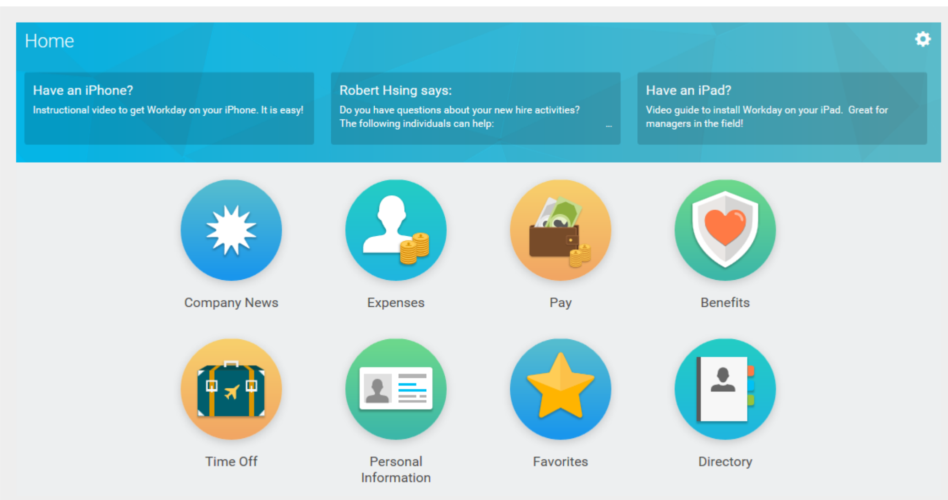
For Staff Paid Weekly

Navigate the Home Page

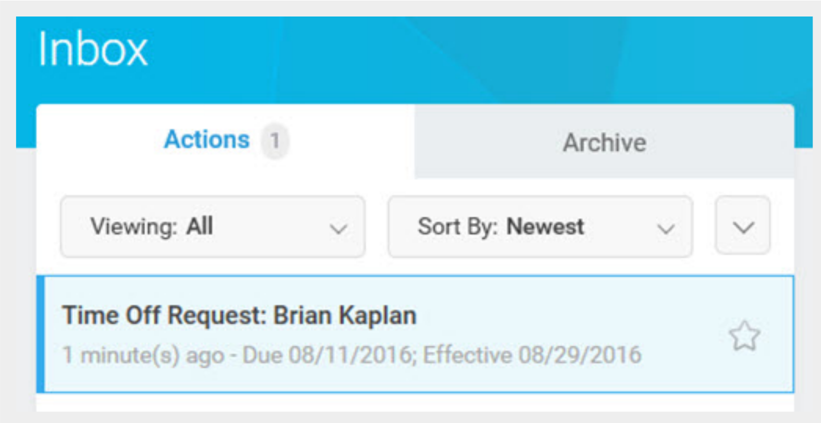
The Workday Home page displays worklets that provide access to tasks and reports. Because the Home page is highly configurable, your organization may display different worklets.



View Your Inbox

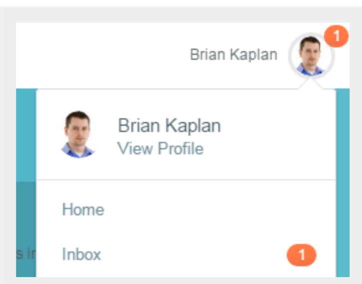
Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of Workday business processes.

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.

