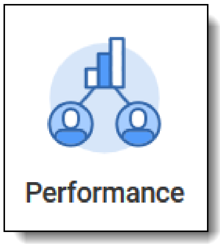
Create Check-In

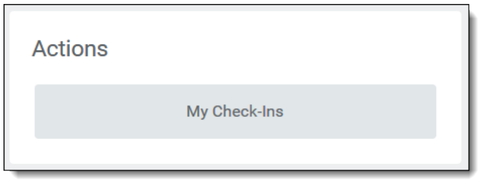
Workday has functionality for employees to Create a Check-In with their supervisor, subordinate or any peer-to-peer relationship in Workday. Check-Ins provide an informal method of one-on-one communication.

	Add the optional Performance worklet to your Homepage if you don't already have it, using the gear icon.

Step 1: Click on the Performance worklet from your Homepage.

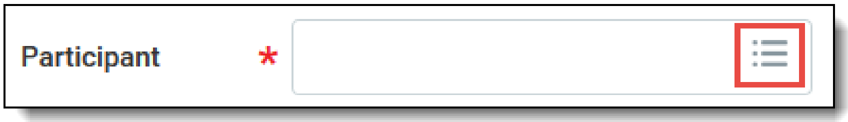


Step 2: Click on **My Check-Ins.**



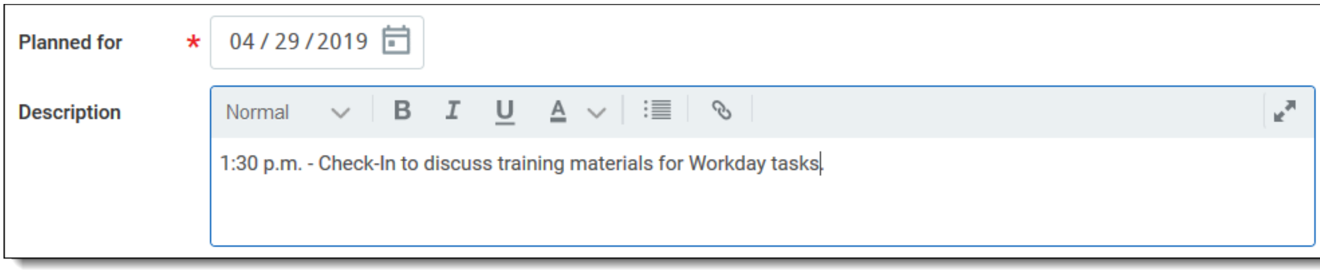
Step 3: Click on **Create Check-In**.

Step 4: The *Participant* field may default to your supervisor or previous participant. To change the participant, click on the menu prompt to search and select the participant you want.

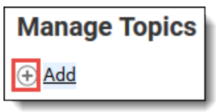


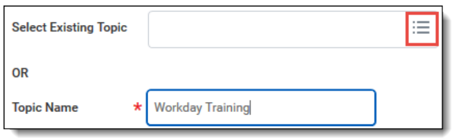
Step 5: The *Notify Participant* field defaults to the checked status. Leaving this selected will ensure the participant will receive notification of the Check-In via Workday and Outlook email.

Step 6: Enter the **Planned for** date and **Description**. There is no *Time* field, so be sure to enter the time in the description field.

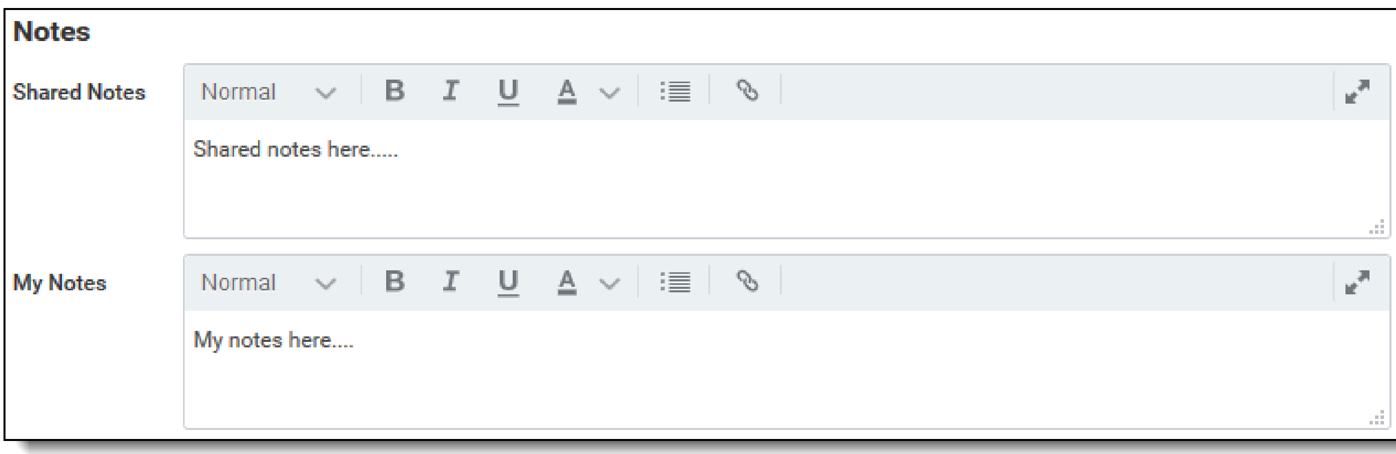


Step 7: Click the plus icon (+) to open *Manage Topics*. Use the menu prompt to **Select Existing Topic** or add a new **Topic Name.**



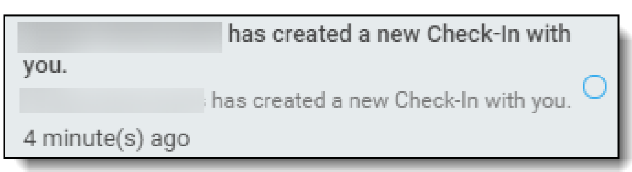


Step 8: Add **Notes** if you'd like. *Shared Notes* can be seen by you and the participant. *My Notes* can only be seen by you. *Remember, although the field says My Notes, information entered here can still be requested via a public records request.* Click **OK**.



The participant will receive both an Outlook email and a Workday notification informing them of the Check-In request.

Outlook email



Workday notification