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.

**How-to Guides for Students**

**Important Note:** All address changes must be done via the [Student Service Center Portal](#). You will not be able to update your addresses in Workday.

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**New - Time Entry for Student Employees (Live Now! As of January 4, 2018)**

- [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](#)
- [Workday Student Employment: How to Navigate](#)
- [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
- **New**: Performance: Guiding Your Through the Performance Dialogue Process in Workday (Tutorial)
- **New**: 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**
- **Enter Time Worked (Video)**
- **Request Time Off (Video)**
- **Using the Time Clock (Video)**

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How-to Guides for Managers/Supervisors

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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
- New - Performance: Guiding Your Through the Performance Dialogue Process in Workday (Tutorial)
- New - 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
- Managing Inbox Notification Preferences
- Approve Time Worked (Video)
- Contingent Supervisor - Approve Student Time

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