



FREQUENTLY ASKED QUESTIONS

EMPLOYEE SELF SERVICE: NAVIGATION AND ALL ABOUT ME

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Version 19 (March 2013)

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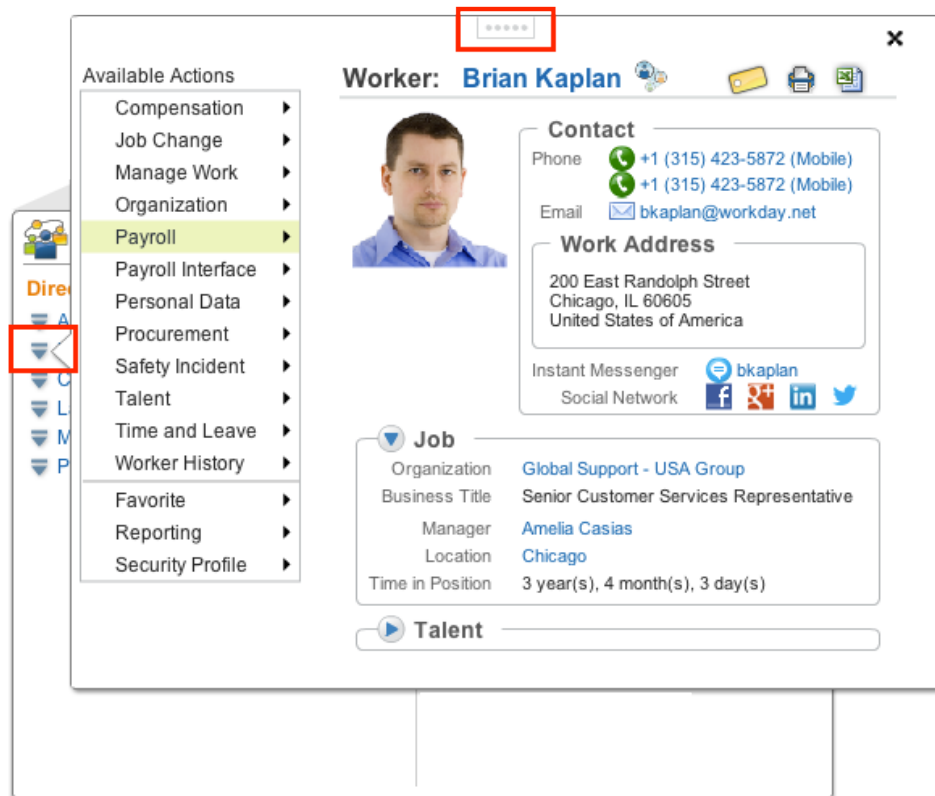
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NAVIGATION


WHAT DO I USE THE RELATED ACTIONS ICON OR ACTIONS MENU FOR?

The related actions icon or the Actions menu symbol appear next to an object when there are actions you can take on the object you are viewing. For instance, the Actions icon next to your name allows you to perform a variety of tasks and to view data about your worker record. Much of what is accessible via the related action icon is also accessible from links in the worklets on your All About Me page or from tabs within the About Me section.



Click and drag the  icon to detach the window from the Related Action icon.

The following is a list of the actions and views you can perform or access from the Actions menu

 associated with your name in the upper right corner of the All About Me page.



Note: Actions beginning with View are “view only,” such as View My Benefit Elections, or can include the ability to modify the information as in View My Dependents.

Actions available are dependent on your organization's security policies. This list may contain more actions than available to you.

| | |
|--------------------|--|
| Benefits ▶ | <div>Change Benefits</div> <div>View My Current Benefit Elections</div> <div>View My Benefit Election History</div> <div>View My Beneficiaries</div> <div>View Beneficiaries</div> <div>View Dependents</div> <div>Change Retirement Savings</div> <div>View Current Retirement Savings Elections</div> <div>View My Retirement Savings Election History</div> |
| Business Asset ▶ | My Company Property |
| Business Process ▶ | My Delegations |
| Job Change ▶ | Change My Business Title |
| Payroll ▶ | <div>Change My Payslip Printing Election</div> <div>Change W-2/W-2C Printing Election</div> |
| Personal Data ▶ | <div>Change Contact Information</div> <div>View My Emergency Contacts</div> <div>View My Primary Address Changes</div> <div>Maintain Social Network</div> <div>Change My Personal Information</div> <div>View My Personal Information</div> <div>Change My Photo</div> <div>Correct My Birth Date</div> <div>Change My Legal Name</div> <div>Change My Marital Status</div> <div>Change My Preferred Name</div> <div>View My ID Information</div> <div>Complete I-9 Form</div> <div>Complete Form I-9 Document Reverification</div> <div>Maintain Payment Elections</div> <div>Delete My Photo</div> |

| | |
|------------------|--------------------------------------|
| Time and Leave ▶ | Enter My Time |
| | Request Time Off |
| | View Time Off |
| | Add Time Clock Event |
| | View Time Off Balance |
| | View Time Off Results by Period |
| | View Carryover Balances |
| | Request Leave of Absence |
| | Request Return from Leave of Absence |

| | |
|-------------------|-------------------------------------|
| Workday Account ▶ | Manage My API Client Applications |
| | Change My Password |
| | Maintain Authorized Applications |
| | Manage Password Challenge Questions |
| | Turn Off Apple Notifications |

| | |
|------------------|---------------------------------|
| Worker History ▶ | View Worker History |
| | View Worker History by Category |
| | View Worker Document File |
| | View Manager History |
| | View My Service Dates |
| | View Union Membership History |

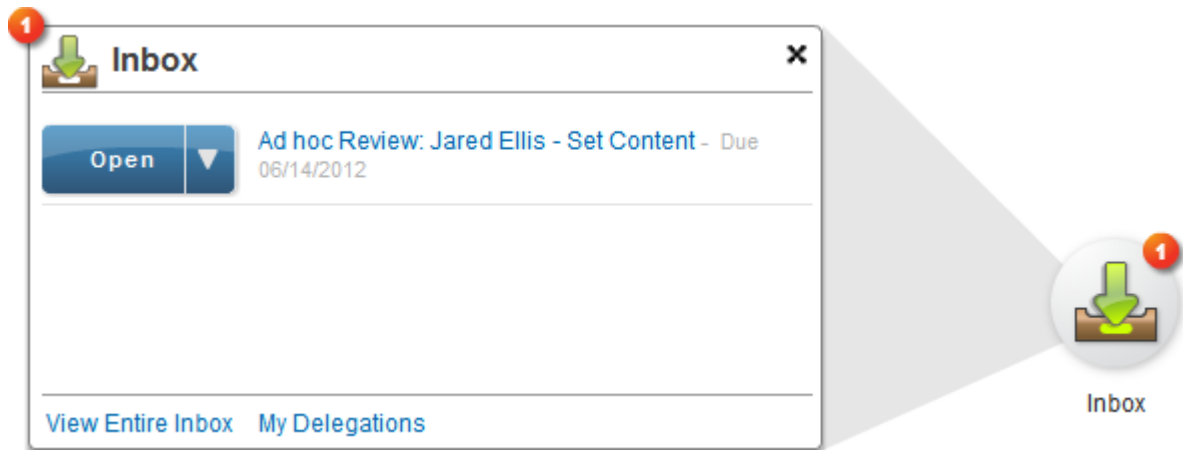
| | |
|------------|-----|
| Favorite ▶ | Add |
|------------|-----|

| | |
|---------------|------------------|
| Preferences ▶ | View Preferences |
| | Edit Preferences |

| | |
|-------------------|----------|
| Additional Data ▶ | View All |
| | Edit |

