

## ABOUT WORKDAY

Workday is Lewis & Clark's Human Resources (HR) information system designed to help you manage your HR information online.

## WORKDAY LOGIN

You can log in to Workday from any computer with internet access.

Your Lewis & Clark network user name and password is also your login for Workday.

1. Go to:  
[http://www.lclark.edu/offices/human\\_resources/workday/](http://www.lclark.edu/offices/human_resources/workday/)
2. Click the Workday icon
3. Enter your Lewis & Clark user name and password if prompted

## SEARCH



Once you are logged into Workday, you can click any link on your landing page or enter text in the Search Box to find information in Workday.

To use the Search Box:

- Click in the search field in the top right corner of the screen
- Enter part or all of what you are searching for
- Press enter on your keyboard or click the arrow icon in the Search Box to display results

## Workday Landing Page: All About Me

Implementation Preview (IMPL) 20.0.38.263 - lewisandclark2

workday.

All About Me Common

Susan Tester | My Account | Sign Out

Click the **All About Me** link to return to this screen.

Workfeed

**WORKFEED**  
View and complete action items such as HR transaction requests.

Pay

**PAY**  
Manage Payroll direct deposit accounts and W4 federal tax withholdings. View pay statements.

Favorites

**FAVORITES**  
Quick access to favorite searches, reports, information.

Directory

**DIRECTORY**  
View organizational charts and co-worker contact information.

Personal Information

**PERSONAL INFORMATION**  
View and change your contact information.

Benefits

**BENEFITS**  
View benefit elections. Make changes for qualifying life events.

System Status: The next weekly service update and 24-hour maintenance will be on Friday, December 13, 2013 from 7:00 p.m. PST (GMT -8) to Saturday, December 14, 2013 at 7:00 p.m. PST (GMT -8). During that time, your system will be unavailable. Daily Maintenance

## SUPPORT

Workday job aids, learning materials, login link	<a href="http://www.lclark.edu/offices/human_resources/workday_faq.php">http://www.lclark.edu/offices/human_resources/workday_faq.php</a>
Workday Help - complete a service request for assistance in navigating the Workday system	<a href="http://www.lclark.edu/offices/human_resources/workday/">http://www.lclark.edu/offices/human_resources/workday/</a>
System, network and technical issues	<a href="mailto:consult@lclark.edu">consult@lclark.edu</a>

## WORKDAY GLOSSARY

Icon	Term	Description
	Add	Enter new information.
	Business Process	A business process is a sequence of one or more tasks that accomplishes a desired business objective. An example of a business process is entering and submitting work hours.
	Dashboard	A dashboard displays a collection of summary reports for you to review and drill down to view more details.
	Drill Down	To move from summary information to detailed data for a specific category or record.
	Edit	Make changes to your information.
	Filter	Reduce a group of information to a smaller collection of related items.
	Expand / Collapse	Display or hide additional details.
	Landing Page	The default Workday home page; contains a collection of worklets to enable you to quickly view data and perform tasks.
	Prompt	A form field icon that opens a pop-up selection list.
	Refresh	Refresh the window to display updated data.
	Related Action	Quick access to the related actions/information menu.
	Required	A form field indicator for required information.
	Task	An action that appears in your Workfeed that you must complete.
	To-Dos	To-Dos are reminders to do something outside of the Workday system. They can be part of a business process and must be marked complete before the Workday workflow proceeds to the next step.
	Workfeed	A list of actionable items you need to complete; arranged chronologically.
	Worklet	The icons on the landing page; organized into categories of related tasks and reports. Examples: Time, Pay, Workfeed.