Overview:

This job aid helps you get started with Workday. The navigation principles covered here are not specific to any one business process; they are intended to help you navigate through the system across all business processes.

It is important to understand that what you see in Workday may be different from what someone else might see. The access you have in Workday is based on your security profile and your role at Mobile County.

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Navigating the Workday Homepage

Your Workday homepage contains various navigation components and screen elements that you need to be familiar with:
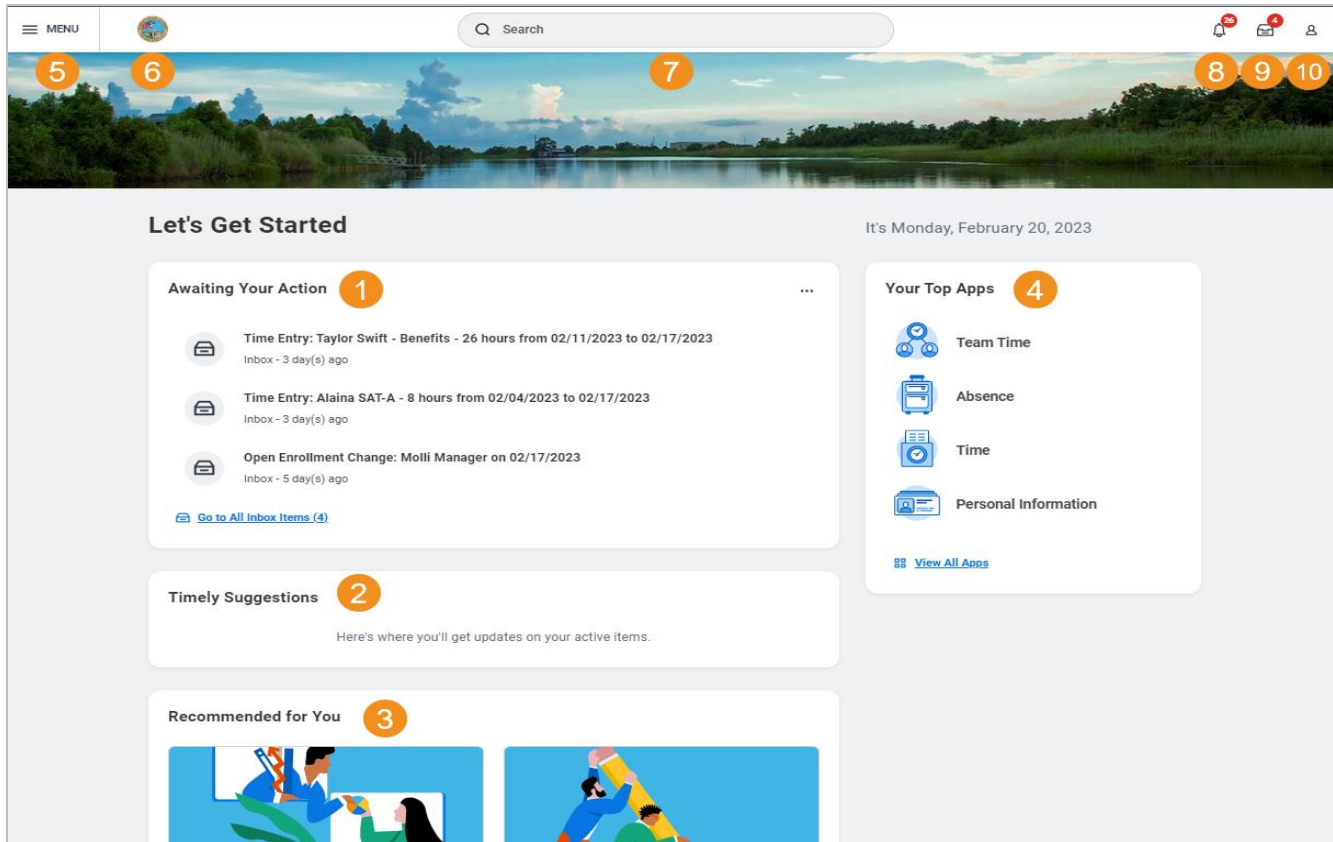
1. **Awaiting Your Action –** Displays the most recent actions in your inbox.