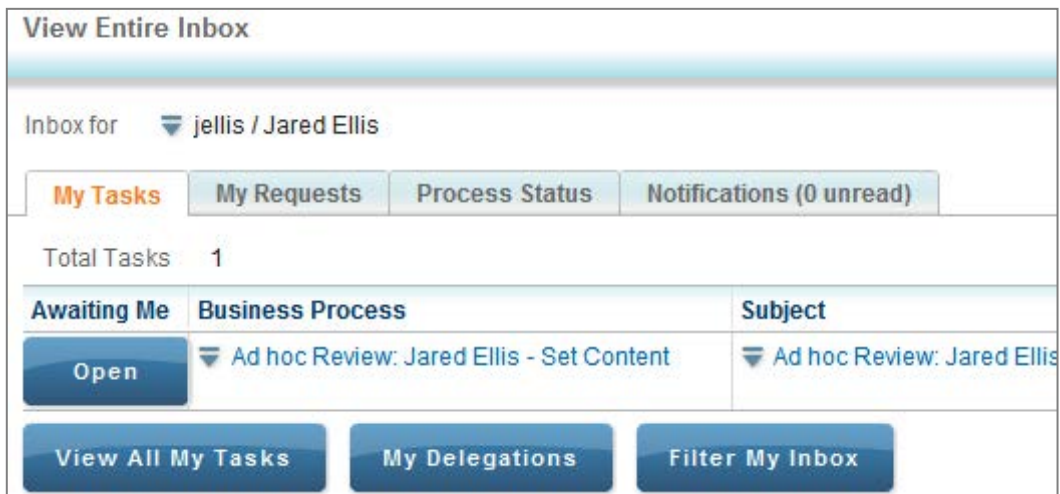
WHAT IS MY INBOX USED FOR?

- 1 Your Inbox displays task notifications, reviews, and other items that are routed to you by your organization's business processes.



- 2 For example, a task such as **Benefit Change** may appear during **Open Enrollment** and you may have a set time in which to complete the task or be defaulted into pre-defined coverage, retain existing coverage, or be waived out of coverage depending on your companies' business processes.

You may not see slide-out tabs on your landing page, depending on your organization's security policies. However, the entire Inbox can be accessed from either the Inbox worklet or the Inbox slide-out tab.

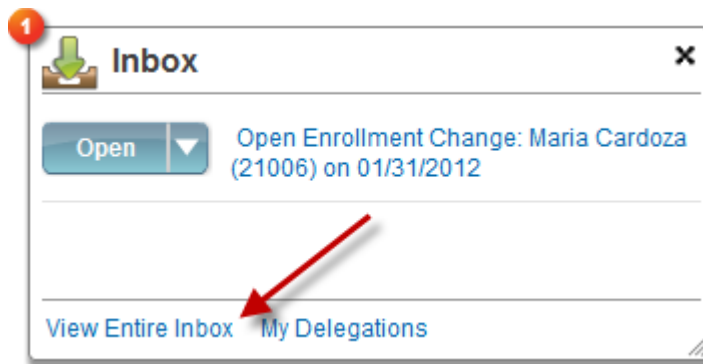


I AM GOING ON VACATION OR LEAVE, HOW DO I MAKE SURE MY INBOX TASKS ARE ROUTED TO SOMEONE ELSE IN MY ABSENCE?

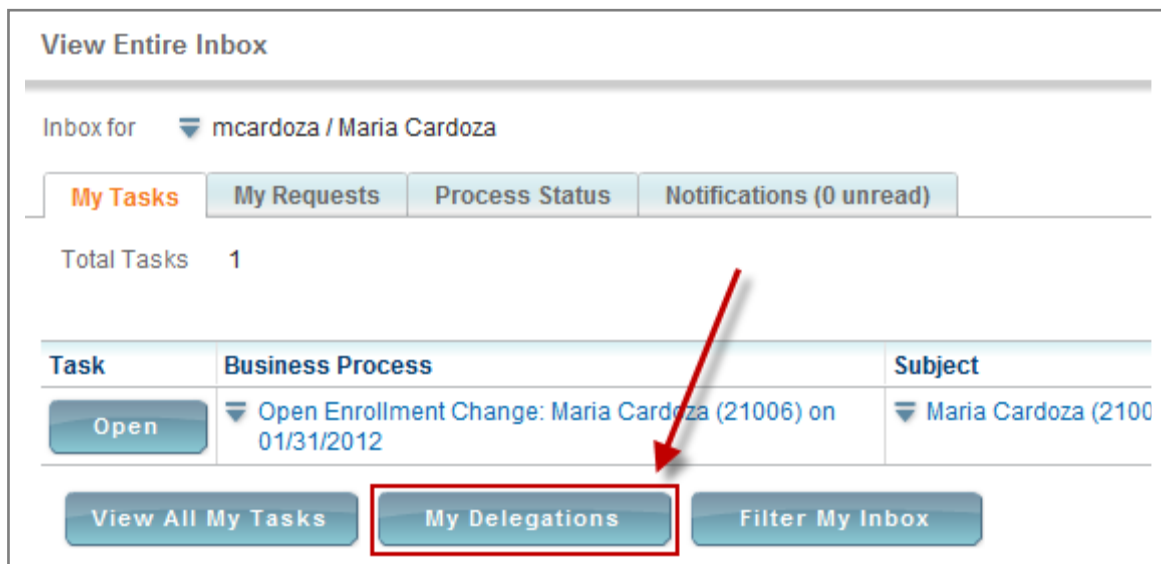
- 1 Workers with no organizational support roles and who are not managers generally will not need to delegate their Inbox tasks, but there are circumstances where it may be necessary.

For example if you were responsible for some part of the new hire process such as assigning Laptops and you wanted to make sure that in your absence those 'To-Do' notifications were routed correctly, you might want to request that your Inbox tasks be re-routed temporarily to another worker, your manager, a peer, etc.

