





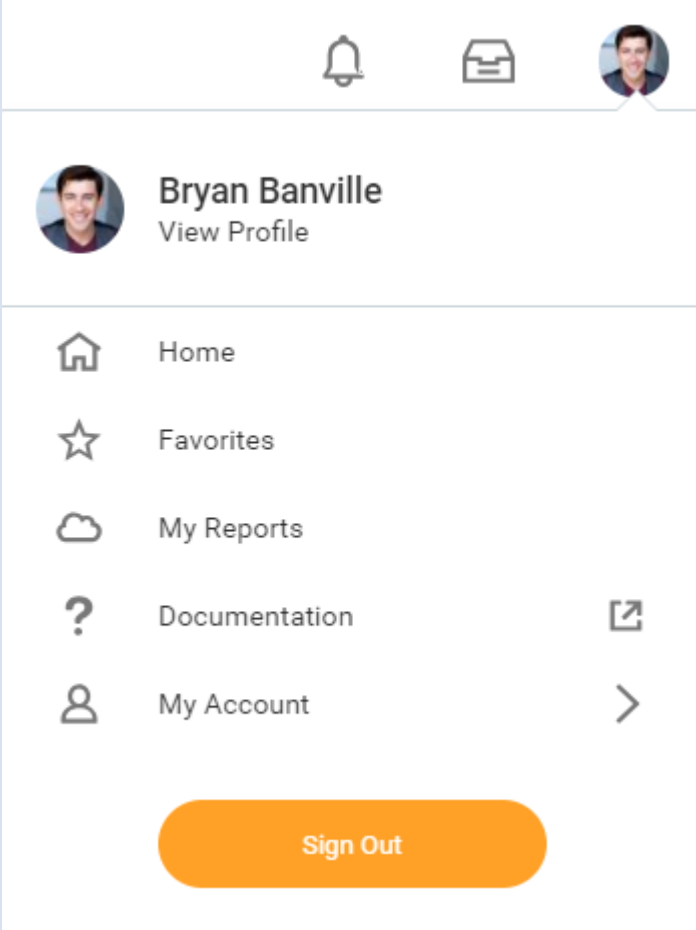







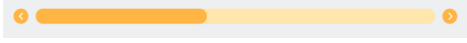

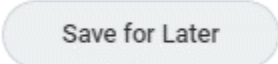
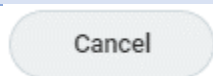



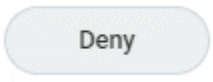
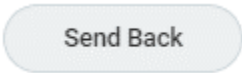


ICONS GLOSSARY

ICON	DESCRIPTION
	Brings you back to your Home Page
	Displays the Related Actions menu for an object (available only if the user has permission to perform additional actions on that object). This list of actions are what is possible to perform on that object.
	Required Field indicator: must fill in the field before submittal.
	Prompt: Click on this prompt icon to see a list of available values sorted in folders (if applicable).
	
	Delete Row: Click this icon to remove the current row from the grid.
	Add Row: Click this icon to add a row to the current grid.
	Click to enter information into a field.
	Click to view this page as a PDF file that you can print.
	This is like the Related Actions icon. Click on the Actions icon to take an action on that object.

ICON	DESCRIPTION
	<p>The main menu displays your profile photo (or a cloud if there is no picture) and opens to reveal various menu options:</p> <ul style="list-style-type: none"> • View Profile - displays your worker profile. • Home - displays the Home landing page. • Favorites - a configurable list of favorite tasks, reports, business objects, and custom and shared custom reports available to you, sorted by category (secured to the Favorites domain in the System functional area). Use the Manage Favorites task to configure this list. • My Reports - a virtual drive where you can store generated reports (secured to the W: Drive domain in the System functional area). This is not a mapped drive on your computer. • Documentation - links to the Workday Documentation on Workday Community secured to the Workday Documentation Link domain in the System functional area. Not recommended for self-service users. • My Account - provides access to these account management tasks: <ul style="list-style-type: none"> - Change Password - Change Preferences - Manage Password Challenge Questions (if enabled) - Switch Accounts (if you are a delegate) • Sign Out
	<p>Notifications - displays a count for your new notifications and takes you to your Notifications page.</p>
	<p>Inbox - displays a count for your action items and takes you to your Inbox.</p>
	<p>Appears in the upper right side of applications and landing pages and acts as a menu or settings option.</p>
	<p>Click to view this page as an Excel file.</p>
	<p>Used to narrow down data. Clicking this icon will create a row on your report where you filter data to display from one or more columns.</p>

ICON	DESCRIPTION
	Used to indicate that the report can be viewed as a chart.
	Toggles full screen viewing mode.
 Search	The search field on the home page that enables you to find tasks, reports and people within your organization.
<div> <div>Actions</div> <div> Withholding Elections Payment Elections </div> </div> <div> <div>View</div> <div> Payslips My Tax Documents Total Rewards Historical Activity Pay </div> </div>	Actions and View commonly group tasks and reports respectively. Accessed through applications.
	The Attachment icon lets you attach pdfs, word, and excel documents to a task.
	The Progress Bar tracks your progress working through a task. It will allow you to move forward or return to a previous page within the task.
	The Sign Out Button allows you to sign out of Workday.
 View All	Error: Hard warning message that alerts you there is a critical error. An error must be corrected to move forward in a process or to enable your configuration.
 View All	Alert: Soft warning message that alerts you about system limitations based on configuration. You may continue your process or configuration.
	Save for Later Button: Saves the item in your inbox until action is taken.
	Approve Button: When you click Approve, you are telling the system and the initiator that you reviewed and agree with all of the information within that inbox task or item.
	Cancel Button: Click cancel to disregard all changes.
	Done Button: Done closes a confirmation screen.
	Submit Button: Submit accepts your changes and moves you to the next step in the business process.

ICON		DESCRIPTION
		Next Button: Advances you to the next page or step of the task.
		OK Button: When you click OK, the system accepts your changes.
		DENY Button: When you click deny, you are denying an action and must provide a reason.
		SEND BACK Button: When you click send back, you are sending an action back to the initiator and must provide a reasons for sending it back, and what needs to be corrected.