

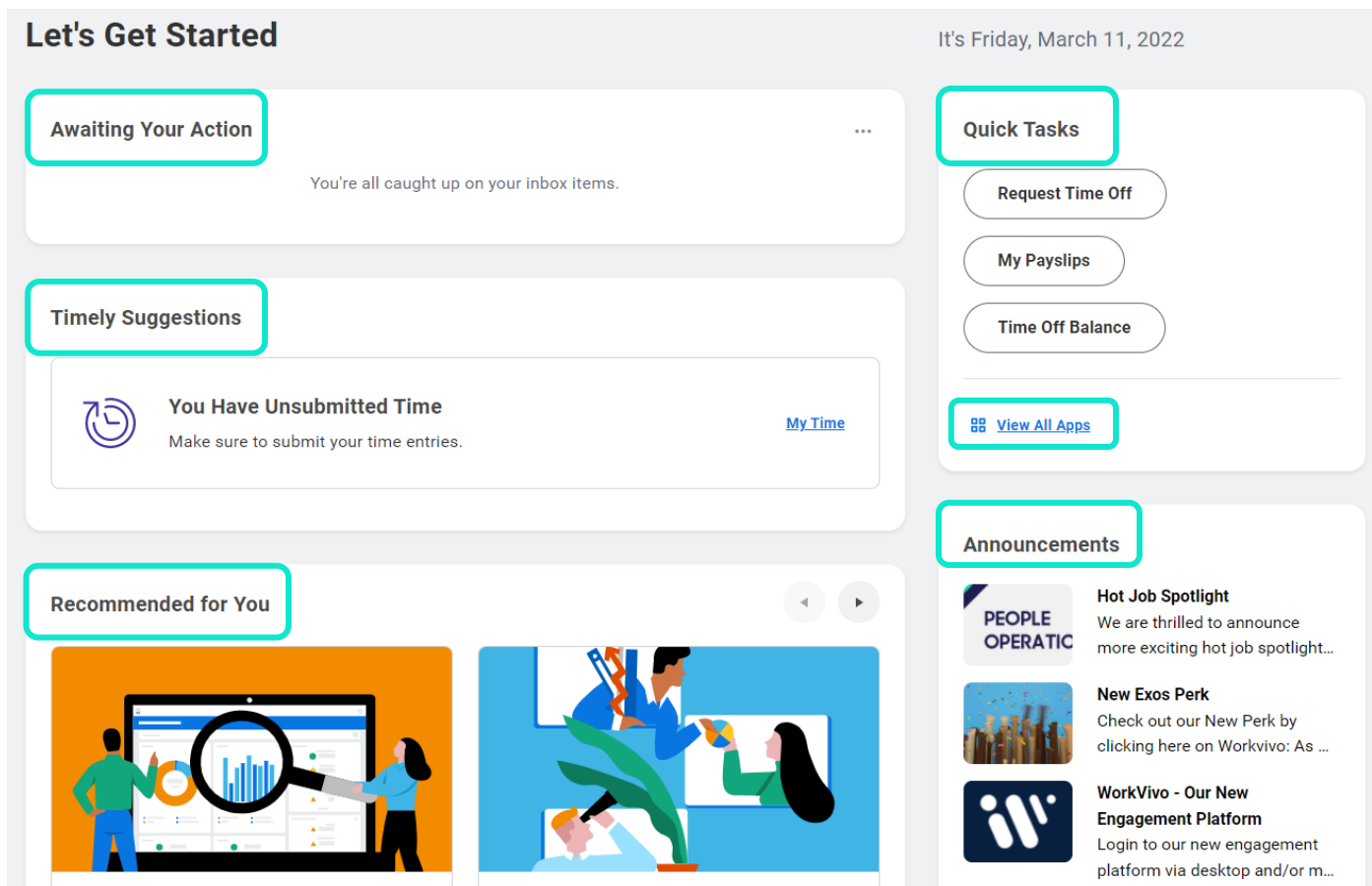
Workday is our internal Human Resources information system, housing your personal and work data. Use this system to view your job details, enter your time worked, request time off, view payslips, update your contact or personal information, and more.

