



## 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.

### Workday Video On Demand Tutorials

**Important Note:** Please login to the website using your NetId and Password by clicking the **Guest** icon.

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### New - Tutorials for Employees

- [Workday Basic Navigation](#)
- [View Organization Charts](#)
- [Export Organization Charts](#)
- [Enter Time Worked in Workday](#) (Hourly Employees)
- [Request Time Off in Workday](#)
- [Manage Your Career at Cornell](#)
- [Find your Next Internal Career Move](#)

### New - Tutorials for Managers

- [My Team Management](#)
- [Steps to Complete your Employee's Review](#)
- [Help your Team Members Find their Next Career Move](#)
- [Understanding Supervisory organizations](#)

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### How-to Guides for Students

**Important Note:** All address changes must be done via [Student Essentials](#). You will not be able to update your addresses in Workday.

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### Complete Electronic Form I-9

- [New - Complete Electronic Form I-9](#)

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### Time Entry for Student Employees

- [Time Clock Instructions](#)

- [Student - Enter and Submit Time](#)
- [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](#)
- [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](#)
- [Viewing Employee Information and Using Organization Charts](#)

### 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\(For Salaried Employees\)](#)
- [Time Off: Understanding Time Off Balances](#)
- [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](#)

### Time Worked and Time Off for Hourly Employees

- [Enter Time Worked](#)
- [How to Record Time Worked on a Holiday](#)
- [Time Clock Instructions](#)
- [Request Time Off](#)
- [Understanding Time Off Balances](#)
- [Time Entry FAQs](#)
- [Rounding in WDTT](#)
- [New -Enter Time Worked \(Video\)](#)
- [New -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](#)
- [Viewing Employee Information and Using Organization Charts](#)
- **New:** [Organization Charts: How to Export to Visio](#)
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## 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](#)

## Approving Time Worked and Time Off

- [Approve Time Worked \(including students\)](#)
- [Approve Time Off Requests](#)
- [Delegating Approvals for Managers](#)
- [Enter Time Off for Employees on Leave](#)
- [Managing Inbox Notification Preferences](#)
- **New** -[Approve Time Worked \(Video\)](#)
- **New** -[Approve Time Off Requests \(Video\)](#)
- [Update : Review Time to Approve Time for all Employees \(Video\)](#)
- [Contingent Supervisor - Approve Student Time](#)

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