Workday Icon Glossary

Common icons and their usage in Workday

| *Icon* | *Name* | *What it Means or How to Use* |
| --- | --- | --- |
|  | **Home icon** | Click this icon to return to the **Home** page from anywhere in the application. |
| A cloud icon that symbolizes My Account | **My Profile icon** | Displays links to the Home page, My Account, Favorite, etc.  ***Note:*** *If you upload a photo for your profile, your photo will appear instead of this icon.* |
| Inbox Icon | **Inbox w/Badge** | Displays your Inbox with badge count icon (gold circle) for new Inbox items.  ***Note:*** *This icon displays “1” item in the* ***Inbox****.* |
|  | **Notifications** | Used to review items you need to know about, but do NOT require any action |
| Expand icon and Collapse icon | **Expand/Collapse Arrows** | Expands or collapses the **Inbox** view to/from full screen viewing mode. |
| Favorite Icon | **Favorite** | Marks an item as a favorite for sorting within the **Inbox.** |
|  | **Search box** | Allows you to quickly search for tasks, employees, organizations and reports. |
| Related Actions Button Or Or Rekated Actions Button | **Related Actions** | Use to initiate worker related actions. Can also be used to pop-out menu options. |
| OK  ok  Submit  Ok  Done  Ok  Or Or | **Confirmation Actions** | Use to confirm action and/ or progress to a following screen after completing activity on a view. |
| A picture containing clipart  Description automatically generated | **List View** | Displays a list of values that are valid for a field. |
| A close up of a logo  Description automatically generated | **Edit** | Click to enter information in the field. |
| Required Fields Icon | **Required Field** | Any field with a red asterisk is required to be completed. |
| Looks like a gray plus sign or looks like a white plus sign or  Add  Ok | **Add** | Various ways throughout the system to add an additional row or value. |
| meant to delete or  **Remove** | **Delete** | Click to delete a row or value. |
| A close up of a sign  Description automatically generated | **Export to Excel** | Click to download the data results into Microsoft Excel. |
|  | **Filter** | Click to narrow the data results based on selected parameters. |
|  | **View Printable Version (PDF)** | Click to download a pdf version of a screen shot. |
|  | **Settings** | Used to access configuration/additional options on a specific screen. |
| A close up of a logo  Description automatically generated | **More Options** | Click to access additional options. |
| Move Row Down Button and | **Move Rows** | Change the order of data presented. |
|  | **Calendar icon** | Opens a calendar to assist you in selecting a date. |
| A checkmark to signify the process is complete | **Process Complete** | Process was successfully completed. |
| **Manage Delegations** | **Delegation** | Click to set up delegations so that other users can act on your behalf. |
| A notice letting you know there is an error | **Alert or Soft Warning** | Yellow colored warning message notifies of potential problems on a page and provides advice of key issues that need attention. The alert DOES NOT stop further processing. |
| An alert letting you know there's a hard error  An alert letting you know there's a hard error | **Error Message** | Red colored error messages provide advice on key issues that require attention. The alert DOES stop further processing.  ***Note:*** *The accompanying text explaining the error appears next to the field containing the error if it is a field required by Workday. The text appears next to the error button if it is a CoD required field.* |
| A close up of a logo  Description automatically generated Or | **Attachments** | Click to upload documents or drag and drop. |
| Up Next Button | **Up Next** | An automatic process is running in the background.  ***Note****: Navigate to the Workday Inbox to check the status of the process.* |

***Worklets***

The following are common worklets used. Note: the worklet background colors might be different depending on both the order and number of worklets you have on your dashboard.

| *Worklet* | *Name* | *What it Means or How to Use* |
| --- | --- | --- |
|  | **Inbox** | Use to access tasks awaiting action.  ***Note***: *The number of actions awaiting action within the inbox will be displayed in a red circle on the profile icon.* |
|  | **Personal Information** | Use to view and change your personal information such as name, email address, address, legal and preferred name and emergency contacts. |
|  | **Benefits** | Use to view and update benefit information. |
| A close up of a device  Description automatically generated | **Pay** | Use to view and update withholding elections, direct deposit and view current and previous pay slips. |
| A close up of a logo  Description automatically generated | **Time** | Use to view or enter time worked or time off and view time off balances. |
|  | **Absence** | Use to request time off or leave of absence and view time off balances. |
|  | **Favorites** | Use to access the frequently-used Workday transactions that you have added to your favorites. |
|  | **Talent and Performance** | Use to provide employees the tools to measure their performance and unlock their full potential to grow their careers : |
|  | **Career** | Use for quick access to update specific parts of your talent profile as well as find jobs, refer candidates, or withdraw an application. |
|  | **Performance** | Use to review, add, and edit your performance goals. |