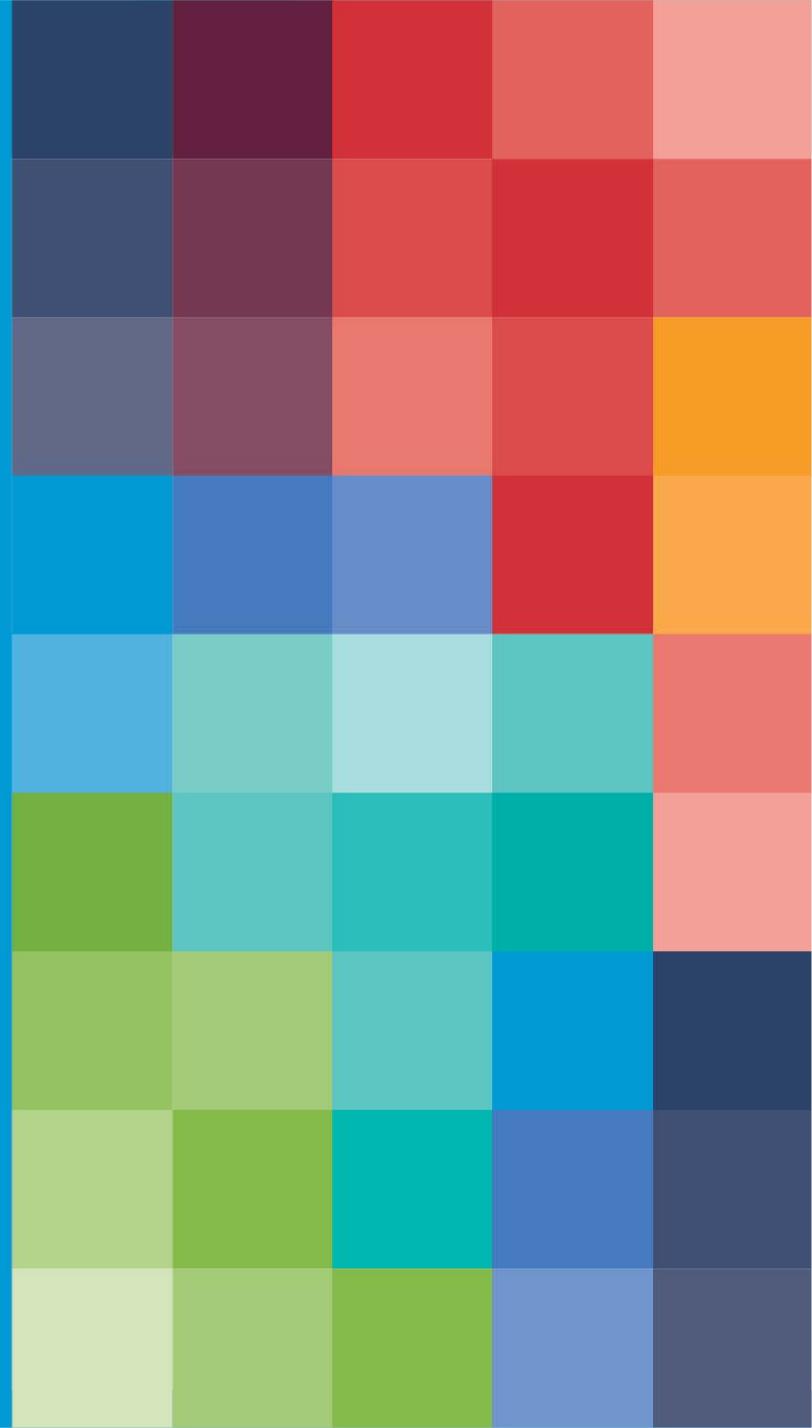
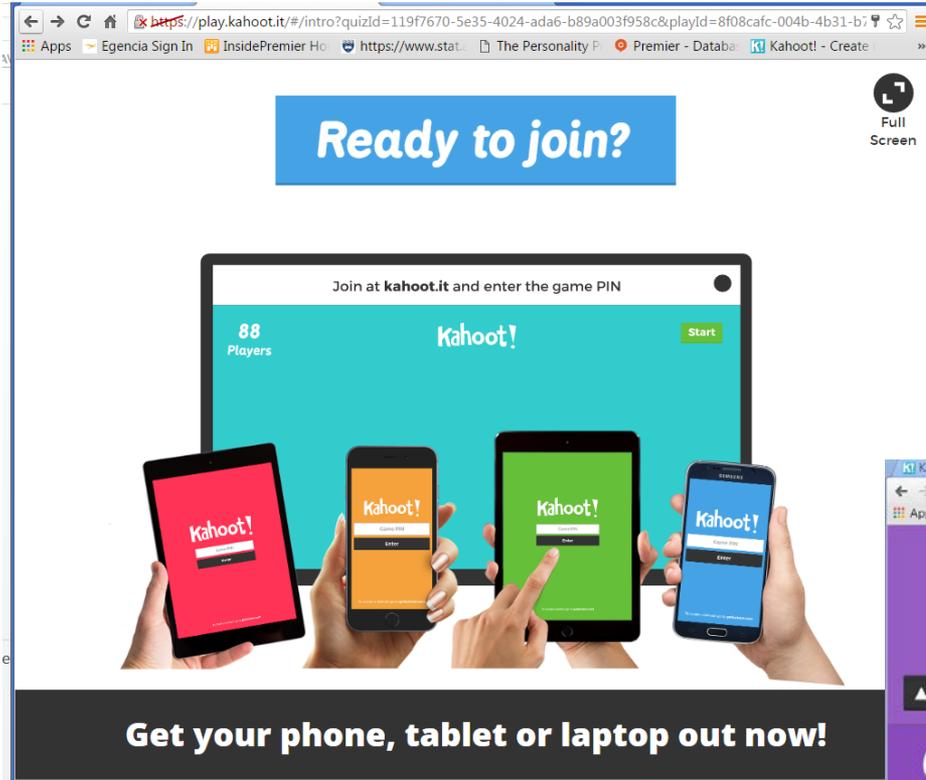




