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.

[accordion]

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

- Time Clock Instructions
- Student - Enter Time Worked (Video)
- Using the Time Clock (Video)

[/accordion]

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

• How to Update your Sexual Orientation and Gender Identity data

**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](#)
• [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](#)

**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)](#)
How-to Guides for Managers/Supervisors

[accordion]

General Navigation and Org Chart Reports

* 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 (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
* 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

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

[/accordion]