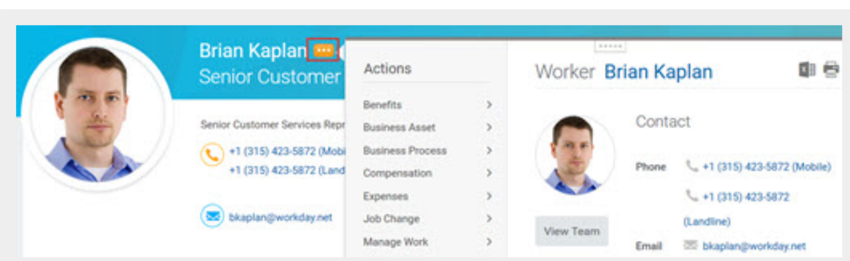


Use Related Actions and the Profile Icon

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



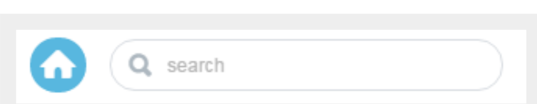
The Related Actions displays next to an object when there are relevant actions. For example, the Related Actions next to your name accesses tasks and data relating to your worker record.



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

Navigate Using Search

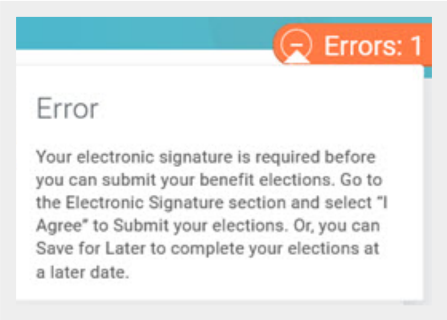
Workday makes it easy to search for people, tasks, reports, and business data using the Search field.



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

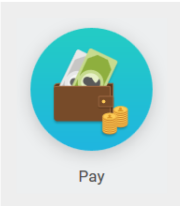
Error and alert messages display in the upper-right corner of the page. They typically identify a specific field(s) where information is missing, entered incorrectly, or in conflict with a rule established by your organization.



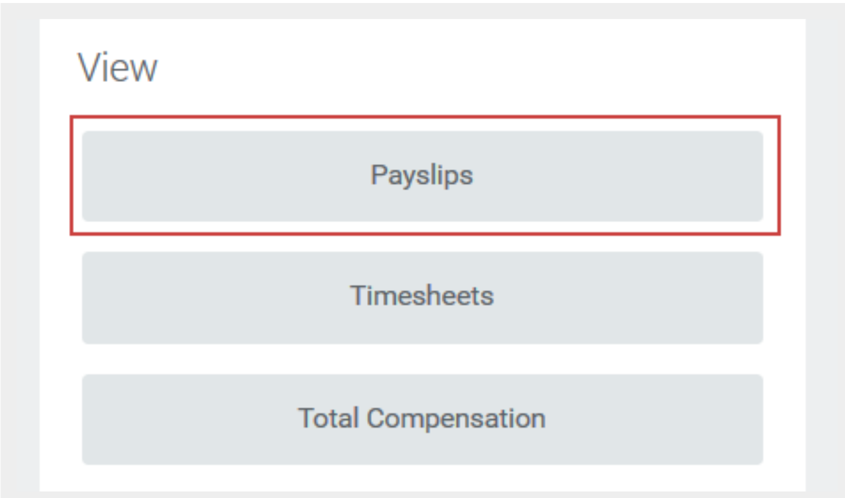
View Your Payslip

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

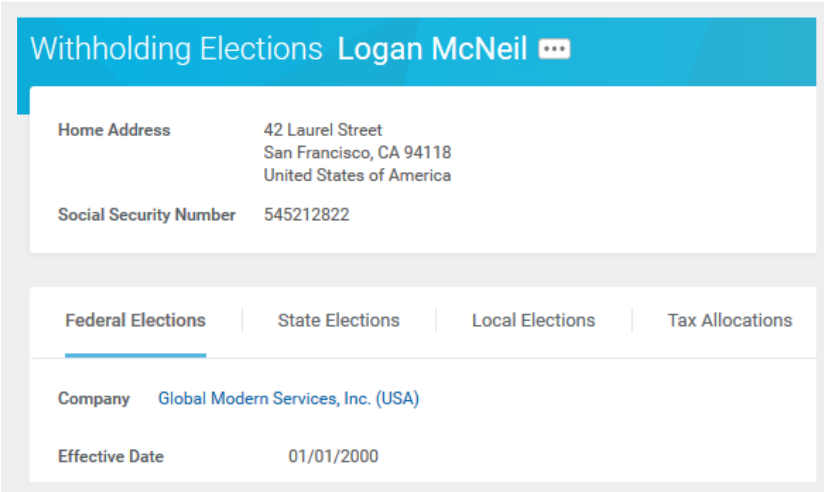
To print a specific payslip you are viewing:

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

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.



