Workday Navigation 101

1 Common Workday Icons

These icons appear throughout Workday

- **Institution Logo** – Navigate back to your Workday home page at anytime by clicking your institution’s logo in the top left-hand corner of the window.
- **Inbox** – Navigate to your Inbox to see actionable items such as actions, approvals, and dos.
- **Notification** – Navigate to your notifications to see any process alerts, statuses, or details.
- **Profile** – View details of your Workday Profile across various categories of information. From the Workday Profile, you can use **Actions** to initiate desired tasks. Using the Profile icon, you can also navigate to **My Account** to change your preferences. If you upload your professional photo, this icon will be your image.
- **Related Actions** – Enables you to perform additional actions for an object.
- **Actions** – Usually found on an employee’s Workday Profile; enables you to perform additional actions for an object.
- **Gear** – Allows you to customize Workday elements, like adding or removing apps from your homepage.

2 Applications (Apps)

Applications (Apps) are tiles on your home page enabling quick navigation to Workday processes. **Required apps** are preloaded on your Workday home page, and you can add **optional apps** based on your preferences using the configuration gear icon. Below are some sample apps that may be available for you to add to your Workday home page.

3 Searching

Workday makes it easy to search for **people, tasks, reports**, and **business data** using the Search field. As you begin to type, a drop-down menu will auto-populate with some suggestions on what you may be trying to find.

4 Errors & Alerts

**Errors** – which appear in red – prevent you from completing a task until the error is fixed. Errors usually highlight the field that needs correction.

- **1 Error**

**Alerts** – which appear in orange – notify you of potential problems on a page - but do not prevent you from completing the task.

- **1 Alert**

5 Workday Profile

Your Workday Profile is a snapshot of your **work information** compiled into one location in Workday – like your job title, work email address, upcoming absences, payment elections, and more.

Your Workday Profile can be seen by your manager and your manager’s manager. All information included in your Workday Profile is work-related and your personal information is not displayed to others.