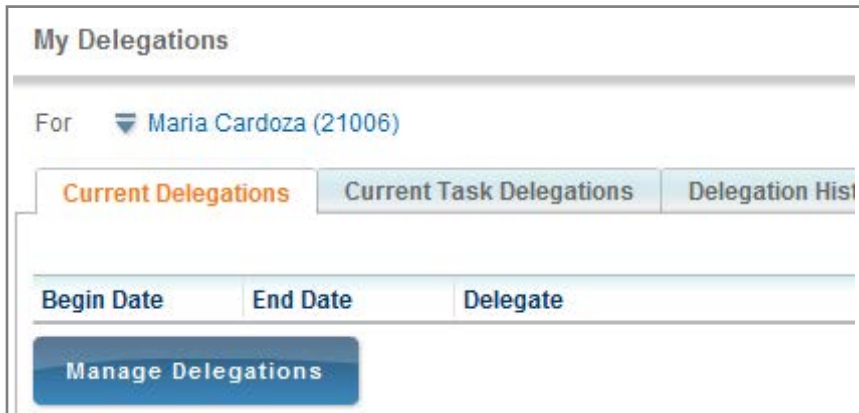
Within the Inbox worklet locate and then click **View Entire Inbox** to expand it.



- 2 Click on the **My Delegations** button.

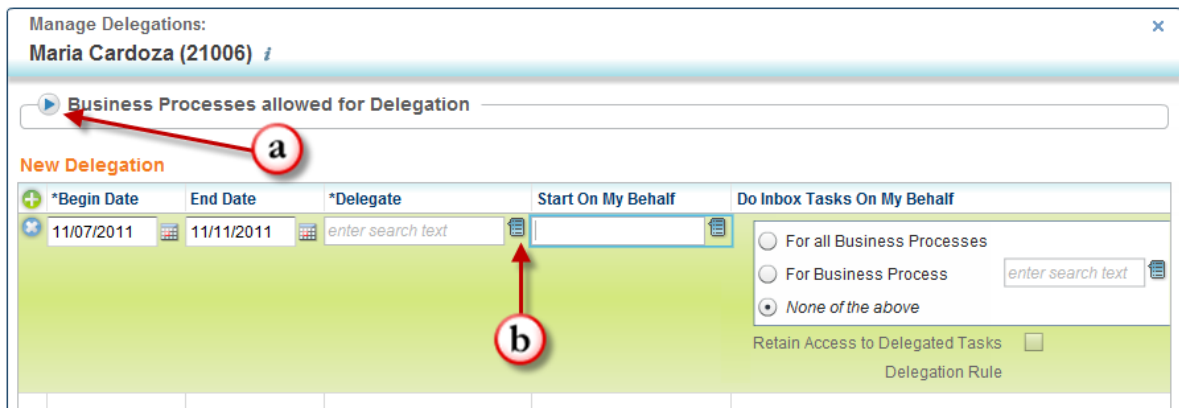


- 3 Click the **Manage Delegations** button.



- 4 Enter the dates when the delegation will be in effect, and a person to delegate the Inbox to. Click **Submit** when finished.

- A. Click to expand list of Business Processes.
- B. Use **Search** to locate delegates.




- 5 In most cases, requests for delegation have to be approved by a manager and might be allowed only for certain business processes and/or for a certain period of time.

You have submitted:


Delegation for Jack Taylor on 10/29/2012 Actions


Next Steps



Approval by Manager
Anthony Rizzo

Related Links

 [Business Policy Document](#)

 **Details and Process**

Close

ABOUT ME

HOW CAN I FIND INFORMATION ABOUT MY CURRENT AND PREVIOUS JOBS, MANAGERS, HIRE AND CONTINUOUS SERVICE DATES, AND LENGTH OF SERVICE?

- 1 From the Personal Information worklet, select **About Me**.



Or, click on your name link on any Workday page.



- 2 Click the **Job** icon to see the Job Details page.



HOW DO I VIEW OR MODIFY MY CONTACT INFORMATION SUCH AS ADDRESS, PHONE, EMAIL, ETC?

- 1 Click on your name link from any Workday page.



- 2 Click the **Contact** icon. The Contact page contains all relevant contact information including Work and Home Address.



- 3 Use the **Edit** button to add or edit Phone Numbers, Addresses, Email Addresses. Changing your address may require process approval depending on your organization's business processes.

Contact

Edit

Home Contact Information

| Address | Usage | Visibility |
|--|----------------|------------|
| 3535 Gillespie Street Apt. 201 Dallas, TX 75219 United States of America | Home (Primary) | |

HOW DO I VIEW OR MODIFY MY SOCIAL NETWORKS IN WORKDAY?

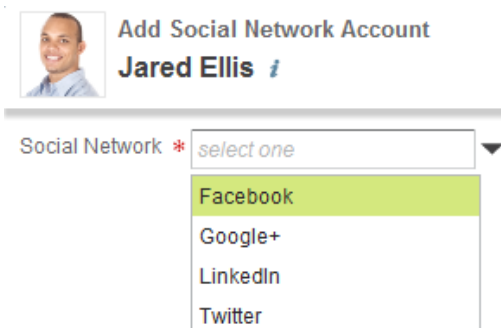
- 1 Click the **Social Networks** link on your Personal Information worklet.



- 2 Click the **Add Social Network Account** button.



- 3 Select the Social Network you would like to add and enter your account information. You may only add one account for each Social Network. Click OK to submit, approvals may be required.



HOW CAN I VIEW OR MODIFY MY PERSONAL INFORMATION SUCH AS DATE OF BIRTH, MARITAL STATUS, CITIZENSHIP STATUS, AND MILITARY SERVICE STATUS?

- 1 Click on your name link from any Workday page.



- 2 Click the **Personal Information** icon to view your personal information.



- 3 Click the **Edit** button to edit your information.

Personal Information

Edit

Personal

| | |
|--------------------|--|
| Gender | Male |
| Date of Birth | 01/29/1972 |
| Age | 41 years, 1 months, 19 days |
| Marital Status | Married (United States of America) |
| Hispanic or Latino | No |
| Ethnicity | Two or More Races (United States of America) |
| Citizenship Status | Citizen (United States of America) |

Alternatively, you can access personal information such as Marital Status from the Marital Status link in the Personal Information Worklet.

HOW CAN I VIEW ID INFORMATION SUCH AS DRIVER'S LICENSE, PASSPORT, ADDITIONAL GOVERNMENT ID'S, VISAS, AND OTHER ID'S AND LICENSES?

- 1 Click on your name link from any Workday page.



- 2 Click on the **Personal** icon and then on click on **IDs**.

