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 (Going Live January 4, 2018)**

- Time Clock Instructions
- 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

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 (Going Live January 4, 2018)

• Employee - Enter Time Worked
• Time Clock Instructions
• Employee - Request Time Off
• Employee - Time Entry FAQs
• Employee - Enter Time Worked (Video)
• Employee - Request Time Off (Video)
• Using the Time Clock (Video)

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 (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 (Going Live January 4, 2018)

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

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