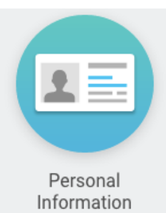
View Your Tax Documents

From the Pay worklet:

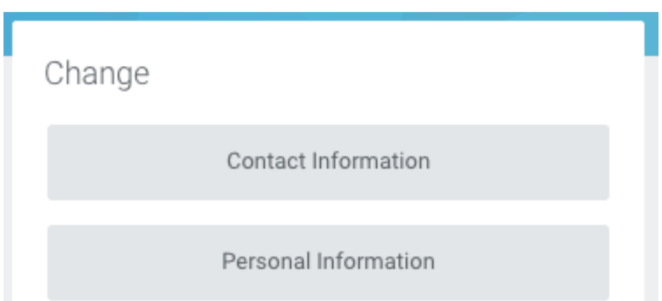
1. Click **My Tax Documents** under View.
2. Review the documents Workday has on file for you.

Update Contact Information

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



2. Click **Contact Information**.

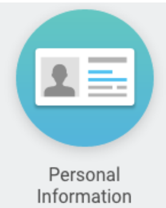


3. Click the grey **Edit** button in the upper right.
4. In any section, click the Pencil icon to edit.

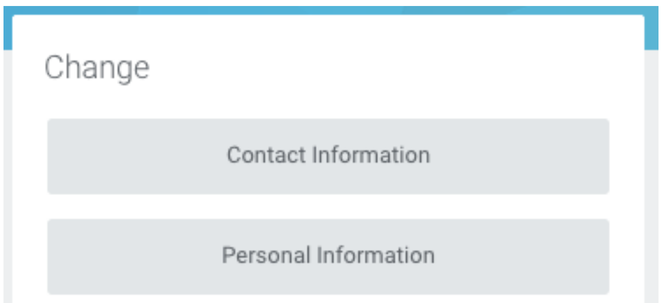
5. Make changes, noting that items with a red asterisk (*) indicate that the field is required.
6. Click the green **Submit** button in the lower right, then click the yellow **Done** button.

Update Personal Information

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



2. Click **Personal Information**.



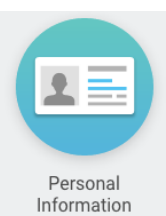
3. In any section, click the Pencil icon to edit.

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.

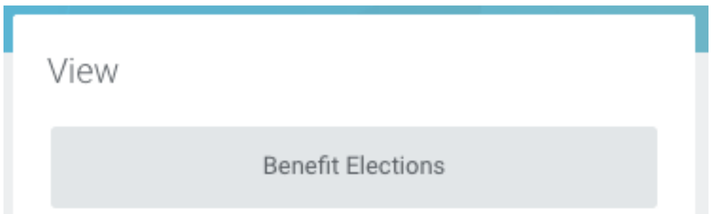
5. To add additional emergency contacts, click the **Add** button under that section and fill out the fields, noting those that are required.

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.**

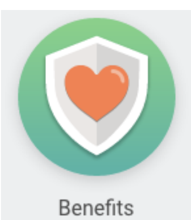


3. If you wish to print a copy of your election, click the **Print** icon in the upper right.

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.

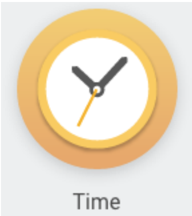


2. Under Change, click **Dependents.**

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.

