For Employees & Mgrs

How-to guides, videos, classroom training and other resources have been developed to help users manage their data in Workday. Below is a list of how-to videos and guides for employees and supervisors. You may also click on the FAQs links at the left for further information.

Workday Video On Demand Tutorials

Important Note: Please login to the website using your NetId and Password by clicking the Guest icon.

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**New - Tutorials for Employees**

- Workday Basic Navigation
- View Organization Charts
- Export Organization Charts
- Enter Time Worked in Workday (Hourly Employees)
- Request Time Off in Workday
- Manage Your Career at Cornell
- Find your Next Internal Career Move

**New - Tutorials for Managers**

- My Team Management
- Steps to Complete your Employee's Review
- Help your Team Members Find their Next Career Move
- Understanding Supervisory organizations

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How-to Guides for Students

Important Note: All address changes must be done via Student Essentials. You will not be able to update your addresses in Workday.

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**Complete Electronic Form I-9**

- *New - Complete Electronic Form I-9*

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**Time Entry for Student Employees**

- Time Clock Instructions
How-to Guides for Employees

General Navigation and Personal Information

- New to Workday: How to Get Started Quick Reference
- Workday Employee Self Service: How to Navigate and Make Changes
- How to Change Personal Information, which includes how to update or edit:
  - Home (Phone/Address) and Work Contact Information (Alternate Work Location, Phone)
  - Emergency Contacts
  - Legal Name
  - Preferred Name
- How to Update your Sexual Orientation and Gender Identity data
- Viewing Employee Information and Using Organization Charts

Time Off (Salaried Employees), Benefits, and Pay Related

- Time Off: How to Request Time Off (For Salaried Employees)
- Time Off: How to Correct or Delete Approved Time Off (For Salaried Employees)
- Time Off: Understanding Time Off Balances
- Benefits: How to Update Your Retirement Savings
- Pay: How to Update Your Direct Deposit Payment Elections
- Pay: How to Update Your Federal and State Withholding Allowances
- Pay: How to Opt In for an Electronic W-2
- Pay: How to Print Your W-2
- Pay: Student Employee Withholding Elections

Career and the Performance Dialogue Process

- Career: How to Apply for a Job (for Internal Candidates)
- Career: How to Add/Update Your Professional Profile
- Performance: Guiding Your Through the Performance Dialogue Process in Workday (Tutorial)
- Performance: Employee Quick Reference Guide - Performance Dialogue Process in Workday
- Performance: FAQs related to Performance Reviews in Workday
- Performance: How to Add and Update Goals in Workday (outside of the dialogue process)
- Performance: How to View/Print My Position Description

Time Worked and Time Off for Hourly Employees

- Enter Time Worked
- How to Record Time Worked on a Holiday
- Time Clock Instructions
- Request Time Off
- Understanding Time Off Balances
- Time Entry FAQs
- Rounding in WDTT
- New - Enter Time Worked (Video)
- New - Request Time Off (Video)
- Using the Time Clock (Video)

How-to Guides for Managers/Supervisors
General Navigation and Org Chart Reports

- Workday Manager Self Service: How to Navigate
- Viewing Employee Information and Using Organization Charts
- **New:** Organization Charts: How to Export to Visio

Recruiting and the Performance Dialogue Process

- Recruiting: How to View Your Job Posting and Candidate Pool - Hiring Manager View
- Performance: Guiding Your Through the Performance Dialogue Process in Workday *(Tutorial)*
- Performance: Manager Quick Reference Guide - Performance Dialogue Process in Workday
- Performance: FAQs related to Performance Reviews in Workday
- Performance: How to Add and Update Goals in Workday

Approving Time Worked and Time Off

- Approve Time Worked *(including students)*
- Approve Time Off Requests
- Delegating Approvals for Managers
- Enter Time Off for Employees on Leave
- Managing Inbox Notification Preferences
- **New:** Approve Time Worked *(Video)*
- **New:** Approve Time Off Requests *(Video)*
- Update: Review Time to Approve Time for all Employees *(Video)*
- Contingent Supervisor - Approve Student Time