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 (HOURLY EMPLOYEES ONLY)
- Enter and submit time worked
- Use timeclock to check in or check out

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

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

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

BENEFITS
- Change benefit elections
- View benefits
- Change retirement savings

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