Submit a Weekly Timesheet

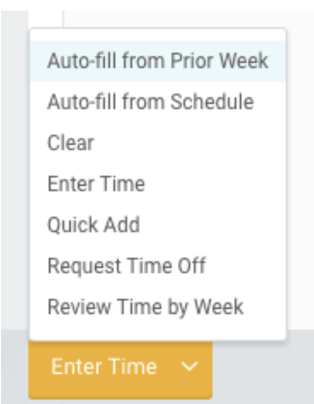
1. Click the **Time** worklet.



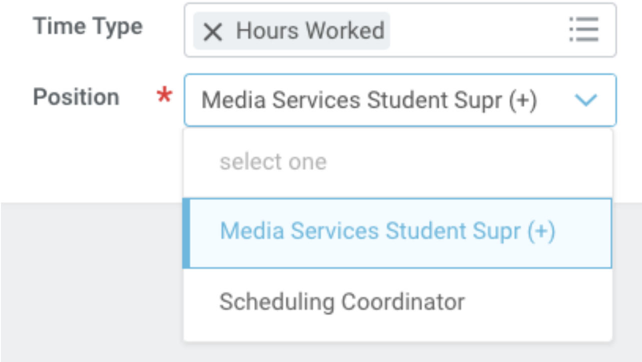
2. Under Enter Time, click **This Week** (notice that you can also choose **Last Week** or **Select Week**).

3. Click the **Enter Time** button and select **Quick Add**.

   Note: Two other useful options under **Enter Time** are **Clear** and **Auto-fill from Prior Week**.



4. If you have more than one position, choose one, then click the green **Next** button.



5. Enter hours worked for each day, then click the green **OK** button.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	7	7	7	7	7	0

6. Click the green **Submit** button.

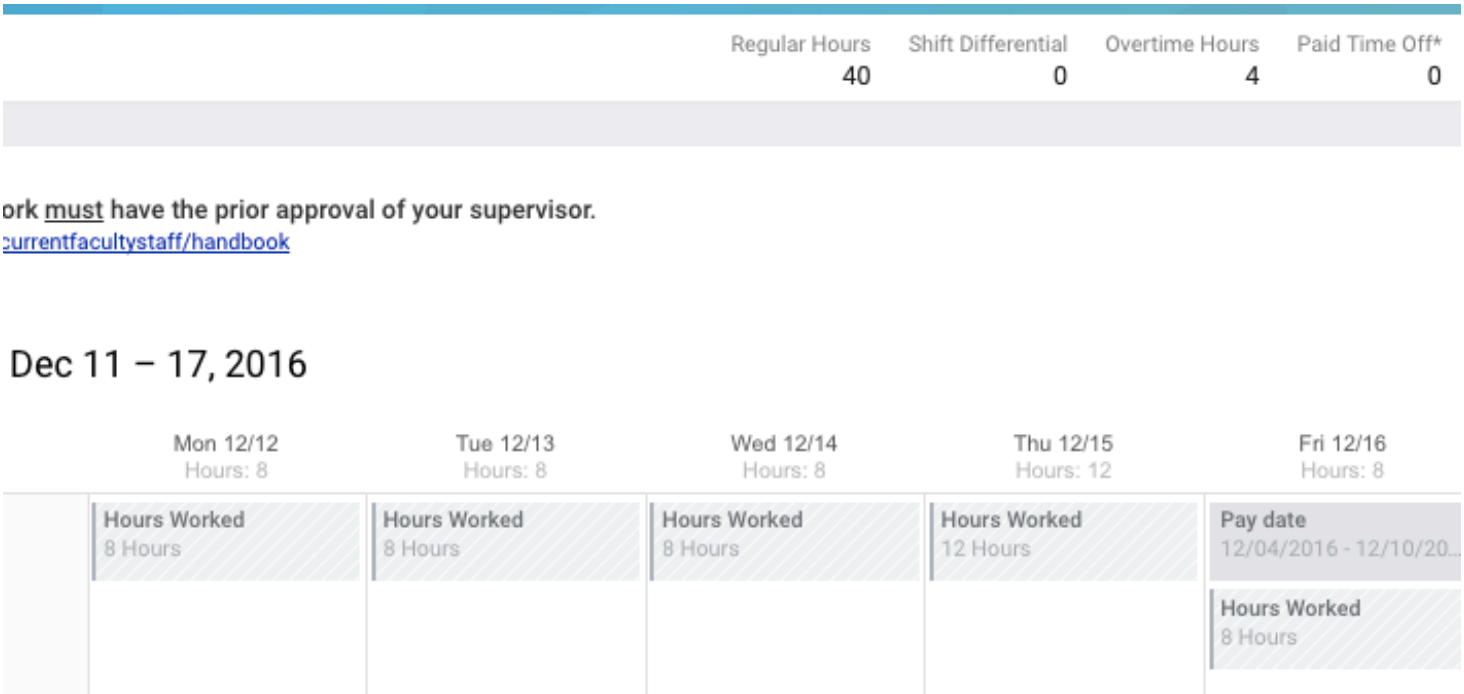
7. A certification screen will appear, click the green **Submit** button, then click the yellow **Done** button.

