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 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:

[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
- **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**
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

Time Tracking (Draft as of November 1st 2017)

- Employee Enters Time (Draft)
- Time Clock Instructions (Draft)

[accordion]

How-to Guides for Managers/Supervisors:

[accordion]

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

**Time Tracking (Draft as of November 1st 2017)**

- Manager Approves Time (Draft)

[/accordion]