

What is Workday Assistant?

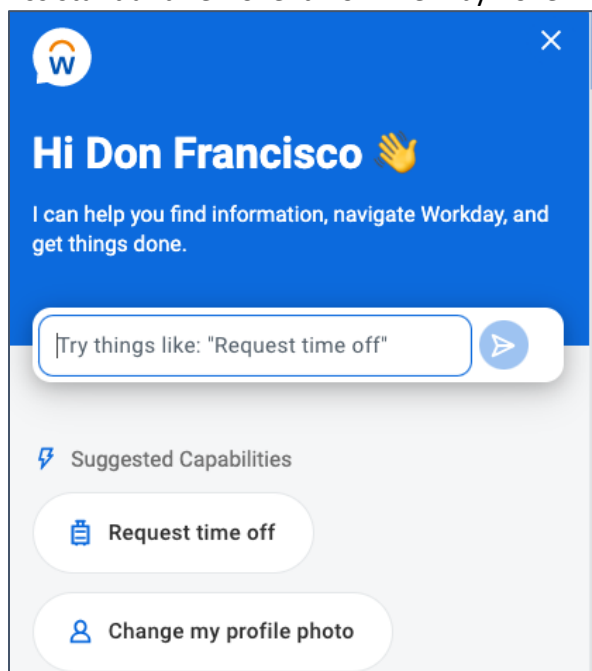
Workday Assistant is a digital assistant chatbot designed to help you conversationally complete tasks and retrieve information within Workday. Workday Assistant allows you to perform tasks such as requesting time off, viewing time off balances, and viewing an employee's manager. It is available through the desktop or mobile app.

Using Workday Assistant

Once you sign into Workday, a small blue icon will appear in your lower right corner. A small chat bubble is also located as an icon at the top right of the screen. If you click either icon, you are accessing Workday Assistant and can begin interacting with it.



You can use Workday Assistant by requesting information in the form of questions or by typing in short phrases. Workday Assistant will access the information it thinks you are referencing and display it as a simple response. You can also type a command into Workday and then follow the prompts (see Functions of Workday Assistant below). **Note:** You can disable the Workday Assistant and remove it from view by hovering over the icon and then clicking Dismiss.



What is Workday Assistant?

Workday Assistant Capabilities

Here is everything Workday Assistant can do:

Benefits

- View dependents
- View insurance policies

Human Resources

- Find a coworker
- Find a coworker's email
- Find a coworker's manager
- Find a coworker's office location
- Find a coworker's phone number
- Find a coworker's title

Pay

- View direct deposit
- View pay information
- View tax forms
- View W-4

Profile

- Change my contact info
- Change my emergency contacts
- Change my legal name
- Change my marital status
- Change my citizenship status
- Change my personal information
- Change my preferred name
- Change my profile photo
- Change gender identities
- View my anniversary
- View my birthday
- View my email
- View my employee ID
- View my hire date
- View my location
- View my manager
- View my phone
- View my time in position
- View my title

Recruiting

- Create job requisition
- Create referral
- View a candidate's status
- View in-progress job requisition events

Team Management

- View direct report's anniversary
- View direct report's birthday
- View direct report's check in or out
- View direct report's time off
- View direct reports
- View my team's check in or out
- View team anniversaries
- View team birthdays
- View team hire dates
- View team promotion dates
- View team time off
- View team's time in position

Time Off

- Request time off
- View holiday calendar
- View time off balance

Time Tracking

- Approve timesheets