IMPORTANT: Overtime and Special Pay Categories, including Holiday

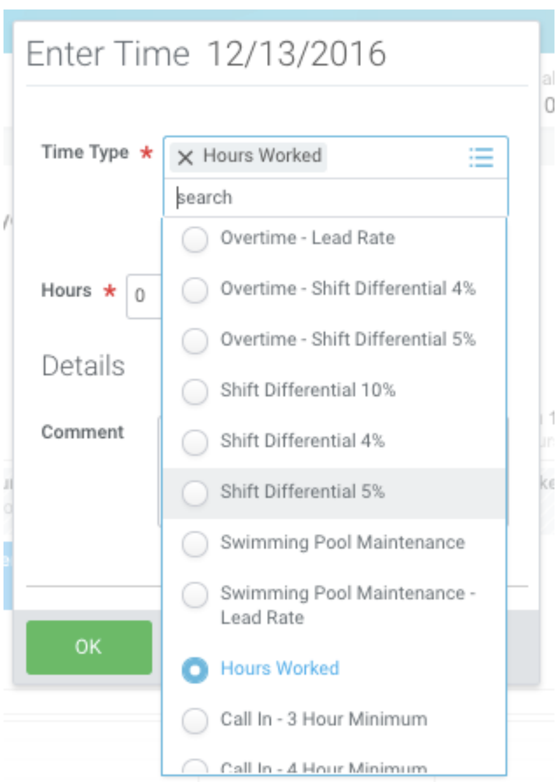
Any questions about this should be directed to your manager for clarification. All overtime must be approved in advance. For regular overtime, simply submit the additional hours as "hours worked". You will see in your weekly totals that hours beyond your normal workweek will be counted as overtime.

Please note that holiday hours must be entered, and overtime worked on holidays should be “holiday overtime”.

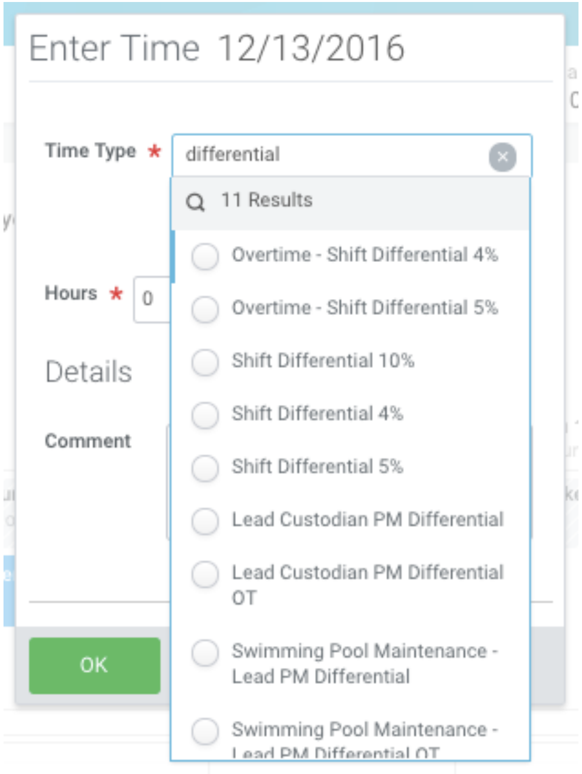
In the example below, working 12 hours on Thursday resulted in 4 Overtime Hours shown at the top.