2. **Timely Suggestions –** In this section of the screen, Workday suggests certain tasks that may be coming due soon.

3. **Recommended for You –** Recommended for You automatically suggests tasks you may need to do based on what you have previously done in Workday, as well as suggested knowledge articles you might be interested in.

4. **Your Top Apps –** Shows your top applications. Click the View All Apps link to view all Workday applications that are available to you. Your applications provide access to different tasks and reports. Note that the applications you have access to vary, based on your role at Mobile County.

5. **Global Navigation –** Access and manage all your applications.

6. **Home button –** Click the Mobile County icon to return to the homepage from any screen within Workday.

7. **Search bar –** Use the Search function to find tasks, reports, or people.

8. **Notifications icon –** Click the Notifications icon to view recently completed business processes or other actions that may impact you.

9. **Inbox icon –** Your Workday Inbox contains tasks that require action from you; the homepage also displays a preview of your most recent inbox items.

10. **Profile icon –** Access your personal and work-related information in your Workday Profile or edit a variety of features and settings on your account (including password and language).

Global Navigation

The **Global Navigation** icon lets you view all the Workday applications that are available to you. Your applications provide access to different tasks and reports. Remember that the

applications you have access to vary, based on your role at Mobile County.

| Apps | Shortcuts |

Absence

Time and Absence

Time

Cost Center Manager

FIN - FDM Reports

Team Absence

MENU

Notifications

Notifications are messages that Workday sends automatically as certain tasks and processes are completed. Notifications may impact you, and, while they do not always require any action in Workday, they may require your action outside of the immediate business process in Workday.

Access your **Notifications** by clicking the **Notifications** 🔔 icon in the upper right corner of your Workday screen.

MENU   Q Search   🔔26 📭4 👤

Notifications

Viewing: All   Sort By: Newest
From Last 30 Days

Create Position: ab Test
Create Position - Successfully Completed
1 day(s) ago

Create Position: ab Test

1 day(s) ago

Details   Create Position: ab Test

Workday Inbox

Your Workday **Inbox** is the central location for tasks that require your attention. It also contains an archive of recently completed tasks.

You can access your Workday Inbox by clicking the **Inbox** 🖂 icon in the upper right corner of your Workday screen. The number next to your inbox indicates how may actions you have waiting for you to complete.

Once you get to your Inbox, the **Actions** tab defaults and lists any pending transactions that require an action from you. Click each item to open the transaction details and complete the task.

Items in your Inbox cannot be deleted; they move to the **Archive** tab once you have completed or submitted the task.
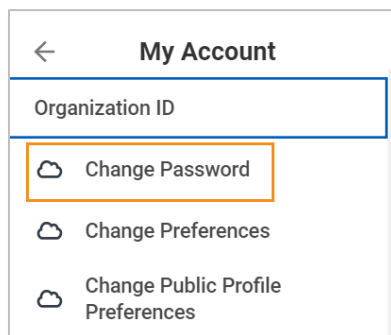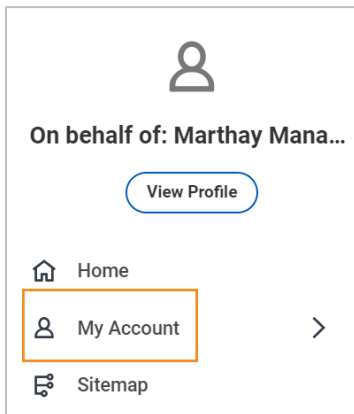
The Profile Icon

