





Key Icons

Workday makes it easier for you to track activities, search for answers and fill in responses. Below are some of the key icons you will see and how to use them.




ICON	FUNCTION	DESCRIPTION
	Home	This is your home page on Workday, which you will see upon logging in. To return to this page, click the Workday icon to take you back to the home page.
	Search	Quickly Search for people and tasks; when you start to type a word, choices will begin to auto populate. You can search for an employee by name or employee number.
	Gear	Click this icon to customize your Workday home page, and to add or remove Worklets.
	My Account	This icon in the upper right corner of the page will display your photo next to your name and employee ID. Left-clicking on it will allow you to get to your Favorites, W: Drive, Documents, etc. Right-clicking on it will allow you to open a new tab, copy a URL or text, print or export to Excel. To view your profile, click on your name and select View Profile.

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#).
For system issues, please contact Workday.help@oregon.gov





Workday Worklets



Each icon below represents a worklet, which is a starting place for you to view information and initiate tasks. Depending on your role, responsibilities and location, your Home Page will include worklets specific to your needs. Some of these are shown below. You may also add additional worklets by clicking on the gear in the upper right corner of the Home Page.

WORKLET	FUNCTION	DESCRIPTION
 Inbox	Inbox	View and respond to messages and tasks. You can add this Worklet to your Home Page by clicking on the Gear on the upper right corner of the Home page.
 Personal Information	Personal Information	View and make changes to your name, address, emergency contacts and other personal information. You can also click “About Me” to get to your profile page with all your work and personal information in one place.
 Absence	Absence	Request absence, correct an absence and view your available balance as of that day. You can also access ePayroll.

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#).
For system issues, please contact Workday.help@oregon.gov

WORKLET	FUNCTION	DESCRIPTION
 <p>Talent and Performance</p>	Talent and Performance	Track your Goals, update your skills and experience, see feedback given and received, and track your referrals
 <p>Safety</p>	Safety	The Safety worklet allows employees to initiate the process of submitting a safety incident report. Here employees can also view other safety incidents that have been completed.
 <p>Favorites</p>	Favorites	Use this to set up a favorite view of tasks, reports or custom reports. Type “Manage favorites” in the search bar to learn how, or click on the gear.
 <p>Career</p>	Career	Find new jobs, view your active applications, refer a candidate, see mentorships and start a development plan.