
















APPLICATIONS GLOSSARY

APPLICATIONS NAME	ICON	DESCRIPTION
APPLICATIONS	 Pay  Personal Information  Benefits  Time	<p>Access tasks and information you use on a regular basis via a tile on the My Workday page. Applications link to configured reports and related tasks and links within Workday. Ex. Benefits, Pay, Time, and Expenses applications.</p>
BENEFITS		<p>An application linking you to common actions and views related to benefits including; change benefits, beneficiaries, and dependents, view your benefit elections and current benefits cost.</p>
EXPENSES		<p>An application linking you to common actions and views related to expenses including, creating and editing expense reports, viewing expense policies, reports, transactions, payment elections, and recent expenses.</p>
FAVORITES		<p>An application linking you to common actions and views that have been created as Favorites in the system.</p>
INBOX		<p>An application linking you to your Workday Inbox.</p>
PAY		<p>An application linking you to common actions and views related to your pay, including access to withholding elections and payment elections, and viewing payslips, total compensation, bonus and one-time payment history, tax documents, and allowance plans.</p>

APPLICATIONS NAME	ICON	DESCRIPTION
PERSONAL INFORMATION		An application linking you to common actions and views related to your personal information, including changing your contact and personal information (such as addresses, email, and phone numbers), emergency contacts, photo, legal name, preferred name, and government IDs.
QIK REPORTS		An application linking you to common reports you can run in the Workday system such as budget reports.
TEAM TIME		An application linking you to common actions and views related to approving and reviewing time for employees; including Review Time, Enter time for Worker, Time/Off Leaves Calendar, and My Team's Schedule.
TIME		An application linking you to common enter time actions and views related to time entry; including enter time this week, enter time last week, enter time select week, request time off, correct time off, my schedule, my time off, time off balance.
TIME OFF		An application linking you to common actions and views related to time off; including time off correction, leave of absence, view your time off, and time off balance.
WORKDAY TRAINING		An application linking you to training resource materials, videos, and formal training schedules on the employee Intranet.