Jared Ellis ACTIONS

IT HelpDesk Specialist
Dallas

Manager
View My Team

Jack Taylor

+1 (214) 964-3007 (Mobile)
jellis@workday.net
jellis

Overview Job Contact **Personal** Compensation Benefits Pay Performance Career Time Off Company Property

Personal Information **IDs** Documents Additional Data

IDs

National IDs

| Country | National ID Type | Identification # | Issued Date | Expiration Date | Issued By | Series | Verification Date | Verified By |
|--------------------------|------------------------------|------------------|-------------|-----------------|-----------|--------|-------------------|--------------|
| United States of America | Social Security Number (SSN) | XXX-XX-1101 | 01/01/1972 | | | | 01/01/2000 | Logan McNeil |

Passports

| Country | Passport ID Type | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|--------------------------|------------------|------------------|-------------|-----------------|-------------------|--------------|
| United States of America | Standard | 124501999 | 01/21/2001 | 01/21/2011 | 01/01/2002 | Logan McNeil |

Licenses

| License ID | Class | Issued by Country / Issued by Country Region / Issued by Authority | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|------------|-------|--|------------------|-------------|-----------------|-------------------|--------------|
| Driver's | | <input type="radio"/> Issued by Country <input type="radio"/> Issued by Country Region <input checked="" type="radio"/> Issued by Authority Texas Department of Transportation | 098544298 | 12/18/2005 | 12/18/2010 | 01/01/2006 | Logan McNeil |

HOW CAN I VIEW/MODIFY EMERGENCY CONTACT INFORMATION?

- 1 Click on your name link from any Workday page.



- 2 Click on the **Contact** icon and then click on **Emergency Contacts**. From here you can add, edit and delete your contacts.

Jared Ellis ACTIONS

IT HelpDesk Specialist Manager Jack Taylor +1 (214) 964-3007 (Mobile)
Dallas View My Team jellis@workday.net
jellis

Overview Job **Contact** Personal Compensation Benefits Pay Performance Career Time Off Company Property

Contact **Emergency Contacts** Support Roles

Emergency Contacts

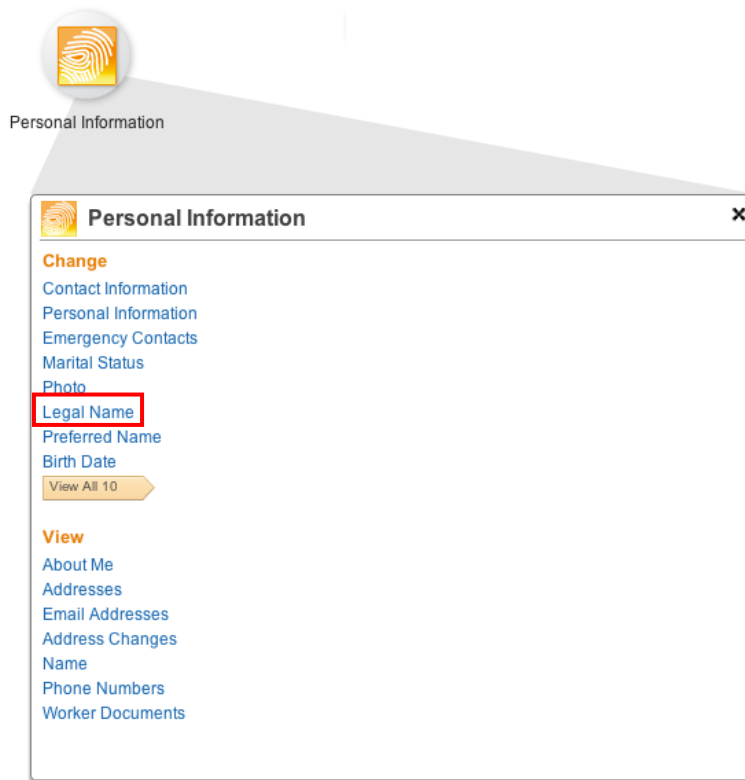
Add

| Emergency Contact | Relationship | Contact Priority | Preferred Language | Phone Number | Email Address | | |
|-------------------|--------------|------------------|--------------------|----------------------------|---------------|------|--------|
| Julie Ellis | Spouse | Primary | English | +1 (214) 964-3007 (Mobile) | | Edit | Delete |

Alternatively, Emergency Contacts can also be accessed from Emergency Contact link in the Personal Information worklet.

HOW CAN I CHANGE MY NAME DUE TO MARRIAGE, LEGAL NAME CHANGE, OR JUST HAVING A PREFERRED NAME?

- 1 From the Personal Information worklet select **Legal Name**. You can also edit your preferred name using the Preferred Name link.



- 2 Additional processing or approvals may be necessary if you change your legal name.

To maintain a maiden or other name you will need to contact your organization's Human Resources support for assistance.

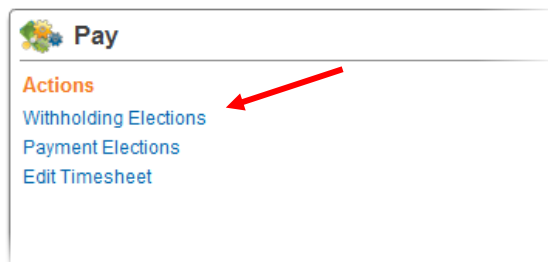
A screenshot of the 'Change My Legal Name' form in Workday. The form is titled 'Change My Legal Name:' and shows the user's name 'Jared Ellis' with an information icon (i) next to it. The form contains several fields: 'Country' with a dropdown menu showing 'United States of America' and a calendar icon; 'Prefix' with a text input field containing 'enter search text' and a calendar icon; 'First Name' with a text input field containing 'Jared'; 'Middle Name' with an empty text input field; 'Last Name' with a text input field containing 'Ellis'; and 'Suffix' with a text input field containing 'enter search text' and a calendar icon. Red asterisks (*) are placed next to the Country, First Name, and Last Name fields, indicating they are required.

MY MARITAL STATUS HAS CHANGED, WHAT DO I NEED TO DO?

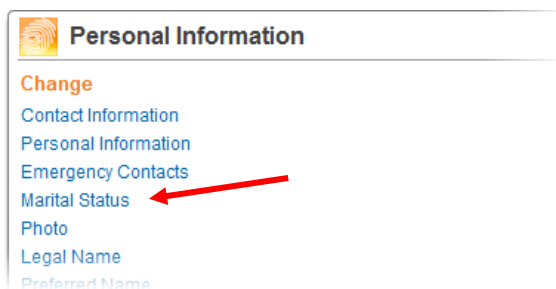
- 1 A change in Marital Status can affect you in a number of different ways... You will want to consider whether a **name** change is necessary. If so, follow the directions for **changing a name** in the Personal Information worklet.



- 2 You may want to consider changing your marital status for both Federal and State tax withholding. If so, follow the directions for **Federal and State withholding** in the Pay worklet.



