













Job Aid Title and Link	Worklet or Area	What I Can Do
Workday Search Bar		Search for an employee, initiate a task, and find information
Review and Update Your Employee Profile		Update your Professional Profile (past Job History), Work Experience (aka skills), resumes, employee travel/relocation preferences, etc
New Hire Onboarding Activities		Understand the list of new hire Onboarding tasks for completion
Update Personal Information		Update your personal information (e.g., home address, contact phone numbers, emergency contacts, legal name, etc.)
Enroll in or Change Benefits		Change benefit elections View benefits Change retirement savings
Time	 Time	Enter and submit time worked (hourly employees) Use timeclock to check in or check out (hourly employees)

Compensation	 Compensation	This worklet allows you to: View your compensation Request a compensation change Request a one-time payment
Absence	 Absence	Request time off (vacation, sick, etc.) View time off balances Request a leave of absence
Pay	 Pay	Request time off (vacation, sick, etc.) View time off balances Request a leave of absence
Recruiting Dashboard	 Recruiting Dashboard	This worklet is only visible to managers and allows you to: Create a job requisition, edit your job requisitions and view your candidate pipeline
Team Time Off	 Team Time Off	This worklet is only visible to managers and allows you to: Return workers from leave and view your team's time off calendar
Set or Update Your Goals	 Set or Update Your Goals	Collaborate with your manager to set and update your ongoing performance Goals

Refer an Employee



Refer an external candidate to a specific job or align them to a profile requisition to receive credit for the referral if hire