

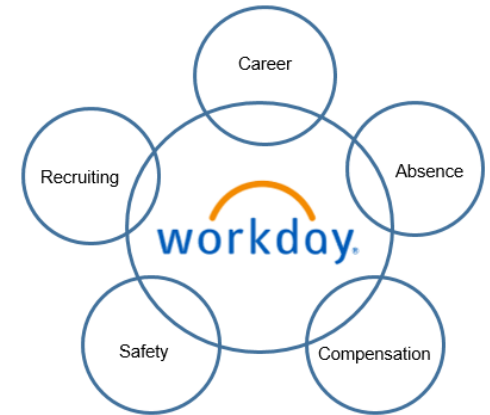
Welcome to Workday!

It's a GREAT day for Workday! Workday is the State of Oregon's new Human Resource Information System (HRIS) that has replaced PPDB and Neogov, the state's former recruitment system. Workday is designed to help you manage personal and job information online. To log into Workday, simply click the HR Self-Service web browser.

What is Workday?

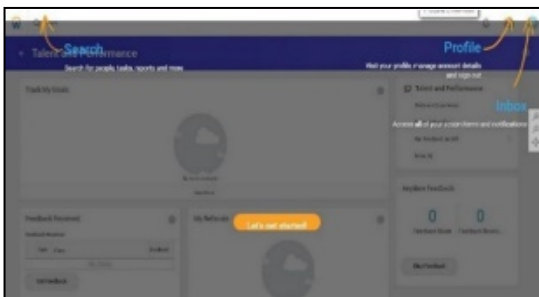
Workday is a cloud based human capital management (HCM) system that grants you real-time access anytime, nearly anywhere. This means you will have 24/7 access to your personal and job information online. Workday sends two emails to new employee's personal email address on their first day of work. These emails give you the information you need to access Workday as an employee. It is important new employees enter their work email address in Workday immediately, in order to be able to use the *Forgot Password* function. For additional assistance with passwords and challenge questions, contact your agency Security Partner.

The new system houses several modules. They include the current standard personal information, as well as additional functionality for the areas displayed on the right.



Security/Support Roles

A security or support role is a collection of permissions in Workday. Not all employees will be assigned a security role, however all employees will have access to view support roles assigned to their organization. Contact the worker with the assigned support role for the area you need assistance.



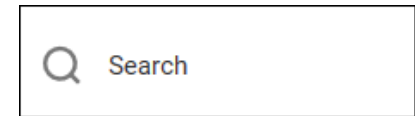
Guide Me Feature

Workday comes with a cool feature that guides you through key areas the first time you log into the system. This screen will only appear once, highlighting and locating areas like **Search**, **Profile**, and **Inbox** for your convenience. Click the **Lets get started!** button to begin.

Search

Choose any link on the home screen or enter text in the search box to find information. To use the **Search** feature:

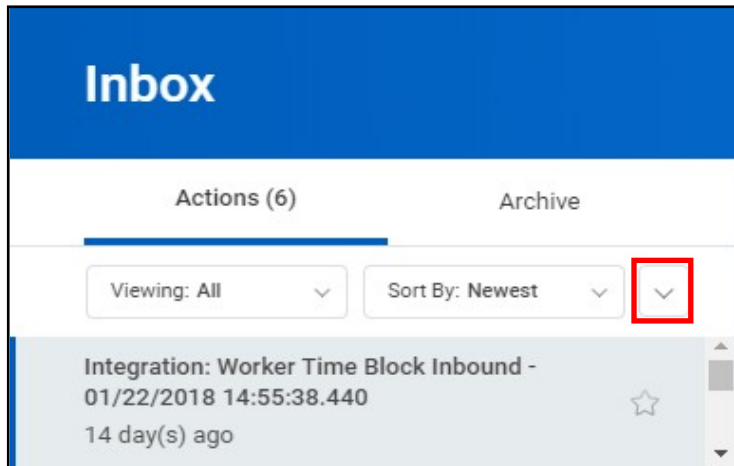
- ✓ Click in the **Search** text field in the top-left corner of the screen.
- ✓ Enter part or all of the text being searched for, example: Enter “pers” to display personal information.



Profile



The worker profile is an easy way to take charge of your personal information in Workday. Clicking the pictured icon in the top right corner of the homepage will open a menu where you can click **View Profile**. Click on **My Account** to manage passwords, challenge questions and sign out.

