For Students

Note: Personal Information should still be update in Banner.
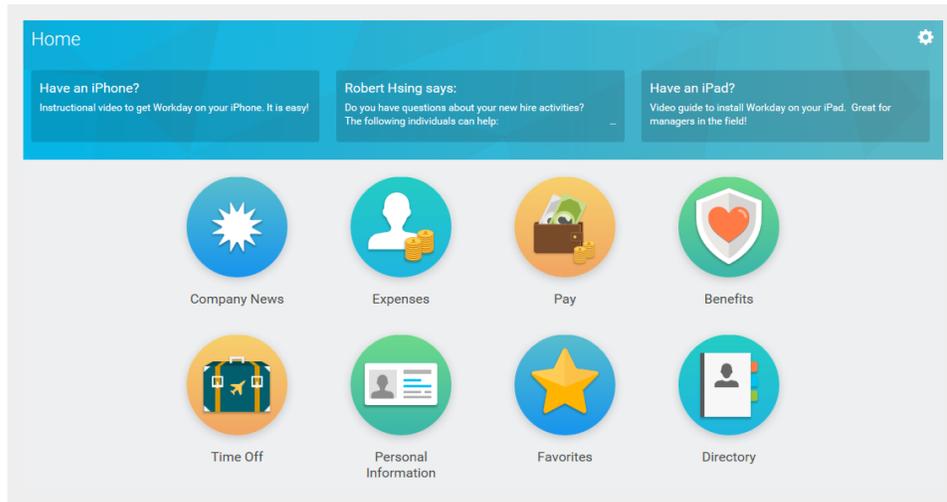
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Navigate the Home Page

The Workday Home page displays worklets that provide access to tasks and reports. Because the Home page is highly configurable, your organization may display different worklets.


View Your Inbox

Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of Workday business processes.

1. Click your **Profile** icon in the upper-right corner.

2. Click **Inbox** to expand your viewable options.

3. Click the **Actions** tab to view your business process tasks, approvals, and to dos.

4. Click the **Archive** tab to access the status of any business process in which you have been involved.
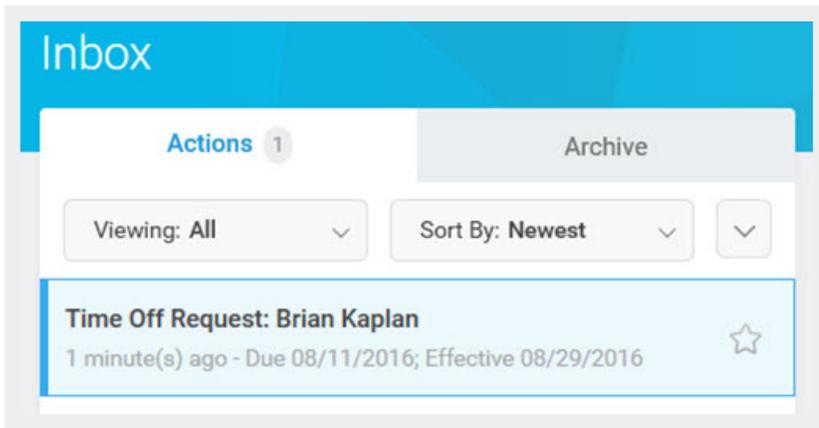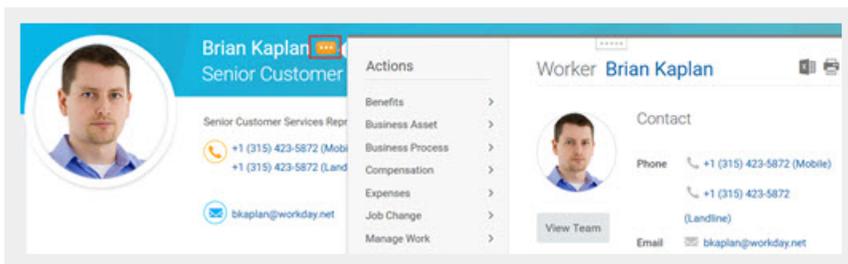
Use Related Actions and the Profile Icon

The Profile icon contains links to the Home page, dashboards, and documentation (if configured).
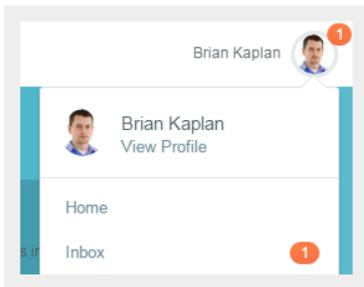
The Related Actions ••• displays next to an object when there are relevant actions. For example, the Related Actions next to your name accesses tasks and data relating to your worker record.