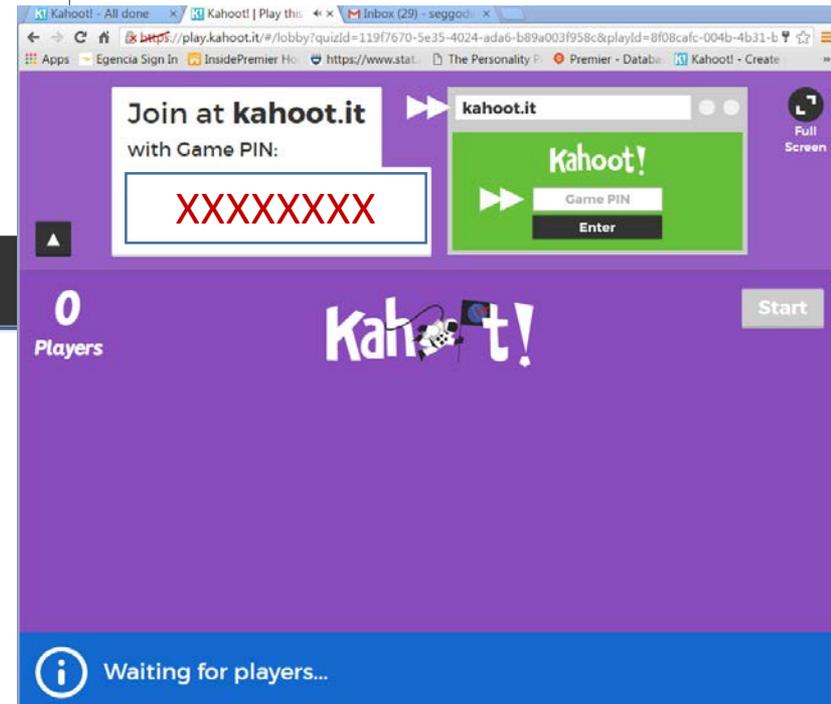
Workday Tips and Tricks

Campus Day – June 2016





1. Take out your phone or tablet
2. In a browser, type in "kahoot.it"
3. Enter the game pin
4. Enter a name
5. Answer the questions on your device!



▶ Today's Agenda

- Workday journey
- Upcoming performance management tasks
- Navigating the landing page
- Vacation balances
- Help Worklet
- Delegation
- Related actions button
- Q&A



Workday Journey



November 16,
2015

Benefits Open
Enrollment

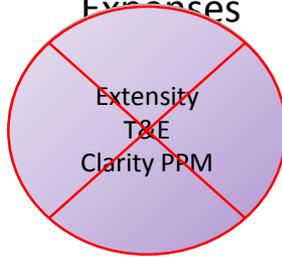


January 4, 2016

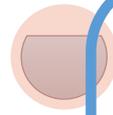
Recruiting
Onboarding
Absence
Management
Time Tracking
Payroll
Projects
Employee
Expenses



Lawson Open
Enrollment



Extensity
T&E
Clarity PPM



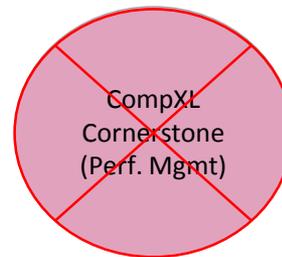
June 6,
2016

Talent
Management

- Yr. end review
- Quarterly check-ins
- Goal setting
- Assess potential

Advanced
Compensation

- Comp planning
- Incentive bonus

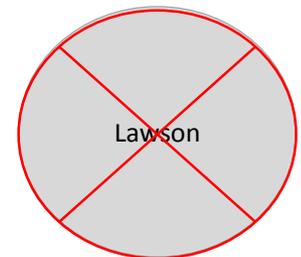


CompXL
Cornerstone
(Perf. Mgmt)



July 5,
2016

Core Financials



Lawson

Performance Management Cycle



Tasks in Workday:

- **6/6** launch self evaluation
- **6/17** launch assess team potential (managers)
- **7/5** launch comp planning (managers)
- **8/1** launch goal setting

✓ Keep an eye out for the timeline of the year end performance management process!