- 3 You may want to change your **Marital Status** using the Personal Information worklet. If so, follow the directions for **viewing/modifying personal information**.




- 4 Changing your marital status may necessitate some additional processing or approvals depending on the business process in use by your organization.

You have marked as Complete:

Legal Name Change: Jared Ellis ▾ Actions

Next Steps



Review Legal Name Change

Logan McNeil - Due 10/25/2012

▶ **Details and Process**

HOW CAN I VIEW THE COMPENSATION I AM ELIGIBLE FOR, INCLUDING BONUS, MERIT, COMMISSION, AND ALLOWANCE PLANS AS APPLICABLE?

- 1 Click on your name link from any Workday page.



- 2 Select the **Compensation** icon and then click **Total Compensation** to view all compensation related information. You cannot modify this information.

Jared Ellis ACTIONS

IT HelpDesk Specialist Manager Jack Taylor
Dallas View My Team

+1 (214) 964-3007 (Mobile)
jellis@workday.net
jellis

Overview Job Contact Personal **Compensation** Benefits Pay Performance Career Time Off Company Property

Total Compensation Compensation | Pay Change History | Reimbursable Allowance Plan Activity

Total Compensation

Your total compensation is \$75,595.80 Frequency Annual

| Base Pay | |
|---------------------|------------------------------|
| General Salary Plan | Target Employer Contribution |
| | 59,450.00 |
| | Total: 59,450.00 |

| Incentive Pay | |
|---|------------------------------|
| 2 Items | |
| Stock Plan - Non-Executive (Finance, IT, Sales & Marketing) | Target Employer Contribution |
| | 2,000.00 |
| Non-Mgmt Bonus - Staff | 5,945.00 |
| | Total: 7,945.00 |

Configure

59,450.00

HOW CAN I FIND OUT WHAT BENEFITS I AM ENROLLED IN AND THE COVERAGE, COVERAGE BEGIN DATE, DEPENDENTS, BENEFICIARIES, AND EMPLOYER AND EMPLOYEE COST?

- 1 Click on your name link from any Workday page.



- 2 Select the **Benefits** icon to view information about the Benefits plans you are enrolled in. You cannot modify this information.

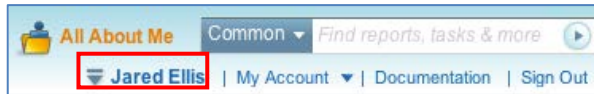
Benefits

11 items

| Benefit Plan | Coverage Begin Date | Deduction Begin Date | Coverage | Calculated Coverage | Dependents | Beneficiaries | Employee Cost (Monthly) | Employer Contribution (Monthly) | Benefit Credit (Monthly) |
|--|---------------------|----------------------|-------------------|---------------------|-------------------------------|---------------|-------------------------|---------------------------------|--------------------------|
| Medical - Aetna PPO | 04/14/2011 | 04/14/2011 | EE + Family | | Julie Ellis Thornton Ellis | | \$312.00 | \$579.00 | \$10.00 |
| Dental - Aetna PPO | 01/01/2013 | 01/01/2013 | EE + Family | | Julie Ellis Thornton Ellis | | \$35.00 | \$34.50 | |
| Healthcare FSA - SHPS | 01/01/2012 | 01/01/2012 | \$1,800.00 Annual | | | | \$150.00 | | |
| Basic Group Life - Liberty Mutual (Employee) | 01/01/2005 | 01/01/2005 | \$75,000 | \$75,000.00 | | Julie Ellis | | \$33.00 | |

HOW CAN I SEE WHERE I FIT IN THE MANAGEMENT CHAIN OR ORGANIZATIONAL HIERARCHY?

- 1 Click on your name link from any Workday page.



- 2 Select the **Job** icon and then click **Management Chain** for information for your manager and all managers in your management chain.

Jared Ellis ACTIONS

IT HelpDesk Specialist Manager View My Team Jack Taylor
Dallas +1 (214) 964-3007 (Mobile)
jellis@workday.net
jellis

Overview **Job** Compensation Benefits Pay Performance Career Time Off Company Property

Job Details | Manager History **Management Chain** | Organizations | Worker History

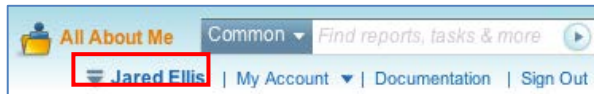
Management Chain

Supervisory Management Chain - 5 Items

| Organization | Manager | Phone Number |
|----------------------------|-----------------|-------------------------------|
| Global Modern Services | Steve Morgan | +1 (510) 635-1856 (Telephone) |
| Executive Management Group | Steve Morgan | +1 (510) 635-1856 (Telephone) |
| Information Technology | Oliver Reynolds | +1 (415) 435-1163 (Telephone) |
| IT Services Group | Anthony Rizzo | +1 (214) 827-2318 (Telephone) |
| IT HelpDesk Department | Jack Taylor | +1 (972) 655-0961 (Telephone) |

HOW CAN I VIEW WHAT ORGANIZATION I BELONG TO, INCLUDING REGION, COST CENTER, PROJECT, TEAM, UNION, COMPANY, PAY GROUP, SUPERVISORY ORGANIZATION AND OTHER INFORMATION AS APPLICABLE?

- 1 Click on your name link from any Workday page.



- 2 Select the **Job** icon to view the organizations that you are a part of.

Jared Ellis ACTIONS

IT HelpDesk Specialist Manager Jack Taylor
Dallas View My Team +1 (214) 964-3007 (Mobile)
jellis@workday.net jellis

Overview **Job** Contact Personal Compensation Benefits Pay Performance Career Time Off Company Property

Job Details | Manager History | Management Chain **Organizations** | Worker History

Organizations

Member of These Organizations - 6 Items

| Organization | Organization Type | Organization Subtype |
|------------------------------------|--------------------|----------------------|
| Global Modern Services, Inc. (USA) | Company | Company |
| 61120 IT HelpDesk | Cost Center | Cost Center |
| Storage North America | Location Hierarchy | Geographic Division |
| USA - Southeast US | Location Hierarchy | Geographic Division |
| Headquarters - Corporate | Region | Region |
| IT HelpDesk Department | Supervisory | Department |

HOW CAN I VIEW THE PEOPLE THAT SUPPORT ME IN THE ORGANIZATION I WORK FOR IN ROLES SUCH AS HR, BENEFITS, ACCOUNTING, PAYROLL, ETC?

- 1 Click on your name link from any Workday page.



- 2 Select the **Contact** icon and then click **Support Roles** to view the workers who support you in HR, Benefits, Accounting, and Payroll. You can click on the name of the worker in a support role for contact information such as phone number and email address.

