

## WORKDAY DASHBOARD

When you log in to Workday, the first screen you see is the Workday Dashboard. Below are different components of the dashboard.

### 1. NOTIFICATIONS/INBOX/PROFILE

On top right are links to your Notifications, Inbox, and your Profile.



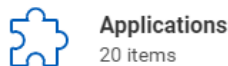
### 2. INBOX

In addition to the link to your inbox in the top right of the Workday Dashboard, you will also see a preview of your inbox tasks towards the center of your screen.



### 3. APPLICATIONS

This section includes quick links to Benefits, Pay, Kronos, My Team, Personal Information, etc. This section is customizable.



Benefits



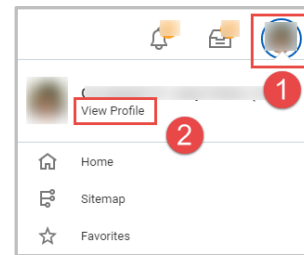
Pay



Kronos  
Timekeeping

### 4. ACCESS YOUR WORKER PROFILE PAGE

To access your worker profile page, log into Workday and click your **picture or cloud icon** in the upper right corner, then **View Profile**. Your Worker Profile page displays.



### 5. WORKER PROFILE PAGE

In the employee profile, there will be personal and employee details. There are links to Compensation, Pay, Contact, etc. This is where employees can:

- Update personal information
- View/print payslips
- Access tax documents
- Update tax elections
- Review job details
- Update retirement voluntary contributions
- Report benefit coverage change events
- Submit expense reports

