

Workday Glossary: Navigation

Application

Absence

An application linking you to common actions and views related to time off, including time off correction, leave of absence, view your time off, and time off balance.

Benefits

An application linking you to common actions and views related to benefits, including change benefits, beneficiaries, and dependents. View your benefit elections and current benefits cost.

Career

An application linking you to common actions and views related to your career, including refer candidates and view your certifications, education, languages, job history, and awards.

Compensation

An application linking you to common actions and views related to compensation including comparing a direct report's pay and salary range to others on the team. Use this application to request one-time payments, stock grants, and compensation changes for your team, and to view their compensation history.

Dashboards

An application containing key management reports and actions.

Directory

An application linking you to common actions and views related to your organization's directory. You can view a list of your coworkers and see information about other workers in the company, including their work addresses and phone numbers. You can also view your organizational chart, your management chain, and organizations to which you belong.

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Expenses

An application linking you to common actions and views related to expenses, including creating and editing expense reports and viewing expense policies, reports, transactions, payment elections, and recent expenses.

Favorites

An application containing favorite reports and tasks for easy access.

My Team

An application linking you to common actions and views related to your team including viewing your direct reports and their employment information. Transfer, promote, or change the job of a direct report.

Pay

An application linking you to common actions and views related to your pay. You can use this application to access withholding elections and payment elections and to view payslips, total compensation, bonus and one-time payment history, tax documents, and allowance plans.

Performance

An application linking you to common actions and views related to performance, including viewing goals, reviews, feedback received, and skills.

Personal Information

An application linking you to common actions and views related to your personal information, including changing your contact and personal information (such as addresses, email, and phone numbers), emergency contacts, photo, legal name, preferred name, and government IDs.

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Recruiting

An application linking you to common recruiting actions and views, and a list of recent requisitions. Depending on your role, you can find candidates, invite candidates to apply, create a job application on behalf of an individual, open your job requisitions, search for requisitions by their status, or search all requisitions by name and search for referrals.

Spend Management

An application linking you to common actions and views related to spend management, including viewing your team's total spending and its details and viewing team members' expense reports.

Talent

An application linking you to common actions and views related to talent, including managing a succession plan, assessing potential, and giving and getting feedback, and viewing a talent snapshot.

Team Time Off

An application linking you to common actions and views related to your team's time off, including managing your direct report's time off requests, correcting time off requests, and placing employees on leave.

Time

An application linking you to common actions and views related to your time, including entering your time and viewing your time off balance.

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Application Header

Learning

An application linking you to courses that you can enroll in, such as learn in person or on-demand courses.

Main Menu

The main menu displayed on the home page that displays your profile photo, notifications, and Inbox. A yellow count badge displayed for pending notifications or Inbox items, and these menu options:

- *View Profile - displays your worker profile.*
- *Home - displays the Home landing page.*
- *My Account - provides access to these account management tasks:*
 - *Organization ID*
 - *Change Password*
 - *Change Preferences*
 - *Manage Password Challenge Questions (if enabled)*
 - *View Signon History*
- *Sitemap - This allows you to view your available reports and tasks.*
- *Favorites - a configurable list of favorite tasks, reports, business objects, and custom and shared custom reports available to you, sorted by category (secured to the Favorites domain in the System functional area). Use the Manage Favorites task to configure this list.*
- *My Reports - a virtual drive where you can store generated reports (secured to the W: Drive domain in the System functional area). This is not a mapped drive on your computer.*
- *Documentation - links to the Workday Documentation on Workday Community, secured to the Workday Documentation Link domain in the System functional area. Not recommended for self-service users.*
- *Help - An example of a document your company can use to display FAQs and helpful tips for navigating your company's Workday system.*
- *Sign Out*

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My Tasks

Displays a count for your action items and takes you to your task list.

Notifications

Displays a count for your new notifications and takes you to your Notifications page.

Search

A field on the home page that enables you to find tasks, reports, and people within your organization. Search allows you to narrow results by categories including common, organizations, and all of Workday. Search also allows you to filter results by specified criteria.

For example, if you select the Find Jobs task, you can sort results by organization, location, worker type, etc.

Workday Logo

Displays your Home page. This icon can also be used to navigate back to your home page.

Task Page Icons

Actions and View

Buttons for commonly grouped tasks and reports. Accessed through worklets.

