



Using Related Actions a.k.a. Shortcuts


This document contains instructions in the following areas for working with Related Actions:

- Overview and Details

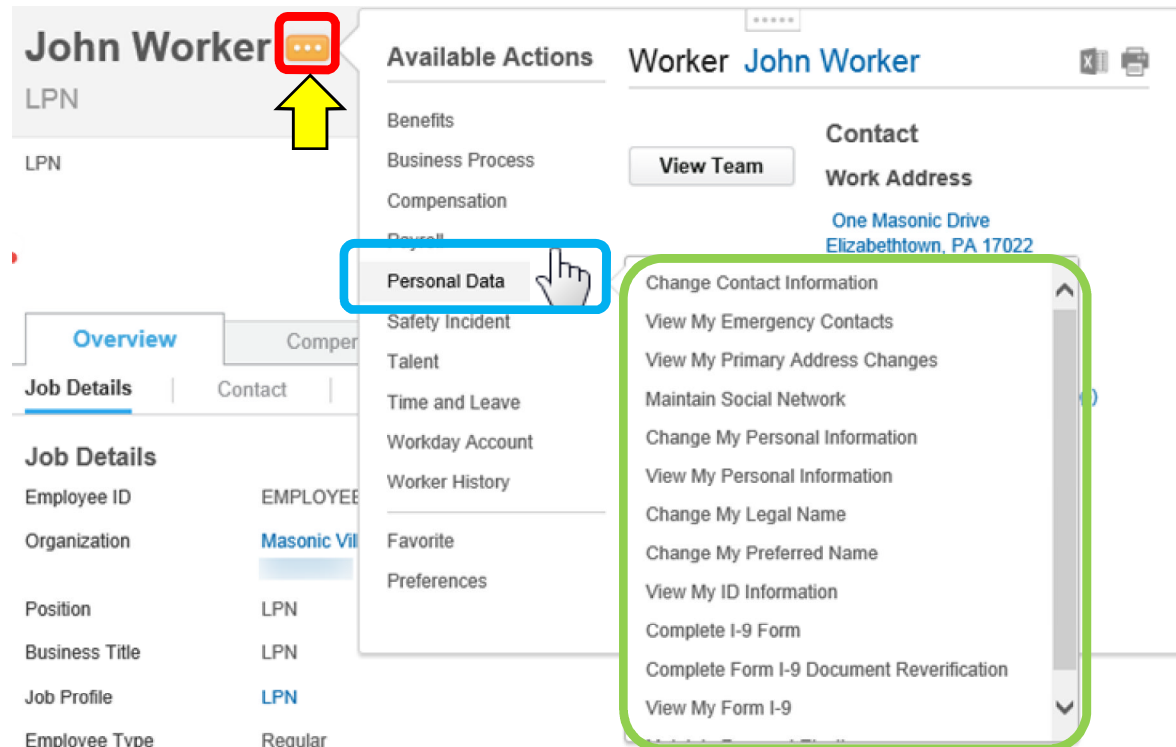


Overview and Details

Another navigation tool is the **Related Actions icon**; it basically acts like a shortcut. You will find Related Actions throughout the Workday system. This icon looks like an ellipsis, and you will see this next to clickable objects. Using Related Actions can get you to many of the same screens that you get to by using the Landing Page and your Workday profile screen.

If you need to perform a task, or view a information related to an object, use the Related Actions. This opens Available Actions and preview information about the object. To use the related actions don't click on the available action. Instead, **hover your mouse over the category title** () and this will open a **list of tasks** which you can click on.

Always remember the available actions and the tasks are dependent upon your security group and the object you are viewing.. By using the links, you can move from one object to another related object easily.



The screenshot displays the Workday interface for a user named John Worker (LPN). The 'Available Actions' menu is open, showing a list of tasks. A red box highlights the 'More' icon (three dots) next to the worker's name. A yellow arrow points to the 'More' icon. A blue box highlights the 'Personal Data' category title, and a hand cursor icon is shown hovering over it. A green box highlights the list of tasks that appears when hovering over 'Personal Data'.

Available Actions	Worker John Worker
Benefits	
Business Process	
Compensation	
Payroll	
Personal Data	
Safety Incident	
Talent	
Time and Leave	
Workday Account	
Worker History	
Favorite	
Preferences	

Change Contact Information
View My Emergency Contacts
View My Primary Address Changes
Maintain Social Network
Change My Personal Information
View My Personal Information
Change My Legal Name
Change My Preferred Name
View My ID Information
Complete I-9 Form
Complete Form I-9 Document Reverification
View My Form I-9

