

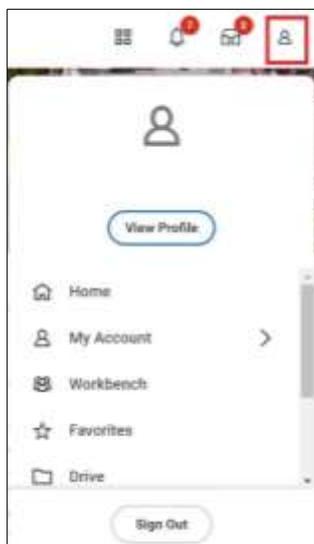
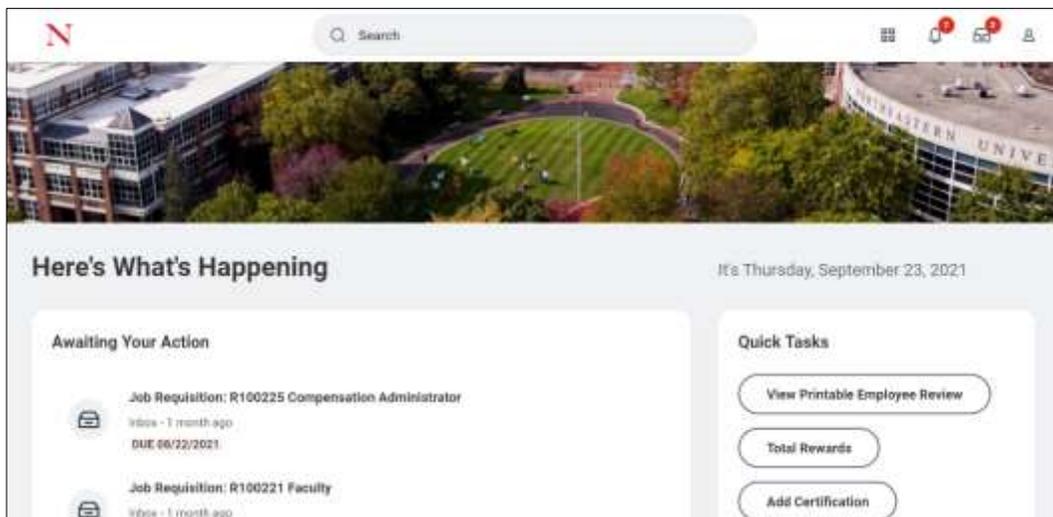
Job Aid | Workday Glossary



Purpose: This job aid lists and describes the various fields and icons that you may find while using Workday.

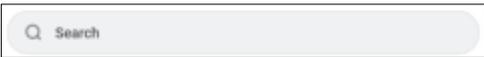
Home Page

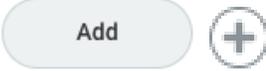
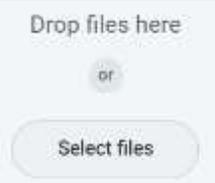
Your Workday default or landing page containing applications, search, notifications, inbox, and your profile icon.

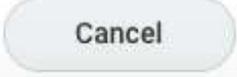
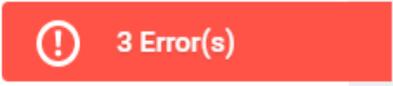


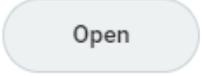
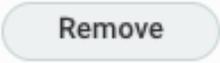
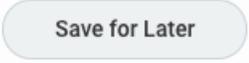
Main Menu

The main menu can be accessed by clicking the Person icon on the top left corner of your Home page. The menu has options to navigate to commonly used Workday functionalities such as My Account, Favorites, View Profile, and so on.