Jared Ellis ACTIONS

IT HelpDesk Specialist Manager Jack Taylor +1 (214) 964-3007 (Mobile)
Dallas View My Team jellis@workday.net
jellis

Overview Job **Contact** Personal Compensation Benefits Pay Performance Career Time Off Company Property

Contact | Emergency Contacts **Support Roles**

Support Roles

64 items

| Organization Role | Worker | Role Enabled |
|--------------------------|---|------------------------------------|
| 1099 Analyst | Nathan Moore Teresa Serrano | Global Modern Services, Inc. (USA) |
| Absence Partner | Maria Cardoza | IT HelpDesk Department |
| Accountant | Andrew Walton Sara Goldstein Teresa Serrano | Global Modern Services, Inc. (USA) |
| Accounting Manager | Sara Goldstein Teresa Serrano | Global Modern Services, Inc. (USA) |
| Accounts Payable Analyst | Nathan Moore | Global Modern Services, Inc. (USA) |

HOW CAN I ACCESS MY TRANSACTION HISTORY TO SEE WHEN I ENROLLED IN BENEFITS, CHANGED MY PERSONAL DATA, OR RECEIVED BONUSES?

- 1 Click on your name link from any Workday page.



- 2 Select the **Job** icon and then click the **Worker History** tab. You can click the **View Worker History by Category** button to see more information...

Worker History

View Worker History by Category

49 items

| Business Process | Effective Date | Initiated On | Due Date | Completed On | Status |
|---|----------------|------------------------|----------|------------------------|------------------------|
| Open Enrollment Change: Jared Ellis on 01/01/2013 | 01/01/2013 | 10/26/2012 05:45:27 PM | | 10/26/2012 06:12:22 PM | Successfully Completed |
| 2012 Performance Appraisal: Jared Ellis | 12/31/2012 | 02/27/2013 05:02:13 PM | | 02/27/2013 05:02:25 PM | Successfully Completed |

3 ...by category such as Staffing or Personal Data.

View Worker History by Category:
Jared Ellis ▾ Actions

View Worker History

Staffing Personal Data Goals and Reviews Career and Talent Benefits

Hire History

| Business Process | Initiated On | Start Date | Status | Reason | Organization | Position |
|---------------------|------------------------|------------|--------------------------|---------------------------|--------------------------|--------------------------|
| ▼ Hire: Jared Ellis | 08/22/2007 05:25:09 PM | 01/01/2000 | ▼ Successfully Completed | ▼ New Hire > New Position | ▼ IT HelpDesk Department | ▼ IT HelpDesk Specialist |

Position History

| Business Process | Effective Date | Initiated On | Completed On | Status |
|------------------------------|----------------|------------------------|------------------------|------------------------|
| ▼ Edit Position: Jared Ellis | 01/01/2000 | 04/03/2008 02:00:00 AM | 04/03/2008 01:43:55 PM | Successfully Completed |

View Worker History by Category:
Jared Ellis ▾ Actions

View Worker History

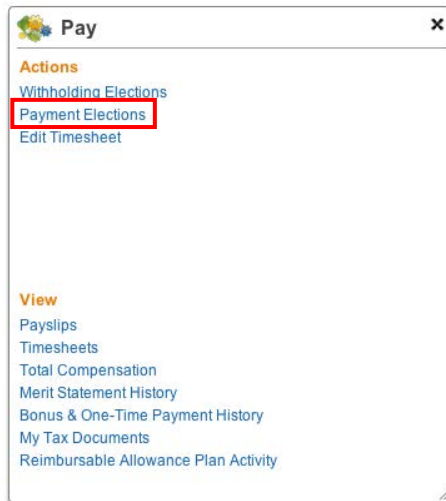
Staffing **Personal Data** Goals and Reviews Career and Talent Benefits

Personal Data History - 7 Items

| Business Process | Effective Date | Initiated On | Status | Change From | Change To |
|--|----------------|------------------------|--------------------------|-------------|--|
| ▼ Create Primary Address: Jared Ellis | 01/01/2000 | 02/21/2011 08:37:04 PM | ▼ Successfully Completed | | 2843 Main Street Dallas, TX 75201 United States of America |
| ▼ Photo Change: Jared Ellis | 02/17/2009 | 02/18/2009 12:50:52 AM | ▼ Successfully Completed | | |
| ▼ Contact Change: Jared Ellis | 01/07/2008 | 01/07/2008 02:03:53 PM | ▼ Successfully Completed | | jellis |
| ▼ Contact Change: Jared Ellis | 01/07/2008 | 01/07/2008 02:03:53 PM | ▼ Successfully Completed | | +1 (214) 964-3007 |
| ▼ Contact Change: Jared Ellis | 01/07/2008 | 01/07/2008 02:03:53 PM | ▼ Successfully Completed | | 3535 Gillespie Street Apt. 201 Dallas, TX 75219 United States of America |
| ▼ Contact Change: Jared Ellis | 01/07/2008 | 01/07/2008 02:03:53 PM | ▼ Successfully Completed | | jellis@workday.net |
| ▼ Personal Information Change: Jared Ellis | | 08/22/2007 05:30:18 PM | ▼ Successfully Completed | Ethnicity: | Ethnicity: Two or More Races (United States of America) |

HOW CAN I VIEW, MODIFY OR ADD DIRECT DEPOSIT OR OTHER PAYMENT ELECTIONS?

- 1 From the Pay worklet, select **Payment Elections**.



- 2 You can Add, change, or remove bank accounts here using the **Add Account**, **Change Account**, or the **Delete Account** buttons.

You can change election information for your regular, expense or bonus payments, or for an external payroll system as applicable using the **Change Election** button.

Payment Elections: Jared Ellis Actions

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker Jared Ellis
Default Country United States of America
Default Currency USD
Status Successfully Completed

Accounts

| Account Nickname | Country | Bank Name | Account Type | Account Number | |
|--------------------------------|---------------------------------------|-----------------|-----------------------|----------------|---|
| Personal Checking | United States of America | Bank of America | Checking | *****9801 | Change Account Delete Account |

Add Account

Payment Elections - 4 Items

| Pay Type | Payment Elections | | | | Distribution | |
|--------------------------------------|-----------------------------|--------------------------------|----------------|---------|--------------|------------------------------|
| | Payment Type | Account | Account Number | | | |
| Expense Payments | Direct Deposit | Personal Checking | *****9801 | Balance | Yes | Change Election |
| Regular Payments | Direct Deposit | Personal Checking | *****9801 | Balance | Yes | Change Election |
| Bonus Payments | Direct Deposit | Personal Checking | *****9801 | Balance | Yes | Change Election |
| External Payroll System | Check | | | Balance | Yes | Change Election |

- 3 When you add an account, you should have a blank check handy to ensure that you enter the correct Routing Transit Number and Account Number. Once the account has been added, you may use it to make payment elections.