For other types of hours, for example, shift differentials, change the Type when you enter hours. If you click into the Type field, you'll see a dropdown menu of choices.

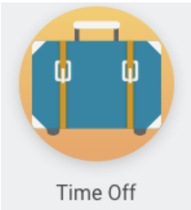


Notice that you can search for particular types of overtime, for example, ones that contain the word "differential":


Enter Time 12/13/2016
Time Type *
differential
11 Results
Overtime - Shift Differential 4%
Overtime - Shift Differential 5%
Shift Differential 10%
Shift Differential 4%
Shift Differential 5%
Lead Custodian PM Differential
Lead Custodian PM Differential OT
Swimming Pool Maintenance - Lead PM Differential
Swimming Pool Maintenance -
Hours *
0
Details
Comment
OK

View Time Off Balances

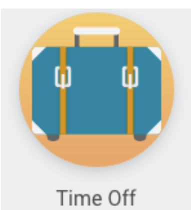
1. From the Home screen, click the **Time Off** worklet.



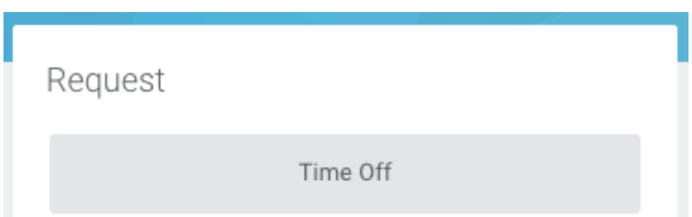
2. Click the **Time Off Balance** button under the View section. The Time Off Balance task displays with today's date in the As Of field by default.
3. Click **OK** to view your balance as of today's date. To view past or future balances, change this date. Workday will re-calculate based on how you accrue time off.

