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
• Student - Enter and Submit Time
• Student - Enter Time Worked (Video)
• Using the Time Clock (Video)

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How-to Guides for Employees

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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)

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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