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Worker: Jared Ellis

Account Country: United States of America

Sample Check

Account Information

Account Nickname (optional):

Account Type: ☒ Checking ☐ Savings

Bank Name:

Routing Transit Number:

Account Number:

Additional Information

Bank Identification Code:

OK Cancel

- 4 You may elect to distribute a dollar amount or a percentage to the new account. If you change an existing account, all payment elections using the account are updated automatically.

Payment Elections

| Order | *Country | *Currency | *Payment Type | Account | *Balance / Amount / Percent |
|-------|--------------------------|-----------|----------------|-------------------|---|
| + | United States of America | USD | Direct Deposit | Personal Checking | <input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0.00 % |

You may not delete an active account: you must first modify the payment election and remove the account before you can delete it entirely.

- 5 To change an existing election use the **Change Election** button next to the pay type you wish to modify (such as Regular, Bonus etc).

You may change the amount or percent that goes to an account, or change the account that receives the balance of payments.

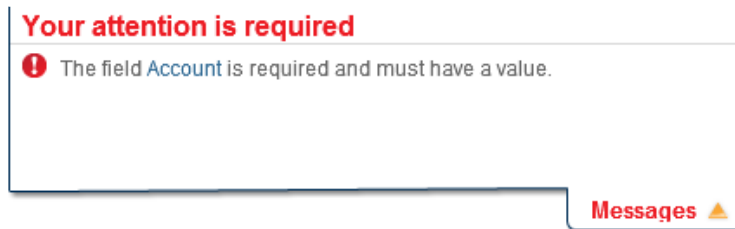
Allowable changes are determined by your company's payment elections policy.

Payment Elections - 4 items

| Pay Type | Payment Elections | | | | |
|-------------------------|-------------------|-------------------|----------------|--------------|-----------------|
| | Payment Type | Account | Account Number | Distribution | |
| Expense Payments | Direct Deposit | Personal Checking | *****9801 | Balance Yes | Change Election |
| Regular Payments | Direct Deposit | Personal Checking | *****9801 | Balance Yes | Change Election |
| Bonus Payments | Direct Deposit | Personal Checking | *****9801 | Balance Yes | Change Election |
| External Payroll System | Check | | | Balance Yes | Change Election |

I RECEIVED AN ERROR MESSAGE WHILE MAKING A CHANGE OR ADDITION TO MY DATA, WHAT SHOULD I DO?

- 1 Error messages may appear in the upper right hand section of the page. They typically identify the specific field or fields that were completed incorrectly, that were not completed even though they are required, or that conflict with a rule set-up by your organization.



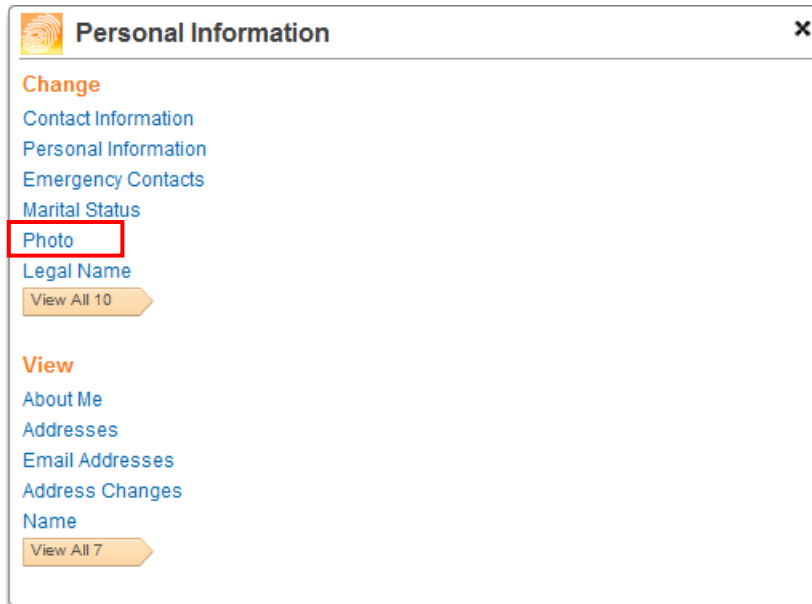
- 2 Fill in the required field, correct the data or cancel out of the process if you are trying to do something that conflict with your organization's rules.

If the error message is not sufficiently clear, you may wish to copy the message and contact the appropriate HR, Payroll, or Benefits support personnel.

| *Payment Type | Account | *Balance / Amount / Percent |
|----------------|--|--|
| Direct Deposit | <input type="text" value="enter search text"/> | <div>The field Account is required and must have a value.</div> <div><input type="radio"/> Amount <input type="text" value="0.00"/></div> <div><input type="radio"/> Percent <input type="text" value="0.00"/> %</div> |

HOW CAN I CHANGE MY PHOTO IN WORKDAY?

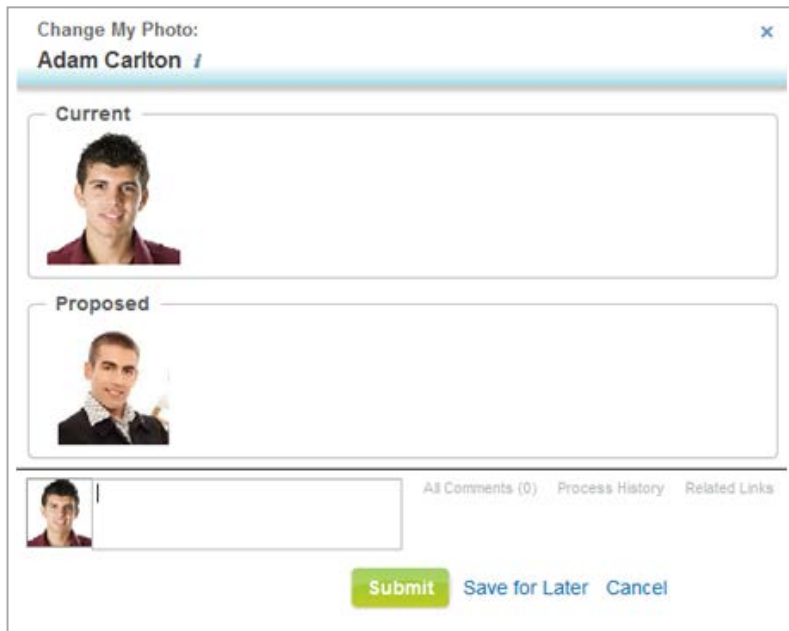
- 1 From the Personal Information worklet, click the **Photo** link.



- 2 Browse your computer to find a photo. After you select the file, click **Upload** and then **Continue**.



- 3 View your current and your proposed photo. Click **Submit** to change your photo.



