

Enjoy Your Workday

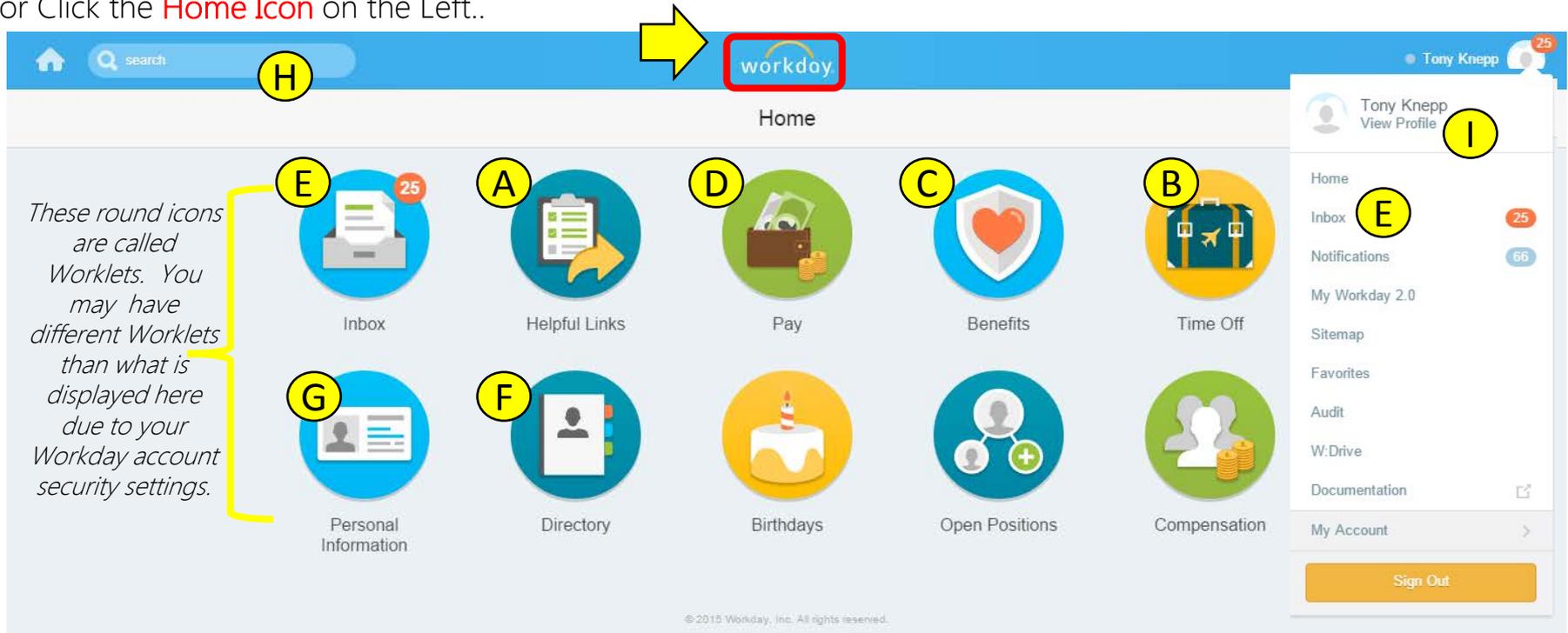


Your Workday Landing Page



After logging into Workday you will be at your landing page. The landing page is where you can access many different areas within Workday to view and/or change information. In conjunction with your Workday Profile screen (see below for where to click to get to your Workday profile screen) you will easily be able to access your employment and personal data.

If, at any time, you need to get back to your landing page simply click the **Workday logo** at the top of your screen or Click the **Home Icon** on the Left.



A: Helpful Links – Helpful links within Workday.

B: Time Off – View time off balances.

C: Benefits – View and change benefit elections.

D: Pay – View pay slips and other pay information.

E: Inbox – Notifications and messages within Workday.

F: Directory – Employee directory.

G: Personal Information – View and change your personal information.

H: Search Box – Use like Google® to search within Workday.

I: Your Profile – Your personal information consolidated into one page. Click here for more details.

