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.

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.

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

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
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 Tracking for Hourly Employees (Going Live January 4, 2018)**

- **Employee** - Enter Time Worked
- **Time Clock Instructions**
- **Employee** - Request Time Off (Draft)
- **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
- **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 (Exempt and nonexempt employees)
- **Time Off**: How to Manage Your Inbox
- **Time Off**: How to Delegate Workday Items
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 - Approving Time for Hourly Employees (Going Live January 4, 2018)

- Manager - Approve Time Worked
- Manager - Approve Time Off Requests
- Manager - Delegating Approvals for Managers
- Manager - Approve Time Worked (Video)

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