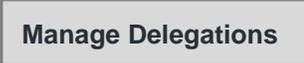
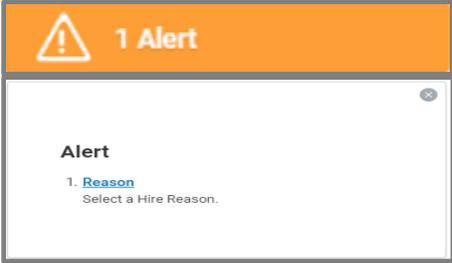
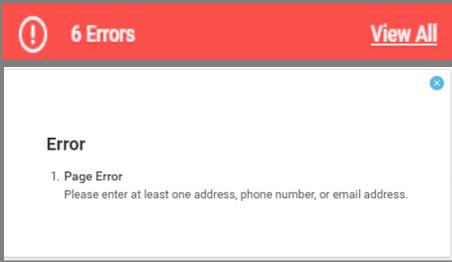
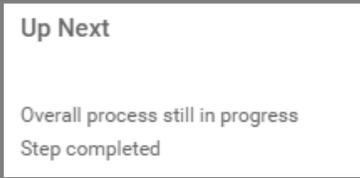


Workday Icon Glossary

Common icons and their usage in Workday

Icon	Name	What it Means or How to Use
 City of Dallas	Home icon	Click this icon to return to the Home page from anywhere in the application.
	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 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/Collapse Arrows	Expands or collapses the Inbox view to/from full screen viewing mode.
	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	Use to initiate worker related actions. Can also be used to pop-out menu options.
	Confirmation Actions	Use to confirm action and/ or progress to a following screen after completing activity on a view.
	List View	Displays a list of values that are valid for a field.
	Edit	Click to enter information in the field.
	Required Field	Any field with a red asterisk is required to be completed.
	Add	Various ways throughout the system to add an additional row or value.
	Delete	Click to delete a row or value.
	Export to Excel	Click to download the data results into Microsoft Excel.

Icon	Name	What it Means or How to Use
	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.
	More Options	Click to access additional options.
	Move Rows	Change the order of data presented.
	Calendar icon	Opens a calendar to assist you in selecting a date.
	Process Complete	Process was successfully completed.
	Delegation	Click to set up delegations so that other users can act on your behalf.
	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.
	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.
	Attachments	Click to upload documents or drag and drop.
	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.
	Pay	Use to view and update withholding elections, direct deposit and view current and previous pay slips.
	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.