Submit Time Off Requests

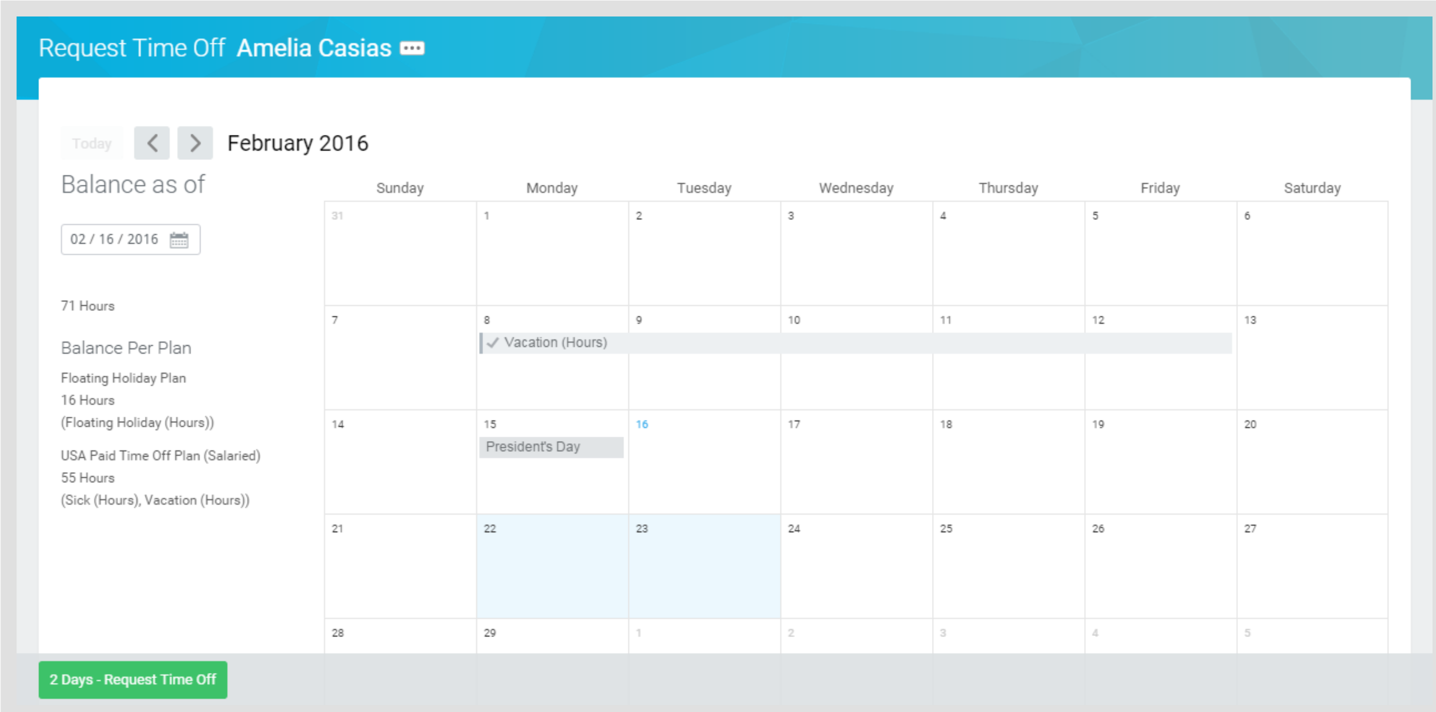
1. From the Home screen, click the **Time Off** worklet.



2. Click **Time Off** under Request.



3. Select the day(s) you wish to take time off. Click on a selected day to deselect it.

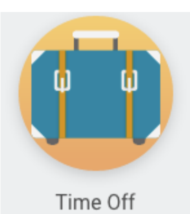


4. Click **Request Time Off**. The number of days you requested dynamically displays on the button to help confirm your request.
5. Enter the Type of time off requested.
6. Enter the number of hours requested per day in the Daily Quantity field. Your status of salaried or waged, as well as state and federal laws, may limit what you can add in this field.
7. Attach any appropriate supporting documents by dragging them to the **Drop files here** field or clicking **Select files**.
8. Click **Submit**.

Cancel a Submitted Time Off Request

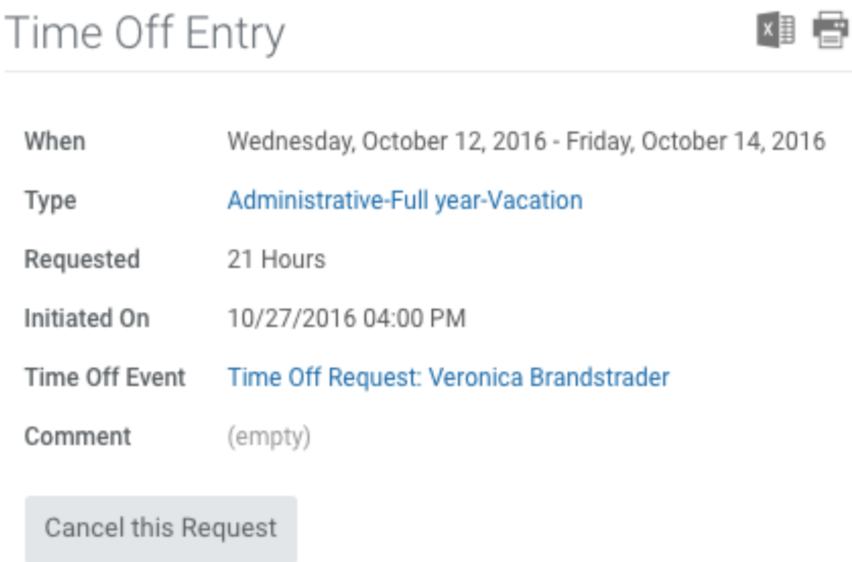
Submitted requests that have not been approved can be canceled. Once approved, you must correct the request before you cancel it.