Table of Contents

- Page 1: Landing Page Items
- Page 2: Top Left Icons
- Page 3: Top Right Icons
- Page 4: Your Profile

Homepage – Landing Page Items

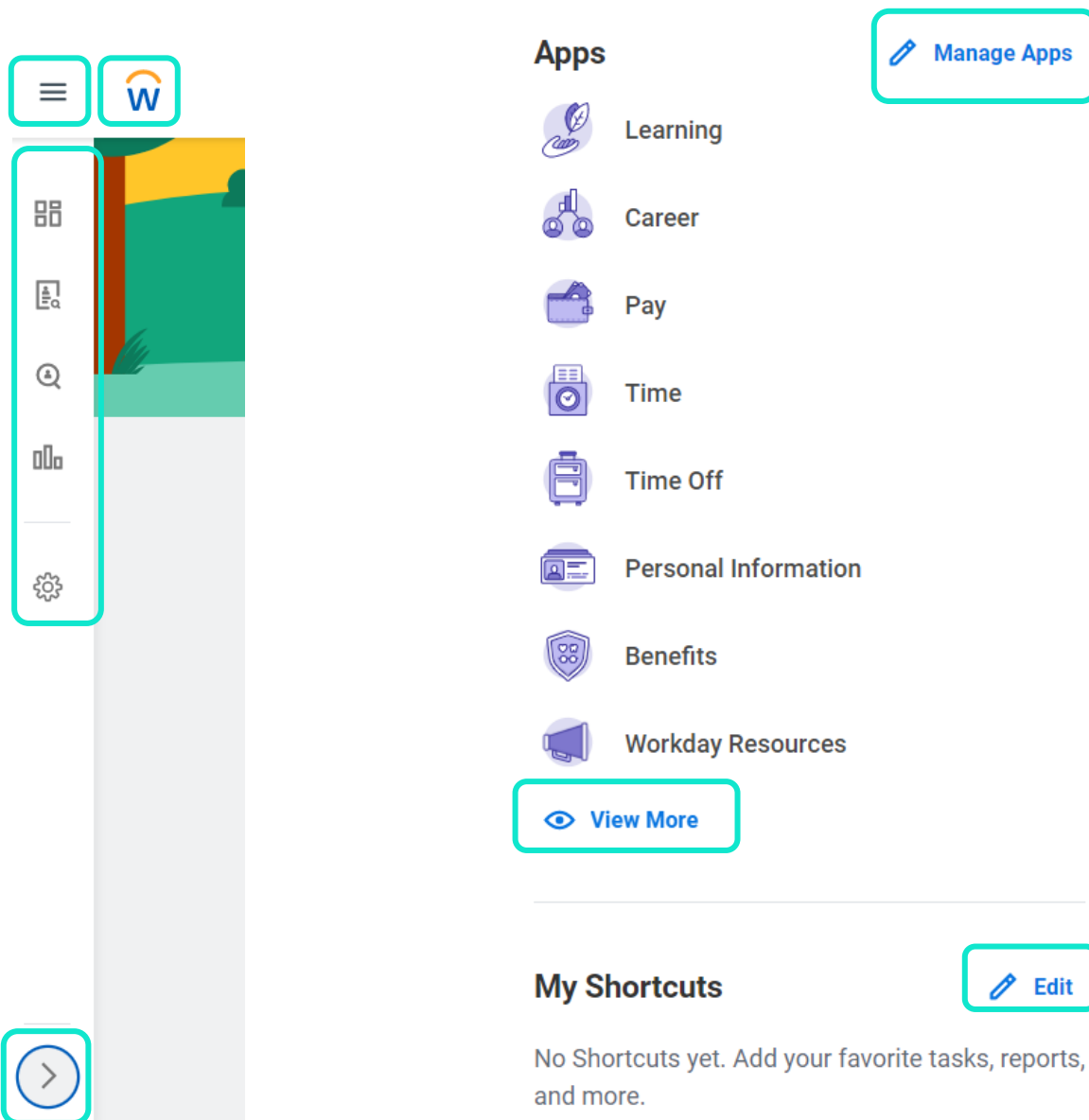
- 1. Awaiting Your Action** section displays inbox items awaiting your approval, an action, or your acknowledgment. You can also find these items by clicking the **Inbox** icon in the top right.
- 2. Timely Suggestions** section displays alerts that may require your attention.
- 3. Recommended for You** section displays recommended content based on your role, preferences, recent activity, and more.
- 4. Quick Tasks** section displays a few applications that might be useful to you. View additional applications by clicking **View All Apps**.
- 5. Announcements** section displays company announcements. Click on an announcement to view more information.



Homepage – Top Left Icons

Navigate to the icons in the top left of Workday:

