































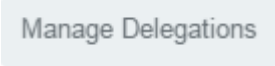

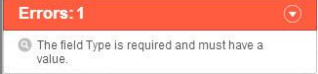
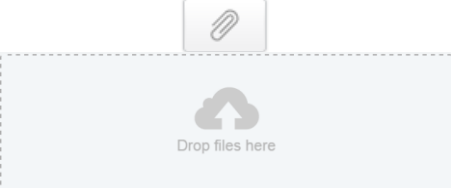


Icon	What it Means or How to Use
	<b><u>Workday Logo</u></b> Click this logo to return to the Home Page from anywhere in the application
	<b><u>Profile</u></b> Displays your profile with badge count icon for new Inbox items.
	<b><u>Expand/ Collapse Arrows</u></b> Expands or collapses the Inbox view to/from full screen viewing mode
	<b><u>Favorite</u></b> Marks an item as a favorite for sorting within the Inbox.
	<b><u>The Search box</u></b> Allows you to quickly search for tasks, employees, organizations and reports.
	<b><u>Home</u></b> Click this icon to return to the Home Page from anywhere in the application
	<b><u>Related Action</u></b> Use to initiate worker related transactions. Can also be used to pop-out a menu.
	<b><u>Prompt</u></b> A list of values that are valid for a field.
	<b><u>Enter Information</u></b> Click to enter information in the field.
	<b><u>Required Field</u></b> Any field with a red asterisk is required to be completed.
	<b><u>Add</u></b> Various ways throughout the system to add an additional row or value.
	<b><u>Delete</u></b> Click to delete a row or value.

Icon	What it Means or How to Use
	<b><u>Export to Excel</u></b> Click to download the data results into Microsoft Excel
	<b><u>Filter</u></b> Click to narrow the data results based on parameters that you select
	<b><u>View Printable Version (PDF)</u></b> Click to download a pdf version of a screen shot
	<b><u>Hide or Display Columns</u></b> Used to display or hide columns in report results and grids
	<b><u>Settings</u></b> Used to access configuration/additional options on a specific screen.
	<b><u>More Options</u></b> Click to access additional options
	<b><u>Move Rows</u></b> Change the order of data presented
	<b><u>The calendar icon</u></b> Opens a calendar to assist you in selecting a date.
	<b><u>Process Complete</u></b> Process was successfully completed.
	<b><u>Personal Information Worklet</u></b> Use to access information such as name and contact information.
	<b><u>Benefits Worklet</u></b> Employees use to access benefit information such as elections and retirement contributions.
	<b><u>Pay Worklet</u></b> Employees use to access payslips and elections for taxes and direct.
	<b><u>Directory Worklet</u></b> Used to access links and related actions related to the company directory.

Icon	What it Means or How to Use
 <p>Hiring</p>	<p><b><u>Hiring Worklet</u></b> Contains actions and views related to hires, positions, and staffing.</p>
 <p>Onboarding Status Summary</p>	<p><b><u>Onboarding Status Summary</u></b> Report that lists status of onboarding tasks (completed vs. in progress)</p>
 <p>New Hire Tasks</p>	<p><b><u>New Hire Task Worklet</u></b> Worklet made available to <b>new hires</b> that tracks the completion of <b>New Hire Tasks</b>. This Worklet disappears once all <b>New Hire Tasks</b> have been completed.</p>
	<p><b><u>My Team Worklet</u></b> Use to access information on your direct reports.</p>
 <p>Favorites</p>	<p><b><u>Favorites Worklet</u></b> Add reports and tasks that are used often to this worklet.</p>
 <p>Go to Summary Editor</p> <p>Edit everything on one page</p>	<p><b><u>Guided Editor</u></b> Provides step-by-step entry of information on a business process.</p>
 <p>Go to Summary Editor</p> <p>Edit everything on one page</p>	<p><b><u>Summary Editor</u></b> Provides summary entry of information on a business process. Typically used when a user is familiar with the business process and the required information.</p>

Icon	What it Means or How to Use
	<p><b><u>Delegation</u></b> Click to set up delegations so that other users can act on your behalf.</p>
	<p><b><u>Alert or Soft Warning</u></b> Orange colored message provide advice of key issues that require attention. The warning DOES NOT stop further processing.</p>
	<p><b><u>Error Message</u></b> Red colored error messages provide advice on key issues that require attention. The warning DOES stop further processing.</p>
	<p><b><u>Attachments</u></b> Click to upload documents or drag and drop</p>