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 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)
- [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](#)

**New - Time Worked and Time Off for Hourly Employees (Live Now! As of January 4, 2018)**

- [Employee - Enter Time Worked](#)
- [Employee - How to Record Time Worked on a Holiday](#)
- [Time Clock Instructions](#)
- [Employee - Request Time Off](#)
- [Employee - Time Entry FAQs](#)
- [Employee - Rounding in WDTT](#)
- [Employee - Enter Time Worked (Video)](#)
- [Employee - 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

Managing Time Off Requests

- Time Off: How to Approve Time Off (For Salaried Employees))
- Time Off: How to Manage Your Inbox

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

New - Approve Time Worked and Time Off for Hourly Employees (Live Now! As of January 4, 2018)

- Manager - Approve Time Worked (including students)
- Manager - Approve Time Off Requests
- Manager - Delegating Approvals for Managers
- Manager - Managing Inbox Notification Preferences
- Manager - Approve Time Worked (Video)
- Contingent Supervisor - Approve Student Time

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