization**.
3. To include subordinate organizations and/or managers, select the checkbox. You can also select a specific date range if desired.
4. Click **OK** to run the report.

Time Off Entry	Supervisory Organization	Worker	Request Type	Time Off	Type	Unit of Time	Time Off Date
Q	Global Support - USA Group	Brian Kaplan	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/27/2011
Q	Global Support - USA Group	Cory Young	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/27/2011
Q	Global Support - USA Group	Brian Kaplan	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/28/2011

## Logging Out

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

