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 You Through the 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
- Enter Time Off for Employees on Leave
- Managing Inbox Notification Preferences
- Approve Time Worked (Video)
- Contingent Supervisor - Approve Student Time

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