Add Button

A clickable button that lets you add additional information to any task.

Alert Message

Soft warning message that alerts you about system limitations based on configuration. This message enables you to continue your work without resolving the issue.

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Arrow

A clickable icon that opens the page to additional areas that can be edited. Also referred to as the More icon.

Attachments Icon

A clickable icon that lets you attach .pdf files, Word, and Excel documents to a task.

Back Button

A clickable button that returns you to the previous page.

Calendar

A clickable icon that opens a calendar to select a date.

Cancel Button

A button that disregards a change.

Edit Button

A clickable button from the Payment Elections in the Pay application that you can use to change your account information.

Change Payslip Printing Election Button

A clickable button from the Pay application, where you can change your payslip printing election.

Chart

A clickable icon used to view a report as a chart.

Comments Icon

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A clickable icon you can use to leave comments for yourself or other users for a particular page or task.

Configure Applications

A clickable icon on the home page where you can configure the applications that appear on your home page. Depending on your organization's configuration, some applications may be required, while others are optional. This icon can also be used as a Settings icon.

Continue Button

A clickable button that advances you to the next page or the next step in your task's process.

Delete Row

A clickable icon that removes the current row from a grid.

Details

A clickable icon that opens additional information relating to your task.

Done Button

A button that closes a confirmation screen.

Edit Icon

A clickable icon that enables the user to add and remove information on the page.

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Error Message

Hard warning message that alerts you when there is a critical error. An error must be corrected to move forward in a process or to enable your configuration.

Excel

A clickable icon used to view a page as an Excel file. This can be restricted using the domain Export to PDF and Excel.

Filter

A clickable icon used to narrow down data. Clicking this icon will create a row on your report where you can filter data to display from one or more columns.

Go to Guided Editor

Walks you through the fields and sections of a task to assist you in completing it.

Guide Me Button

Guides you through the fields and sections of a task toward completion.

Location, Phone, Email Icons

Located in the Worker Profiles. Location is location of the worker, email is the email address of the worker, and phone is the phone number the worker has on file.

More Button

A button that displays several additional choices based on the business process.

My Account Preferences

Account information located in your main menu. Allows you to alter certain account information such as changing your password, changing your preferences, and managing your password questions.

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Next Button

A clickable button that advances you to the next page or the next step in your task's process.

OK Button

A clickable button to accept and save your changes.

Open Button

A clickable button to open the desired task.

View Printable Version PDF

A clickable icon used to view a page as a printable PDF file. This can be restricted using the domain, Export to PDF and Excel.

Add Row Icon

A clickable icon to add a row to the current grid.

Progress Bar

The bar tracks your progress working through a task. It also allows you to move forward or return to a previous page within the task.

Prompt

A clickable icon that presents a list of options for a specific field.

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Related Actions

A clickable icon that enables the user to perform additional actions for an object. Possible actions include viewing your current benefit elections, editing your contact information, and requesting time off.

Remove Button

A clickable icon that deletes an area.

Request Absence Button

A clickable button to request absence from the Request Absence worklet.

Required Field Indicator

A field with a red asterisk indicates you must enter a value for this field before saving or submitting the page.

Save Button

A clickable button to save the item you are working on.

Save for Later Button

A button that saves the item in your Inbox until action is taken.

Sign Out Button

A clickable button to sign out of the Workday system.

Submit Button

A clickable button to accept and submit your changes, while advancing the business process to the next step.

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Tag

A clickable icon to insert a CRF into notifications, emails, and other communications.

View Team

A clickable icon that links directly to an organized chart of your team and organization. Can be accessed from the Worker Profile.

Workday Terminology

Org Chart

A visual depiction of how an organization is structured. It outlines the roles, responsibilities, and relationships between individuals within an organization.

Worker Profile

Your continuously updated page. It provides a quick view of your experience, skills, education, and projects.

Applications

A compact report displayed as an icon (a tile or a bubble) on any landing page, providing easy access to tasks and information you use regularly. Examples: My Leadership Roles, Open Positions, and Anniversaries.

Worktag

A named attribute you can assign to events and objects to indicate their business purpose. For example, you can create a Customer worktag whose values are the names of your customers. You can use the worktag to assign a customer to an expense in an expense report or a product sales event.