	<p>Inbox Displays a count for your action items and takes you to your inbox.</p>
	<p>Notifications Displays a count of your new notifications and takes you to the Notifications page.</p>
	<p>Search A field on the Home page that enables you to find tasks, reports, and people within your organization.</p>
	<p>Client Logo Displayed on the top left corner of your Home page. This icon can also be used to navigate back to your Home page from any other task screen.</p>
	<p>My Account Preferences Account information is located on your main menu. This allows you to perform certain account-related actions such as viewing your organization ID, changing your preferences, viewing your sign-on history, and so on.</p>
 Personal Information	<p>Personal Information An application linking you to common actions and views related to your personal information, including changing your contact and personal information, emergency contacts, photo, government IDs, and so on.</p>
 Directory	<p>Directory An application linking you to common actions and views related to your organization's directory. You can view a list of your coworkers, your organizational chart, your management chain, and the organizations to which you belong.</p>
 Talent and Performance	<p>Talent & Performance An application linking you to common actions and views related to talent, and performance including skills and experience, career interests, opportunity graph, and so on.</p>

 <p>NU Career & Job Opportunities</p>	<p>NU Career & Job Opportunities</p> <p>An application linking you to common actions and views related to your career, including your professional profile, internal job openings, and referrals.</p>
 <p>Favorites</p>	<p>Favorites</p> <p>An application containing favorite reports and tasks for easy access. You can add tasks or reports to the Favorite application.</p>
 <p>Absence</p>	<p>Absence</p> <p>An application linking you to common actions and views related to time-off, including time-off correction, leave of absence, and time-off balance.</p>
 <p>Pay</p>	<p>Pay</p> <p>An application linking you to common actions and views related to pay, including payment elections and withholding information, payslips, and tax documents.</p>
 <p>Onboarding</p>	<p>Onboarding</p> <p>An application linking you to your onboarding dashboard, including helpful resources, messages from your manager, and so on.</p>
	<p>Actions and View</p> <p>Sections for commonly grouped tasks and reports. The Action section contains all the business processes. The View section includes all reports that you can view.</p>
	<p>Add Row Icon</p> <p>A clickable button/icon to add a new field/row to the current grid.</p>
	<p>Arrow</p> <p>A clickable icon that displays a drop-down menu to view additional tasks or business processes. Also referred to as the More icon.</p>
	<p>Attachment Button</p> <p>A clickable icon that lets you attach a pdf, word, or excel document to a task.</p>

	<p>Calendar A clickable icon that opens a calendar to view or select a date.</p>
	<p>Cancel Button A button that disregards changes made on the page.</p>
	<p>Chart A clickable icon that is used to view a report as a chart.</p>
	<p>Configure Applications A clickable icon on the Home page where you can configure the applications that appear on your Home page. This icon can also be used as a Settings icon on task screens.</p>
	<p>Delete Row A clickable icon that removes the current row from a grid.</p>
	<p>Details A clickable icon that opens additional information relating to your task.</p>
	<p>Done Button A button that closes a confirmation screen.</p>
	<p>Edit Icon A clickable icon that enables the user to add and remove information on the page.</p>
	<p>Error Message A hard warning message that alerts you when there is a critical error. An error must be corrected to move forward in a process or to enable your configuration.</p>
	<p>Excel A clickable icon that is used to export or download a page as an Excel or a Worksheet.</p>
	<p>Filter A clickable icon that is used to narrow down data. Clicking this icon will allow you to add a filter condition. This creates a row on your report where you can filter data to display from one or more columns.</p>
	<p>More Button A button that displays several additional choices based on the business process.</p>

	<p>Next Button A clickable button that advances you to the next page or the next step in your task.</p>
	<p>OK Button A clickable button to accept and save your changes.</p>
	<p>Open Button A clickable button to open the desired task.</p>
	<p>View Printable Version PDF A clickable icon that is used to view a page as a printable PDF file.</p>
	<p>Progress Bar The bar tracks your progress through a task. It also allows you to move forward or return to a previous page within the task.</p>
	<p>Prompt A clickable icon that presents a list of options for a specific field.</p>
	<p>Related Actions A clickable icon that enables the user to perform additional actions for an object. Possible actions include viewing your current benefit elections, editing your contact information, and viewing time-off.</p>
	<p>Remove Button A clickable button that deletes an entry.</p>
	<p>Required Field Indicator A field with a red asterisk indicates that it is a mandatory field. You must enter a value for this field before saving or submitting the page.</p>
	<p>Save Button A clickable button to save the item you are working on.</p>
	<p>Save for Later Button A clickable button to save the item in your inbox until action is taken.</p>
	<p>Submit Button A clickable button to accept and submit your changes while advancing the business process to the next step.</p>
	<p>View Team A clickable icon that links directly to the organization chart of your team. This can be accessed from the Worker Profile.</p>