Human Resources

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 and Benefits Guidelines links at the left for further information.

Attention Students:

All address changes must be done via the Student Service Center Portal. You will not be able to update your addresses in Workday.

How-to Guides for Employees:

[accordion]

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
- New: How to Update your Sexual Orientation and Gender Identity data

Time Off, Benefits, and Pay Related

- Time Off: How to Request Time Off
- Time Off: How to Correct or Delete Approved Time Off
• 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)
• 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 Tracking (Draft as of November 1st 2017)

• Employee Enters Time (Draft)
• Time Clock Instructions (Draft)

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How-to Guides for Managers/Supervisors:

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General Navigation and Org Chart Reports

• Newly Updated. Workday Manager Self Service: How to Navigate
• Reports: How to View and Print Organizational Chart
• New: Organization Charts: How to Export to Visio

Managing Time Off Requests

• Time Off: How to Approve Time Off
• Time Off: How to Manage Your Inbox
• Time Off: How to Delegate Workday Items
Recruiting and the Performance Dialogue Process

- **New**: 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

**Time Tracking (Draft as of November 1st 2017)**

- Manager Approves Time (Draft)