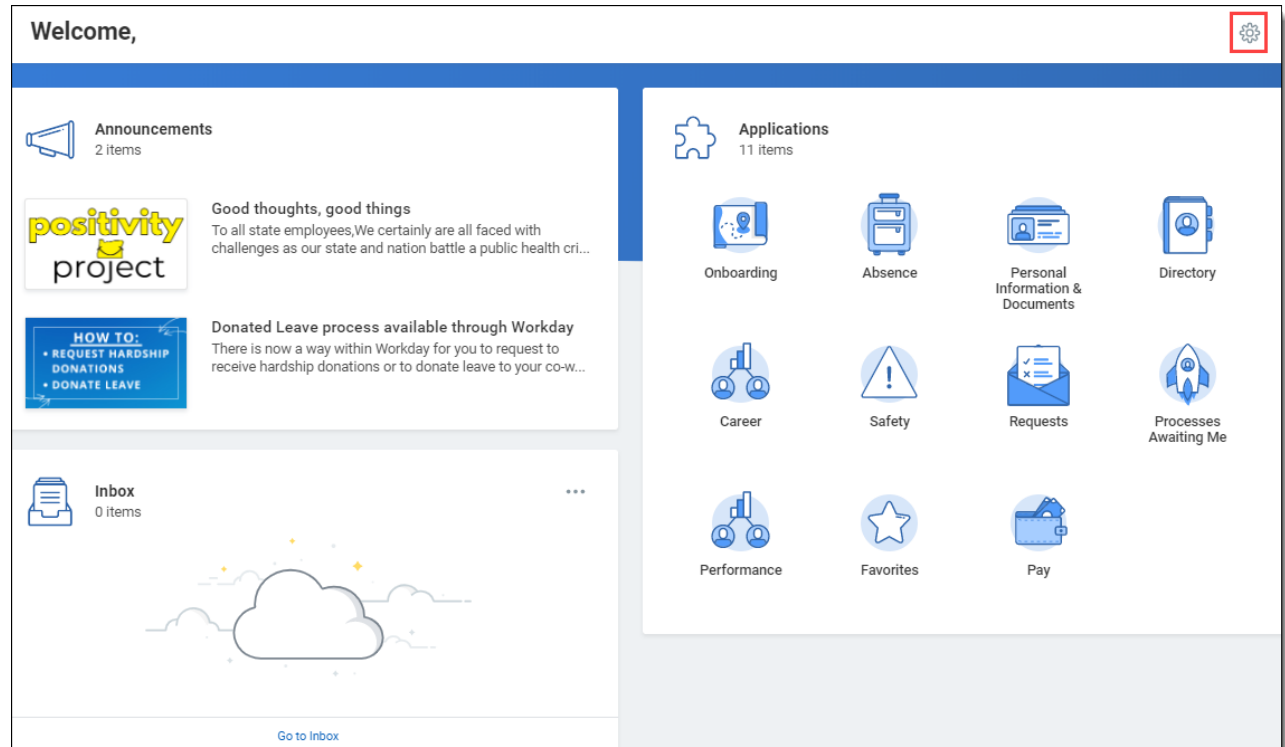


Inbox


The Workday inbox houses all of your messages and to-do's in Workday. You will receive an item to your Workday inbox when a task is to be completed in the system. The **Action** tab displays business process tasks, approvals, and To Do's in chronological order. The **Archive** tab displays business process tasks and actions that have been completed. The status of any business process can also be located here. In addition, the Workday inbox provides the option to delegate all or just certain processes to another employee by selecting **My Delegations**. Workday inbox items will indicate if the items are personal items or delegated items. To locate delegation options, click on the icon highlighted.

Workday Homepage

This is the homepage in Workday. The Announcements section is a way to communicate important employee information and Workday functionality. Announcements will be visible based on the security role(s) associated with your position.



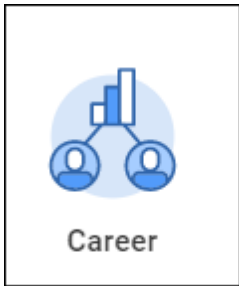
Applications

Applications represent the list of worklets that are displayed on the Workday homepage. You will find multiple worklets. Worklet accessibility is based on the security role(s) associated with your position. You can add additional worklets by clicking on the gear icon  in the upper right corner of the Homepage. Up to 20 worklets can be displayed.



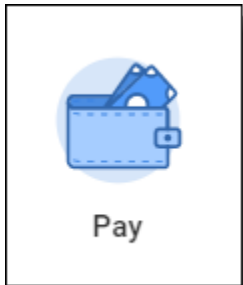
Absence

The **Absence** worklet contains all information pertaining to time off requests. You can view existing time off requests and submit new requests to take time off from work by accessing this worklet.



Career

To view job details, click on the **Career** worklet. Here you can view information about your skills and experience. Use this worklet to view development activities, referrals, mentors, and pending applications. You can also take action here to find open positions, and start a development plan.

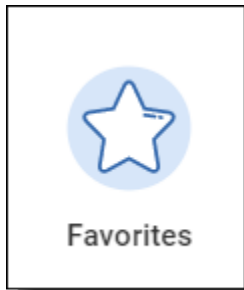


Pay

Use the **Pay** worklet to view your compensation summary and one-time payments. This worklet allows you to display and edit payroll-related tasks and information such as the following.

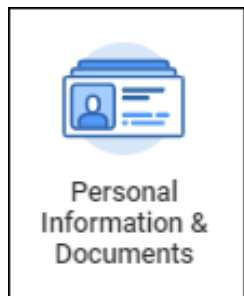
To manage payroll elections:

- ✓ Manage Payroll Elections (direct deposit)
- ✓ Manage Withholding Elections (state and federal tax)



Favorites

The **Favorites** worklet is a list of favorite tasks, reports, business objects, custom and shared custom reports. Favorites can be sorted by category. To manage your Favorites tasks, click on the **Settings** icon within the worklet.



Personal Information & Documents

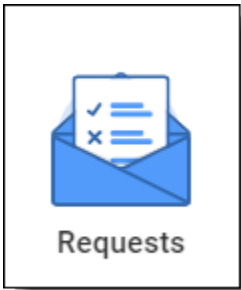
The **Personal Information & Documents** worklet is used to view and edit employee personal information, such as gender, date of birth, and military status. You can also use this worklet to display and edit the following:

- ✓ Name (legal and preferred)
- ✓ Home contact
- ✓ Personal Information
- ✓ Work contact
- ✓ Photo



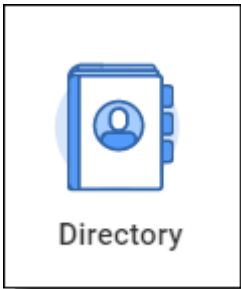
Safety

The **Safety** worklet allows you to initiate the process of submitting a safety incident report. You can also view other safety incidents that you have completed.



Requests

The **Request** worklet allows you to create a request. Request options include things like Leave Payouts and Workday Security Role assignments.



Directory

Use the **Directory** worklet to view a list of your co-workers, navigate to supervisory organizations and look up location addresses.