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:

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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
- **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

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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

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