The **Profile** icon in the upper right corner of your Workday screen contains links to your homepage, favorites, and your Workday account.
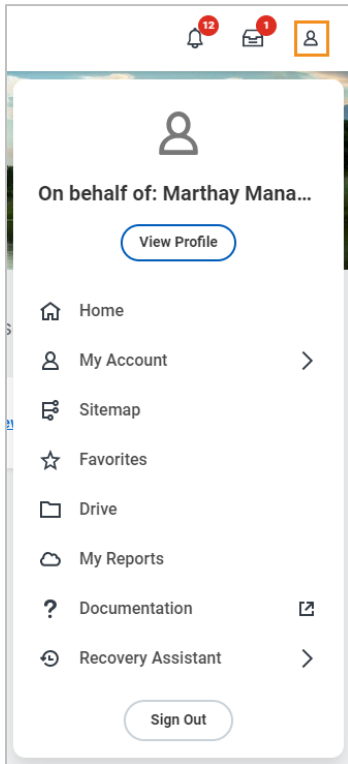
To change your password, select **My Account** and then select **Change Password**.

Enter the required password information and click **OK**.

Change Password

Changing your password will end all other Workday sessions. Please ensure you have no unsaved work before proceeding.

Password Rules	Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#$%&'()*+,-./:;=>?@[\]^_`{|}~. The password must not have been used within the following number of last passwords: 4.
Current Password *	
New Password *	
Verify New Password *	

OK   Cancel

From the **Profile** icon, you can also access personal information, such as your job and compensation details, your contact information, and more, by clicking **View Profile,** below your name.
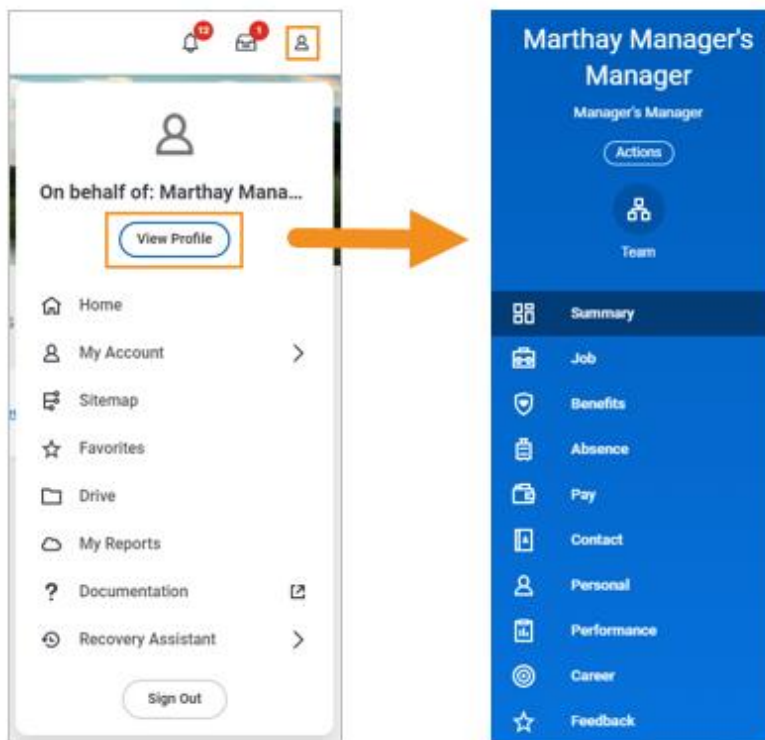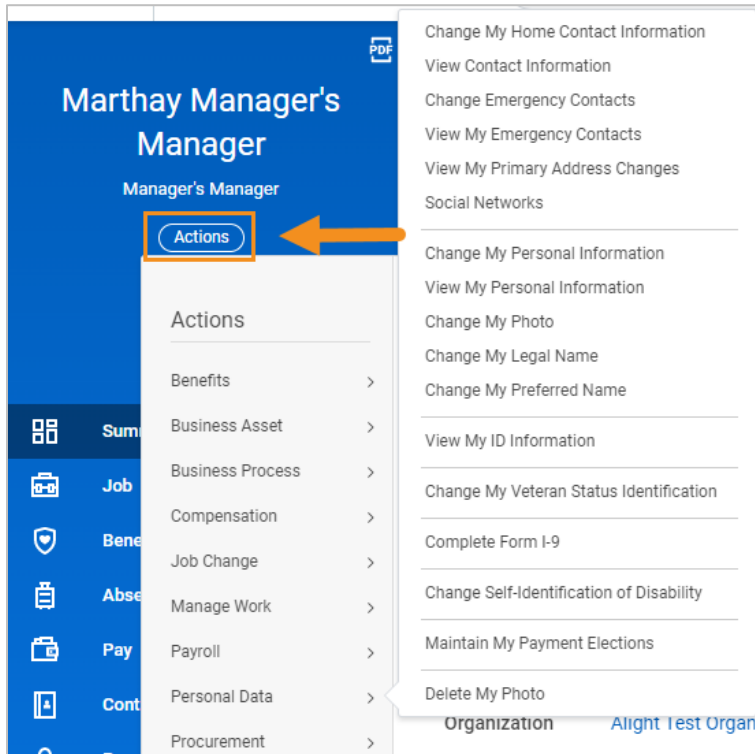
The Actions Button

