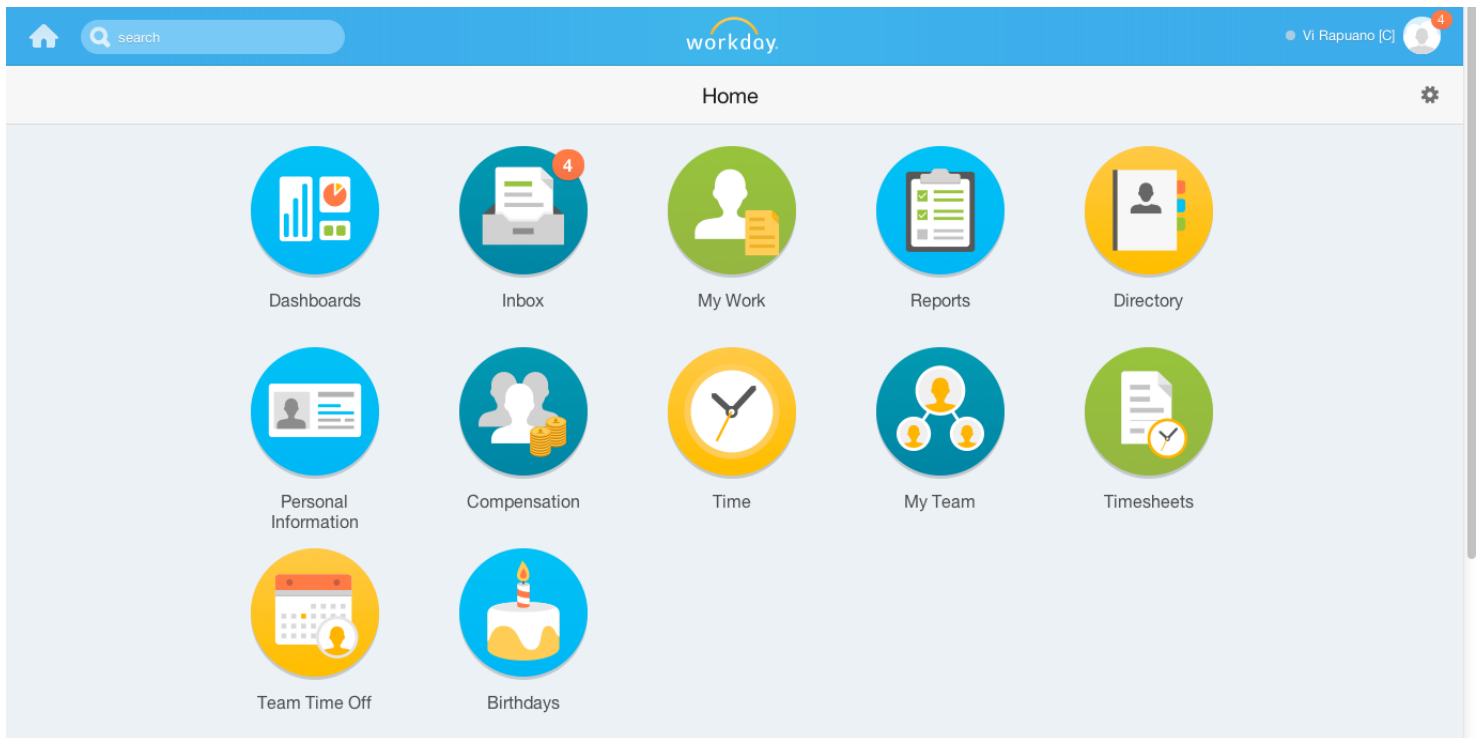


# WORKDAY NEWS

July 2015



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT



## Workday's Home Page

When you log into Workday, you will see the Home Page (as pictured above). From here you can navigate throughout Workday.

A Search window in the upper left corner allows you to search on key words to access Workday web pages. From "My Account" icon in the top upper right corner, you can access your Employee Profile, Workday Inbox and Notifications list, as well as manage your Workday account.

Across the page, Worklets (the large round icons) are displayed to help you navigate to various areas in Workday. The Worklets that are displayed will depend on your assigned roles in Workday and what you choose to display. The first time you log into Workday, a few Worklets automatically display, but you can manage how and what shows from the Gear icon in the upper right corner.

When you click on a Worklet, you are presented with a list of options to view and/or act on. These options are specific to the selected Worklet and allow you to quickly access the web pages associated with that area in Workday. The Workday logo in the upper middle section will always return you to the Home Page.

## Why I'm Looking Forward to Workday

*"Workday is a very sophisticated solution and is much easier to use than IFAS. It's superior to all ERP systems I've ever used. More than its functionality, I love Workday's modern, easy to use, intuitive design. It's very user-friendly to navigate!"*

- Carmen Coniglio, interim senior director of fiscal services