Options beginning with "View" are view-only actions.

Navigate Using Search

Workday makes it easy to search for people, tasks, reports, and business data using the Search field.
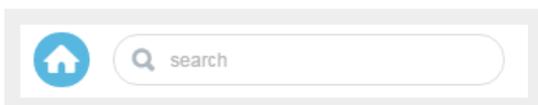
For example, to find a worker, type the name into the Search field and press Enter. From the search results, if you click People, you can filter the results to only display workers in your organization. Searches only find exact matches and do not allow for misspellings. You can shorten words to find more matches. Use longer or more search terms to improve the accuracy and reduce the number of results.
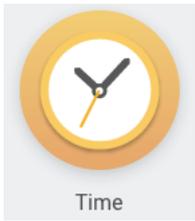
Error and Alert Messages

Error and alert messages display in the upper-right corner of the page. They typically identify a specific field(s) where information is missing, entered incorrectly, or in conflict with a rule established by your organization.
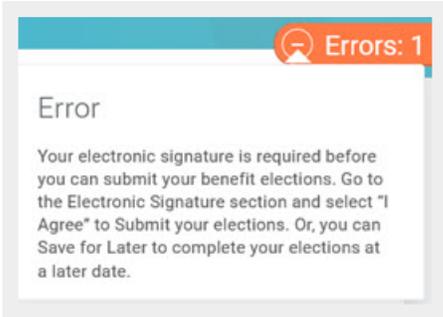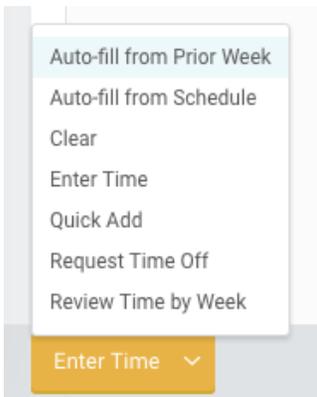
Submit a Weekly Timesheet
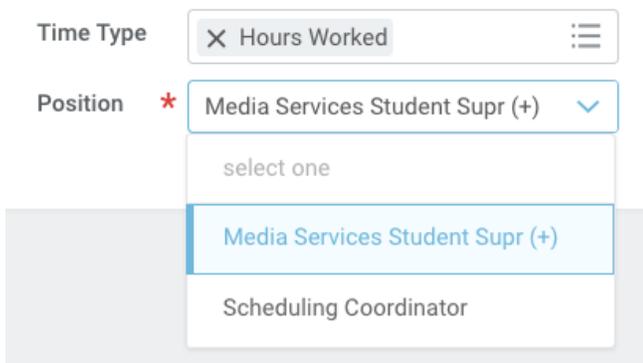
1. Click the **Time** worklet.

Time

2. Under Enter Time, click **This Week** (notice that you can also choose **Last Week** or **Select Week**).

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

3. Click the **Enter Time** button and select **Quick Add**.

Auto-fill from Prior Week
Auto-fill from Schedule
Clear
Enter Time
Quick Add
Request Time Off
Review Time by Week

Enter Time ∨

4. If you have more than one position, choose one, then click the green **Next** button.

Time Type	✕ Hours Worked
Position *	Media Services Student Supr (+) ∨

select one

Media Services Student Supr (+)

Scheduling Coordinator

5. Enter hours worked for each day, then click the green **OK** button.

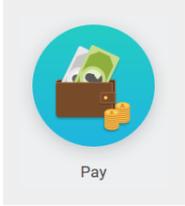| Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	7	7	7	7	7	0