The **Actions** button on your Workday profile allows you to perform certain actions, such as viewing and updating your personal information, without going through an application on the homepage.
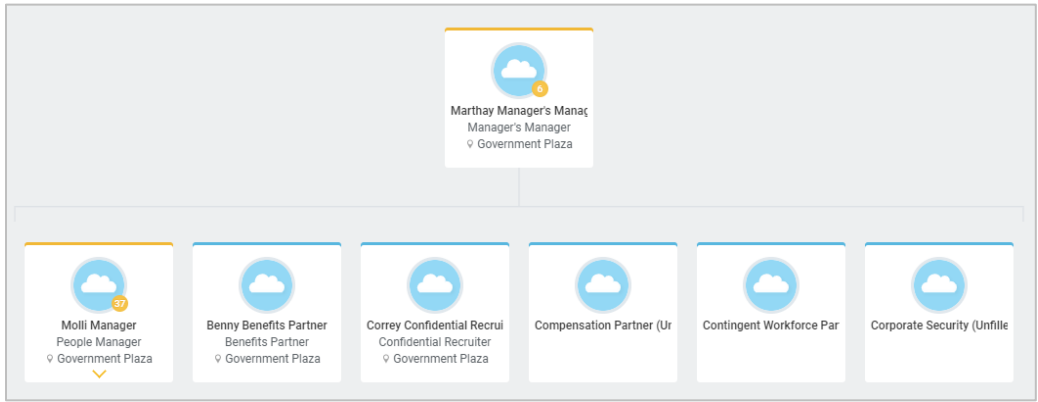

Your Organization

Your Workday **Profile** also gives you quick access to your **organizational chart**. Click the **Team** icon to view the organizational chart.
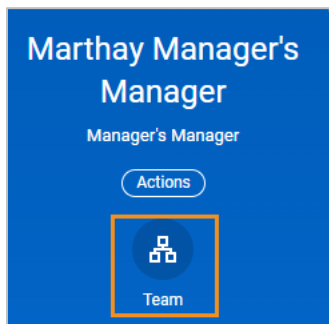
Within your org chart, you can scroll up the hierarchy to see higher levels of our organization. You can also click on members within your organization to view their job details.

Errors and Alerts

When required information in a task is missing, incorrect or ambiguous, Workday informs you via an **Error** or **Alert** message.

Errors (red) are "hard-stops" and will not allow you to proceed until you have fixed the missing or incomplete information. Click on the **Error** to see the pop-up box with a description.

Alerts (yellow) are informational and intended to notify you of a potential problem on the page or with your information but will allow you to complete the transaction. Click on the **Alert** to see the pop-up box with a description.