1. From the Home screen, click the **Time Off** worklet.

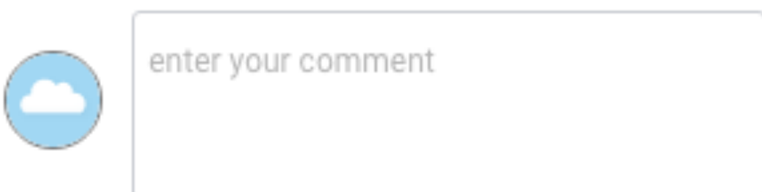


2. Click the time off request in your calendar.

3. Click the **Cancel this Request**.



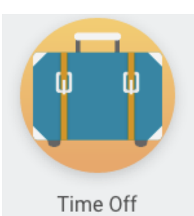
4. Enter a comment. This step is required for a cancelation.



5. Click **Submit**. No approval is required.
6. Click **Done**.

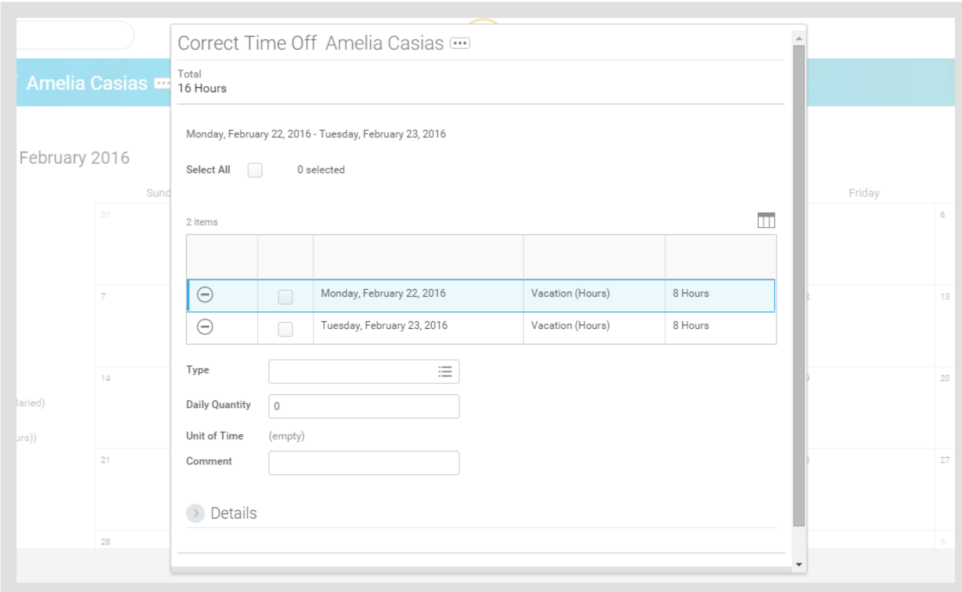
Change Approved Requests

1. From the Home screen, click the **Time Off** worklet.



2. Click **Time Off Correction** under Request. If you have no approved requests, you will receive an error message.
3. Click the approved time off request on the calendar.
4. Select the day(s) you want to correct.

5. Enter an adjustment to requested hours in the Daily Quantity field.
6. Click the **Remove Row** icon to remove days. The projected balance at the top automatically updates once you leave the field.



7. Click **Continue**.
8. Click **Submit**.
9. Enter any comments.
10. Click **Submit** then **Done**.

Logging Out

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