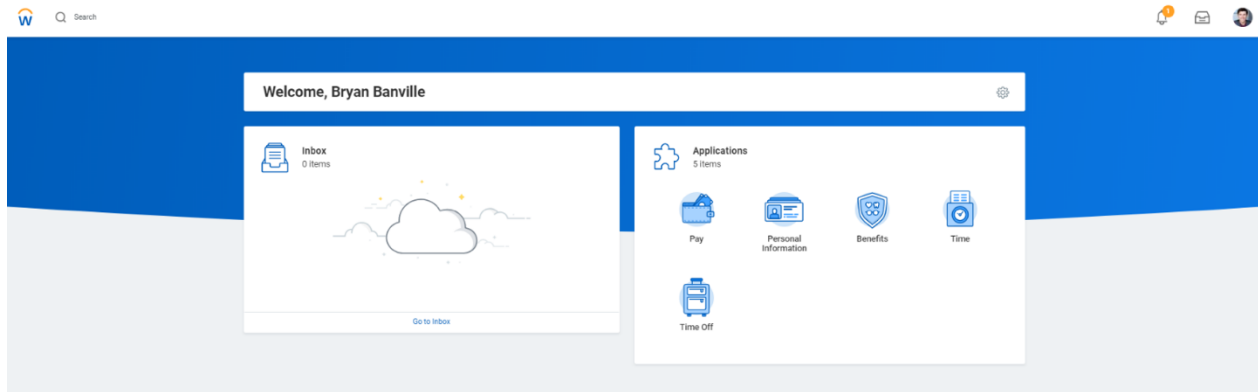


HOME



When you log in to Workday, the Home page displays. From the Home page, you can access all personal information, such as emergency contacts, paid time off balances, payment elections, federal tax information, name and address, and much more. The banner contains Workday global navigation functions, such as Search, Home, Inbox, Notifications and your main menu, which provides access to your Worker Profile.

NAVIGATE BACK TO HOME SCREEN

From **anywhere in Workday**:

1. Click on the **Home** icon at the top left of the page.



2. You will immediately leave whatever page or process you are viewing and be returned to the Home screen.