Navigating the Workday Landing Page



1. Home 3. 1. 4. 

Each pay period during payroll processing, time sheet entry is disabled or "locked out". Please click on the "2016 Lockout Schedule" link below to see the lock out dates for each pay period for this year.

[2016 Lockout Schedule](#)



Expenses



Career



Performance



Personal Information



Pay



Time Off



Benefits



Help



Inbox



Favorites

1. Navigate back to home page
2. Banner Announcements
3. Search bar
4. Inbox / notifications
5. Worklets



1.

Inbox

Actions 1

Archive 1

Viewing: All

Sort By: Newest

Self Evaluation: 2016 Year End Performance Review:
Emily Welch (16322)

17 hour(s) ago - Due 06/17/2016; Effective 06/30/2016

3.

- Delegate Task
- Reassign
- View Details



Complete Self Evaluation Self Evaluation: 2016 Year End Performance Review: Emily Welch (16322)

Review Period
07/01/2015 - 06/30/2016

17 hour(s) ago - Due 06/17/2016; Effective 06/30/2016

2.

Summarize your performance and accomplishments for the fiscal year 2016 (7/1/2015 through 6/30/2016). You can attach supporting documents such as your FY16 My Plan or any other performance documentation.

For fiscal year 2016, all employees should have utilized the FY16 My Plan Template for performance, innovation and development goals.

Evaluate your FY16 performance using the following definitions:

- High Performer – Consistently performing above set expectations
- On Target – Consistently performing to set expectations
- Needs Improvement – Needs improvement to perform at consistent and acceptable expectations

Provide comments to support your selection (optional).

Self evaluations - Submit upon completion.

Manager evaluations - Should be saved for later and only submitted after the performance discussion with the employee.

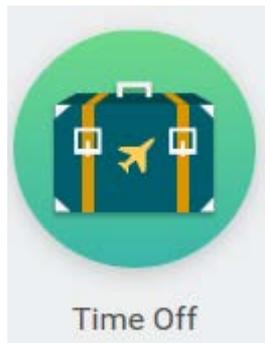
[\(Employee Instructions\)](#)

[\(Manager Instructions\)](#)

[\(Process Flow Chart\)](#)

1. List of inbox items
2. Help text
3. Settings

View Vacation Balances



workday

Emily Welch (16322)

← Time Off

Request

- Time Off
- Time Off Correction
- Leave of Absence

View

- My Time Off
- Time Off Balance
- Time Off Results by Period

Available Balance

- 16 Hours - Premier - Floating Holidays (USA)
- 137.43 Hours - Premier - Sick (USA)
- 116 Hours - Premier - Vacation (USA)

View Vacation Balances

Request Time Off Emily Welch (16322) 

Today < > June 2016

Balance as of

06 / 10 / 2016 

269.43 Hours

Balance Per Plan

Premier - Floating Holidays (USA)
16 Hours

Premier - Sick (USA)
137.43 Hours

Premier - Vacation (USA)
116 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Memorial Day	31	1	2	3	4
5	6	7	8	9	10	11
12	13 ✓ Vacation - Premier	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

1 Day - Request Time Off

- Choose an 'as of' date
- Workday factors in your accrual rate and future time off requests on your calendar

View Vacation Balances

Request Time Off Emily Welch (16322) 

Today   June 2016

Balance as of

06 / 17 / 2016 

237.76 Hours

Balance Per Plan

Premier - Floating Holidays (USA)

16 Hours

Premier - Sick (USA)

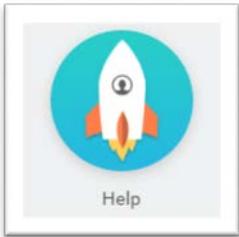
140.76 Hours

Premier - Vacation (USA)

81 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Memorial Day	31	1	2	3	4
5	6	7	8	9	10	11
12	13 ✓ Vacation - Premier	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

1 Day - Request Time Off



Quicklink Item

Ask a question or view training materials - Workday Community on PremierConnect

Report that something is broken

Request Workday security / access

Request a Workday report

Ask a Workday HR question

Ask a Workday Finance question



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System Status: Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update; starting on Friday, June 10, 2016 at 11:00 p.m. PDT (GMT -7) until Saturday, June 11, 2016 at 3:00 a.m. PDT (GMT -7).

