

Part One: Fast Five for All Faculty and Staff

The five commonly-used worklets for all faculty and staff are described below. Worklets are icons on your Workday homepage that will provide you with easy access to initiate tasks or view information.

Personal Information Worklet



- Access your profile page and modify personal information
- Add or update contact information or emergency contacts
- Change your preferred name

Benefits Worklet



- Report a qualifying benefit event
- Add/change beneficiaries
- View current benefit elections and cost

Pay Worklet



- View and print payslips
- View or modify pay elections (direct deposit)
- View or modify withholding elections

Absence Worklet



- Employees submit requests for leaves of absence
- View up-to-date time-off balances (vacation, sick)
- Submit time-off requests
- Report vacation and sick time used (exempt staff only)



Time Worklet

- Hourly and student employees enter time worked
- View and update entered time
- Enter time from any internet-enabled device (smart phone, tablet, desktop, or laptop)

Part Two: Fast Five for Managers

In Workday the term 'manager' refers both to an individual who leads a team, and the associated **security role**. Managers can view **position** information, absence balances, and worker history, or initiate job changes. Managers who currently approve time and absence-related tasks will now do so in Workday.

The Fast Five for Managers encapsulates the common actions managers will perform in Workday, and forms the basis for manager Workday training.



Inbox Notifications and Approvals

- Monitor Workday mailbox for items requiring approval
 - Employee time-off requests
 - Hourly/student worker time submitted for the period
- Approve, deny, or send back directly from inbox
- View business process details



My Team Worklet

- View interactive organizational chart
- Access to view/update employee information
- Initiate job changes
- View Team's Time Off and Leave Calendar



Compensation Worklet

- Request compensation changes (add allowance)
- Process one-time payments (honorarium, merit bonus)
- Manage Period Activity Pay Assignment (additional pay, adjunct compensation, faculty overload, staff-who-teach, out-of-class)



Recruiting Worklet

- Post job requisitions
- Review and screen applicants
- Hire and onboard new employees



Reporting Worklet

- Access Manager Dashboard
- View or schedule on-demand report
- Export results to Excel