6. Click the green **Submit** button.

7. A certification screen will appear, click the green **Submit** button, then click the yellow **Done** button.
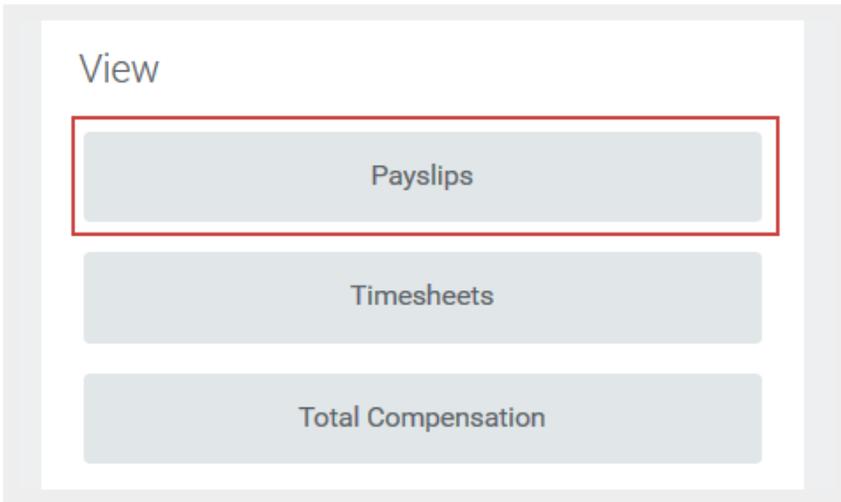
View Your Payslip

From your home page:

1. Navigate to your Pay worklet.

2. Click **Payslips** under the View menu or select a recent payslip by date.

3. Click **View** to open a specific payslip.

Print Your Payslip

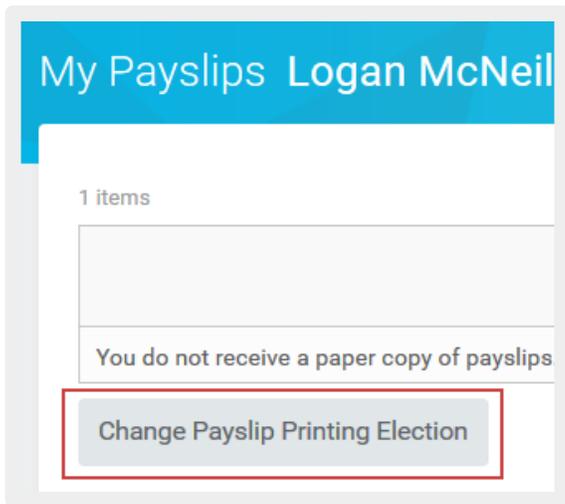To print a specific payslip you are viewing:

1. Select **Print Payslip Image**.
2. From here, you can:
   a. Open and print your payslip.
   b. Save as a PDF for later use.

Change Your Payslip Printing Election

From your Pay worklet:

1. Click **View** > **Payslips** >**Change Payslip Printing Election**.

2. The Worker for Payslip Printing Election and Company default in. Click **OK**.

3. Click the **prompt** in the New Payslip Printing Election field to select an available printing option.

4. Click **OK**.

5. Click **Done** to complete the process.

View Your Withholding Deductions

From the Pay worklet:

1. Click **Withholding Elections** under Actions.

2. View your Federal Elections, or click the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your current status.
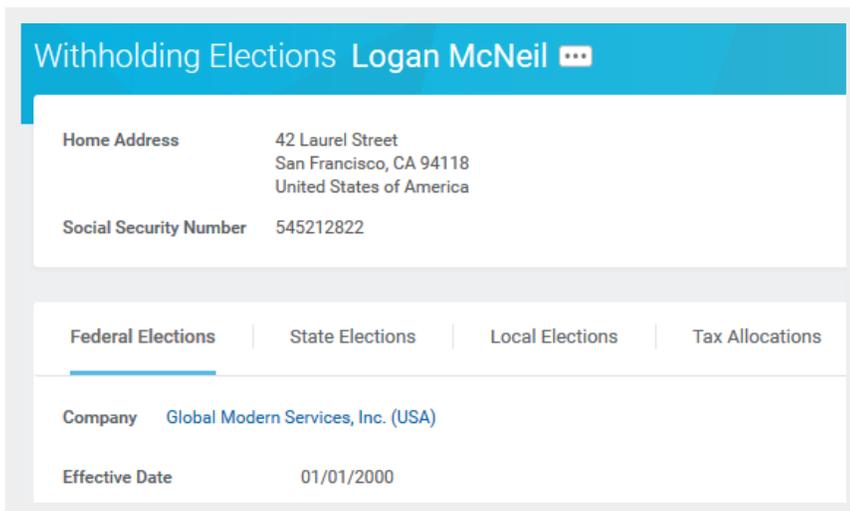
View Your Tax Documents

From the Pay worklet:

1. Click **My Tax Documents** under View.

2. Review the documents Workday has on file for you.

Logging Out

When you're finished in Workday, click the Profile icon ☁ in the upper left and choose **Sign Out**.