- ▶ **Workday Community** on PremierConnect will be the single place for Workday training
- ▶ The help Worklet will have links to **ServiceNow** for...
 - Workday security/access requests
 - Workday report requests
 - Workday incidents (bug/something's broken)
 - Workday inquiries (questions)

Workday Community on PremierConnect

PREMIER CONNECT COMMUNITIES | WORKDAY COMMUNITY **CREATE**

Workday Community Home
Created by Sam Henry, last modified by Emily Welch on Apr 06, 2016

Welcome to the Workday Community Q&A Forum! Workday Community is a place to ask get documentation within the pages.

For individual, specific questions on how Workday functions/how to use it as well as report Thanks and welcome!

Recent Questions

- Notification when near PTO cap**
0 votes • 3 answers • Lisa Louque • about 2 hours ago • Space: Workday Community
[help](#)
- Timesheet Lockout For Payroll Processing Starts 6/08 at 11:59 p.m.**
0 votes • Emily Welch • yesterday at 2:15 PM • Space: Workday Community
[timesheet](#)

- Ask general questions
- Find instructions
- “Watch” to get email alerts for new posts



Manager Tips



Delegation



my delegations



On behalf of: Tim Murphy (12...



Search Results

Categories

Common

Assets

Expenses

Organizations

People

Processes

Procurement

Projects

Security

Staffing

All of Workday

Search Results 1 items

Tasks and Reports

[My Delegations](#)

View Current Delegations with a button to request delegation changes, Current Task Delegations, Delegation History, Delegated Tasks, and Business Processes allowed for Delegation. Enables you to monitor and manage your d...

Tip: try selecting another category from the left to see other results

- Type “My delegations” in the search bar

My Delegations



For Tim Murphy (12707)

Current Delegations

Current Task Delegations

Delegation History

Delegated Tasks

Business Processes allowed for Delegation

0 items



Begin Date	End Date	Delegate	Retain Access to Delegated Tasks in Inbox
No Data			

Manage Delegations

- Click “Manage Delegations”

Delegation

Manage Delegations Tim Murphy (12707) 

Business Processes allowed for Delegation

New Delegation 1 items  

+	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
-	06 / 07 / 2016 	06 / 09 / 2016 	Delegate * <input data-bbox="701 489 871 508" type="text" value="Emily Welch (16322)"/>  Use Default Alternate <input checked="" data-bbox="823 536 848 555" type="checkbox"/> Alternate Delegate * Tina Castro (11122)	<input data-bbox="1006 489 1286 508" type="text"/> 	<input checked="" data-bbox="1619 494 1644 512" type="radio"/> For all Business Processes <input data-bbox="1619 532 1644 551" type="radio"/> For Business Process <input data-bbox="1647 558 1908 586" type="text"/>  <input data-bbox="1619 604 1644 622" type="radio"/> None of the above Retain Access to Delegated Tasks in Inbox <input checked="" data-bbox="1760 651 1785 669" type="checkbox"/> Delegation Rule <input data-bbox="1619 686 1908 715" type="text"/> 



enter your comment

Attachments



my delegations

You have submitted Delegation for Tim Murphy (12707) on 06/07/2016

Up Next

HR Administrator

Review Delegation Request

Due Date 06/08/2016

> Details and Process

- All delegations must be approved by your manager

Done

Delegation



search



Emily Welch (16322)



Home

Each pay period during payroll processing, time sheet entry is disabled or "locked out". Please click on the "2016 Lockout dates for each pay period for this year.

2016 Lockout Schedule



Expenses



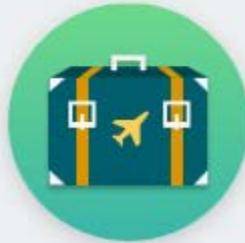
Career



Performance



Pay



Time Off



Benefits



Help



Emily Welch (16322)
View Profile

Home

Inbox

Notifications

2

Favorites

W:Drive

My Account



Switch Account



Sign Out



search



Tim Murphy (12707)



Delegation Dashboard

Delegated Actions

No data found



Tim Murphy (12707)
[View Profile](#)

[Inbox](#)

[Delegation Dashboard](#)

[Switch Account](#) >

[Sign Out](#)



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System Status: Your Sandbox will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, June 10, 2016 at 6:00 p.m. PDT (GMT -7) until Saturday, June 11, 2016 at 6:00 a.m. PDT (GMT -7). Sandbox Refresh

Exemptions must be requested by 10:00 a.m. PDT (GMT -7) on the day of the scheduled Weekly Service Update. Sandbox tenants which were exempt from refresh will be available by the end of the Service Update on Saturday. Sandbox tenants are refreshed from a copy of Production taken at 6:00 p.m. PDT (GMT -7) on Friday.



Questions?

