





























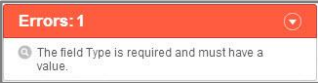
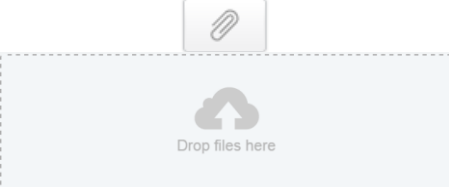


Icon	What it Means or How to Use
	<p><u>UChicago Logo</u> Click this logo to return to the Home Page from anywhere in the application.</p>
	<p><u>Profile</u> Displays options for View Profile, return to home screen, Favorites, My Reports, etc.</p>
	<p><u>Expand/ Collapse Arrows</u> Expands or collapses the Inbox view to/from full screen viewing mode.</p>
	<p><u>Favorite</u> Marks an item as a favorite for sorting within the Inbox.</p>
	<p><u>The Search box</u> Allows you to quickly search for tasks, employees, organizations, reports, and so on.</p>
	<p><u>Inbox</u> Opens your inbox, where you can view items awaiting your action</p>
	<p><u>Alerts</u> Displays notifications to inform you of the progress of various tasks. Alerts do not require action.</p>
	<p><u>Workday Assistant</u> Opens the Workday Assistant chat bot.</p>
	<p><u>Related Actions</u> Same function, three different forms. Displays all available actions for a specific Workday item (worker, position, etc.)</p>
	<p><u>Prompt</u> A list of values that are valid for a field.</p>
	<p><u>Enter Information</u> Click to enter information in the field.</p>
	<p><u>Required Field</u> Any field with a red asterisk is required to be completed.</p>

Icon	What it Means or How to Use
	<p><u>Add</u> Various ways throughout the system to add an additional row or value.</p>
	<p><u>Delete</u> Click to delete a row or value.</p>
	<p><u>Export to Excel</u> Click to download the data results into Microsoft Excel</p>
	<p><u>Filter</u> Click to filter report results based on parameters that you select</p>
	<p><u>View Printable Version (PDF)</u> Click to download a pdf version of a screen shot</p>
	<p><u>Hide or Display Columns</u> Used to display or hide columns in report results and grids</p>
	<p><u>Settings</u> Used to access configuration or additional options on a specific screen.</p>
	<p><u>More Options</u> Click to access additional options</p>
	<p><u>Move Rows</u> Change the order of data presented</p>
	<p><u>Calendar</u> Opens a calendar to assist you in selecting a date.</p>
	<p><u>View All Apps</u> Displays all apps which you can access. Located on the home screen.</p>
	<p><u>Apps</u> Displays first eight apps; click "View More" to see all. Located in the upper left-hand corner of all Workday screens.</p>
	<p><u>Personal Information App</u> Use to access information such as name and contact information.</p>

Icon	What it Means or How to Use
	<p>Benefits App Use to access benefit information such as elections and retirement contributions.</p>
	<p>Pay App Used to access paystips and elections for taxes and direct deposit.</p>
	<p>Hiring App Contains actions and views related to hires, positions, and staffing. Only available to HR Partners and Academic HR Partners.</p>
	<p>New Hire Task Worklet Worklet made available to new hires that tracks the completion of New Hire Tasks. This Worklet disappears once all New Hire Tasks have been completed.</p>
	<p>Alert or Soft Warning Orange colored message provide advice of key issues that require attention. The warning DOES NOT stop further processing. You can submit the task.</p>
	<p>Error Message Red colored error messages provide advice on key issues that require attention. The warning DOES stop further processing. You cannot submit the task.</p>
	<p>Attachments Click to select documents for uploading, or drag and drop files from another location on your computer.</p>