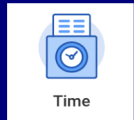


SAINTS CONNECT Using Workday Worklets

OVERVIEW

Workday worklets are the icons that are displayed on the Workday home page and provide quick access to frequently references data and tasks. Here are some worklets you may find on your homepage and what actions they bring you to:

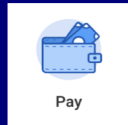
FREQUENTLY USED WORKLETS



Time

TIME (HOURLY EMPLOYEES ONLY)

- Enter and submit time worked
- Use timeclock to check in or check out



Pay

PAY

- Withholding elections (W-4)
- Payment elections (direct deposit)
- View payslips and tax documents



Compensation

COMPENSATION

- View your compensation
- Request a compensation change/one-time payment (manager task)



Absence

ABSENCE

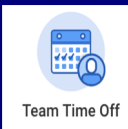
- View time off balances
- Request a leave of absence
- Request time off (vacation, sick, etc.)



Benefits

BENEFITS

- Change benefit elections
- View benefits
- Change retirement savings



Team Time Off

TIME OFF (MANAGERS ONLY)

- Return workers from leave and view your team's time off calendar

BONUS: Your homepage contains specific worklets based on your job and supervisory responsibilities. You can make some changes to the homepage, including adding and rearranging some of the worklets. To make changes, click on the gear icon at the top right-hand side of the home page (on the banner photo).

Related Job Aids:

- [Using Workday Worklets and Icons](#)

Helpful Resources:

- [SaintsConnect Portal](#)
- its@marymount.edu

Employee: Self-Service