WORKDAY LANDING PAGES

Commonly used pages in Workday, called landing pages, are used to view data and perform tasks. Each page will have navigational tools (menus, icons, buttons, fields, etc.) which help you get around the system. The picture below, displays the **Home** page.

3	**Worklet:** Icons found on landing pages that provide quick access to tasks and information used on a regular basis (e.g., personal information, your account, inbox, etc.). Some worklets are configurable.
4	**Profile Menu (Link):** Opens up Workday Menu options (based on your security access). Provides access to your landing pages, inbox and notifications, account settings, favorites, dashboards/reports, and access to sign out of Workday.
5	**View Profile:** View and edit your personal information including job details, contact information, compensation, benefits, etc.
6	**Landing Pages (Links):** Display a collection of different worklets to allow you to quickly view data and perform tasks. Common landing pages are the **Home**, **All About Me** (for employees), and **My Team** (for managers only).
7	**Inbox:** Central location for finding tasks that require your attention. **Notifications:** Informs you of relevant events that have been completed.
8	**My Account:** Change/manage your password and password questions and manage your preferences.
9	**Sign Out (button):** Click to sign out of Workday.

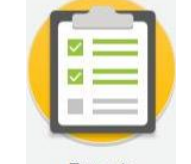|	
1	**Home and Workday Icons:** Return to your **Home** page.
2	**Search:** Search for people, tasks, and reports in the search field. Predictive suggestions return common matching results to which you have access.

COMMON WORKLETS

Managers have access to worklets that can provide easy access to tasks and information about the team or workers that they supervise. Some worklets are permanent and cannot be deleted from a landing page. Others can be added and configured as desired.

NOTE: Worklets display based on your system access. Some common manager worklets are listed below.

| Worklet	Actions and Activites
My Team	**View** individuals that you supervise as well as perform tasks and view reports.
Team Performance	**View** and **print** employee reviews.
Process Status	**View** business process events that have been initiated by you, such as terminations.

Worklet	Actions and Activites
Compensation	**View** total base pay for your workers.
Onboarding Status Summary	**View** how many workers are in the process of onboarding on your team.
Headcount	**View** how many filled and unfilled positions are in each supervisory organization that you manage in a report format.
Birthdays	**View** upcoming birthdays on your team.
Reports	**View** a list of reports about the team(s) that you supervise. This worklet also shows reports that you have run.

CONFIGURING WORKLETS

To add, delete, or change the order of a worklet…
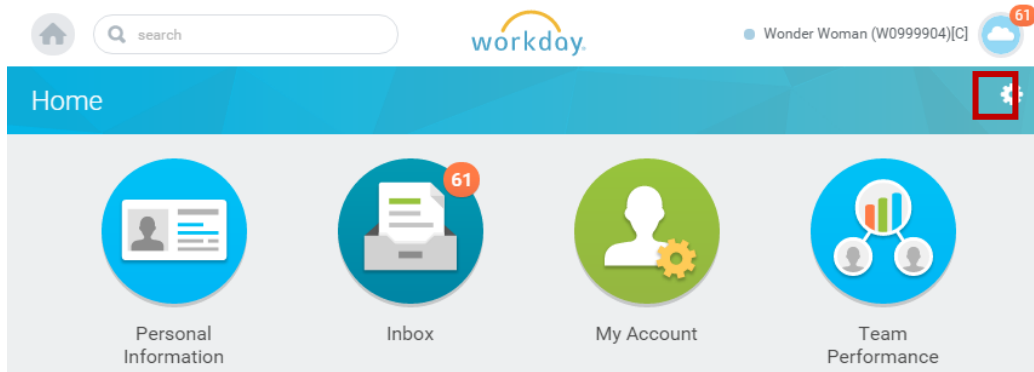
1. In the top right corner of the landing page, click on the **Configure this Page** icon.
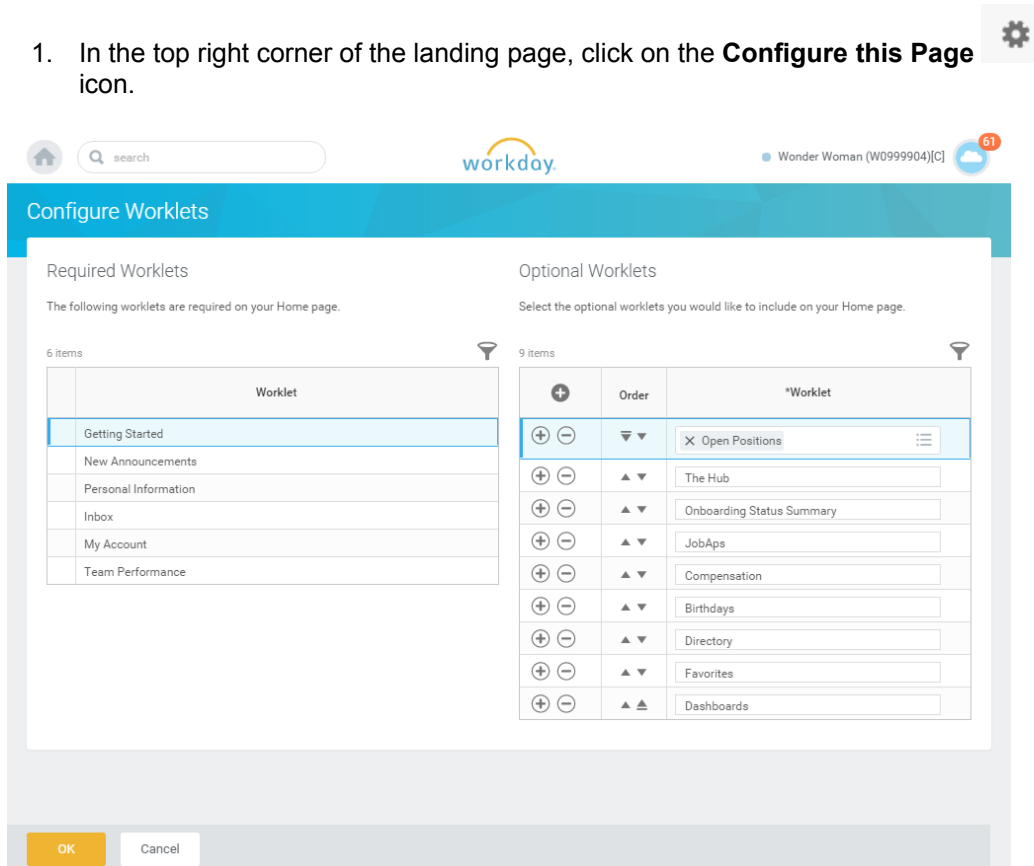
2. Add, remove, or reorder worklets. Do one or more of the following to configure the worklets on the landing page.

To….	Do This….
To add a worklet…	• Click the **Plus** ⊕ icon. • Click the **Prompt** icon and select from the list of existing worklets.
To remove a worklet…	• Click the **Minus** icon to remove a worklet from the dashboard.
To reorder worklets…	• Click the **Up Arrow** or **Down Arrow** in appropriate row.

3. When you done, click **OK.**

4. Then, click **Done**.