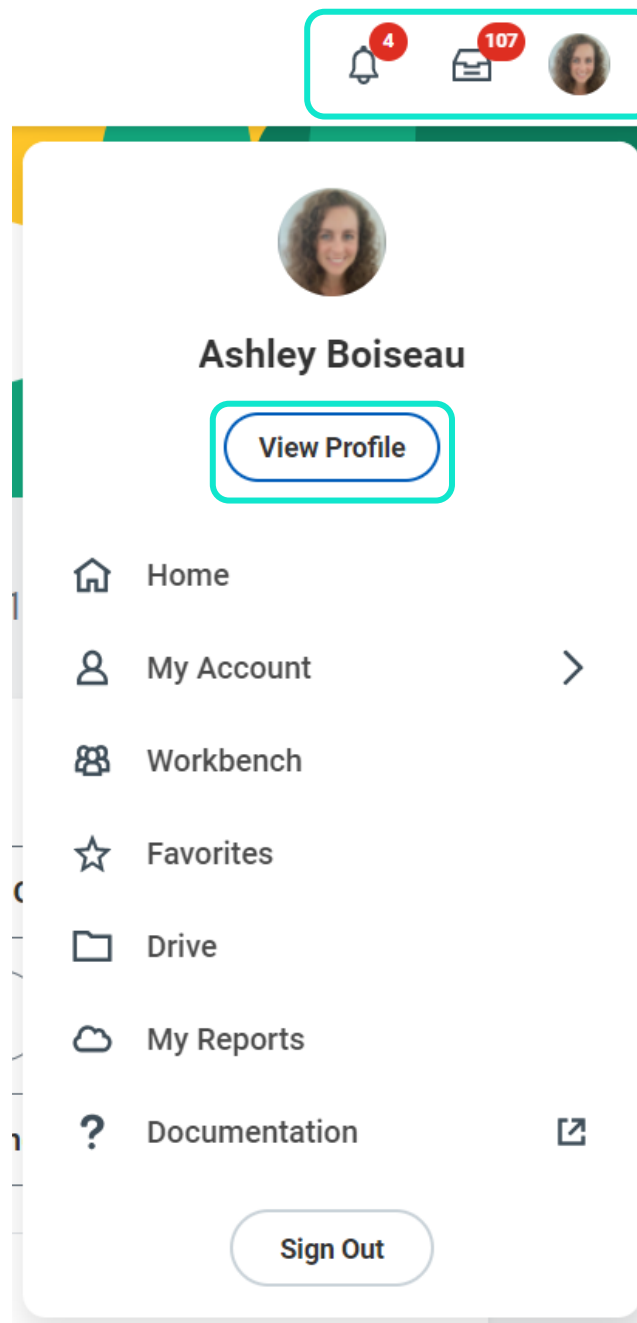
1. **Global Navigation** icon (three lines) provides a quick link to Workday applications and shortcuts.
 - a. Click **Manage Apps** or **View More** under **Apps** to organize or view applications.
 - b. Click **Edit** next to **My Shortcuts** to add or edit your shortcuts to tasks or reports.
2. **Workday Home** icon (“W”) can be clicked at any time to return you to the Workday homepage.
3. **Recruiting** icons in the toolbar to the left are for managers. Click the arrow at the bottom to expand the recruiting tabs. View your job requisitions (reqs), candidates, and more.



Homepage – Top Right Icons

Navigate to the icons in the top right of Workday:

1. **Notifications** icon (bell shape) provides alerts regarding activity completed in Workday for you or someone on your team.
2. **Inbox** icon provides inbox items that require your attention and action. For managers, this is where you approve time entries and time off requests for your team, complete recruiting activity, and more.
3. **Profile** icon (person icon or your photo) provides options to view your Exos profile and more.
 - a. Click **View Profile** to view your personal and work information with Exos.



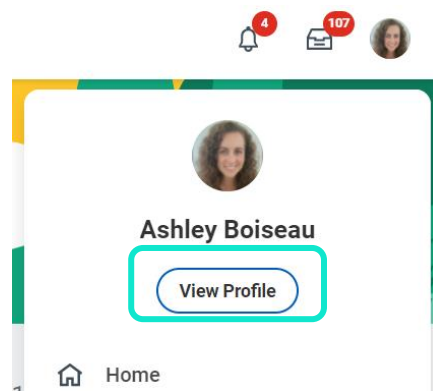
View Profile

Your Profile provides information about you and your job.


1. Click the **Profile** icon (person icon or your photo) in the top right.



2. Click **View Profile**.



3. Your profile displays your personal and work information. Click each tab on the left to view more info. Click **More** to view more tabs.



Ashley Boiseau
Shared Services Lead - Corporate Headquarters - Phoenix, AZ

Actions

Phone Email Team

Summary

Overview

Job

Compensation

More (6)

Location
10506 - Corporate Headquarters - Phoenix, AZ

Manager
Michelle Carney

Skills

Edit

Job Details

Team Member ID	22245
Supervisory Organization	EXOS () >> Director HRIS_Corporate ()
Position	11096 Shared Services Lead - Corpor Phoenix, AZ
Business Title	Shared Services Lead - Corporate Hea
Job Profile	People Operations Shared Services C
Job Family	Corporate Admin > People Operations
Team Member Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	10506 - Corporate Headquarters -
Hire Date	10/08/2018
Original Hire Date	10/08/2018
Continuous Service Date	10/08/2018