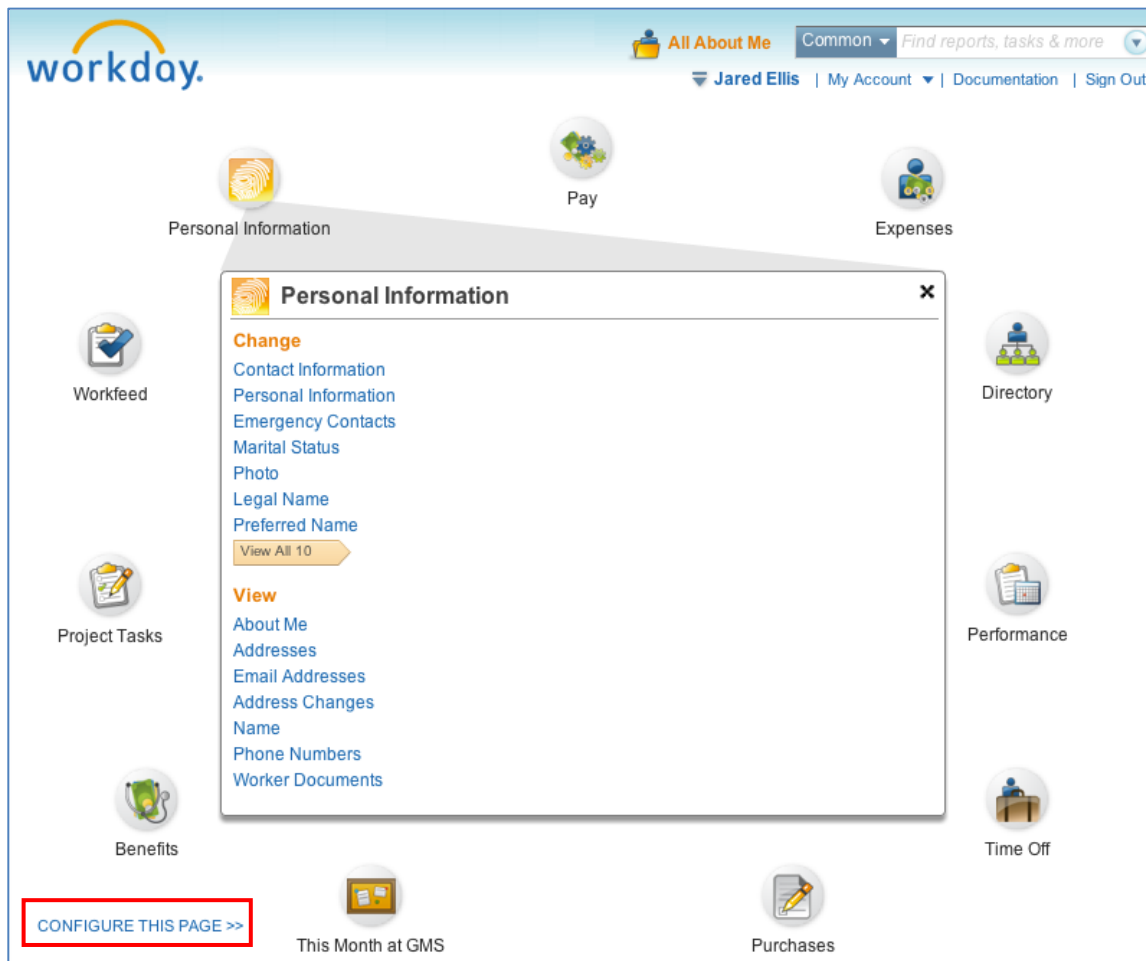
- 4 Approvals may be required.



CONFIGURE ALL ABOUT ME

WHY WOULD I USE THE 'CONFIGURE THIS PAGE' LINK?

Selecting the **Configure This Page** link on the bottom left corner of your All About Me page allows you to add or remove worklets from your All About Me page (you may need to scroll down to view it).

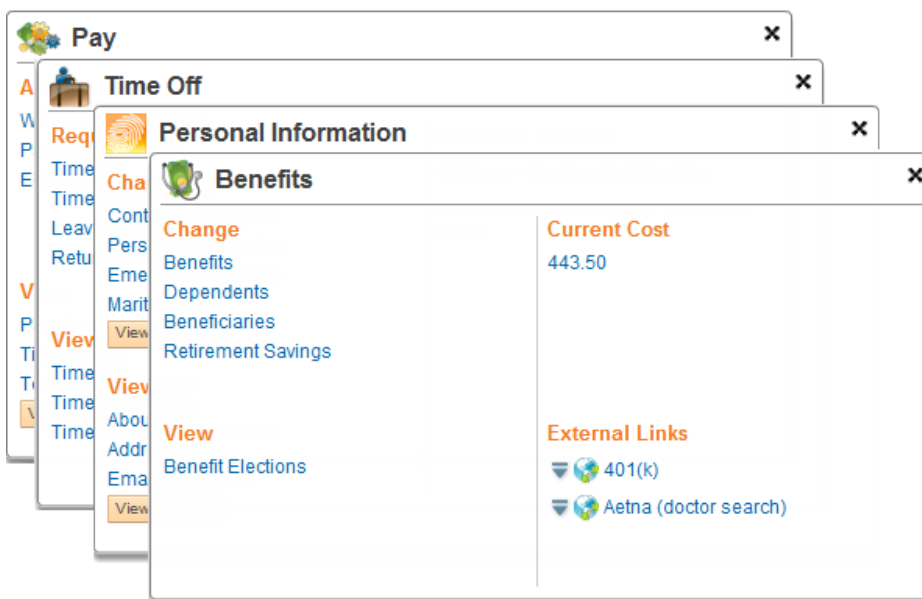


HOW CAN I DISPLAY ADDITIONAL INFORMATION ON MY ALL ABOUT ME PAGE?

- 1 Selecting the **Configure This Page** link on the bottom left corner of your landing page allows you to add or remove worklets (you may need to scroll down to view it).



- 2 Worklets are groupings of related task links, with titles such as Personal Information and Time Off.



- 3 Some worklets are required, and may not be removable, depending on your organization's policies. Optional Worklets can be added if allowed by your organization.

Configure Worklets

Required Worklets

The following worklets are required on your All About Me page.













































3 items

| Worklet |
|------------------------|
| Getting Started at GMS |
| Personal Information |
| Workfeed |

Optional Worklets

Select the optional worklets you would like to include on your All About Me page.

11 items

| | Order | *Worklet |
|---|---|-------------------|
|   |   | Benefits |
|   |   | Favorites |
|   |   | Inbox |
|   |   | Process Status |
|   |   | Pay |
|   |   | Expenses |
|   |   | Directory |
|   |   | Performance |
|   |   | Time Off |
|   |   | Purchases |
|   |   | This Month at GMS |

OK

Cancel

MY ACCOUNT

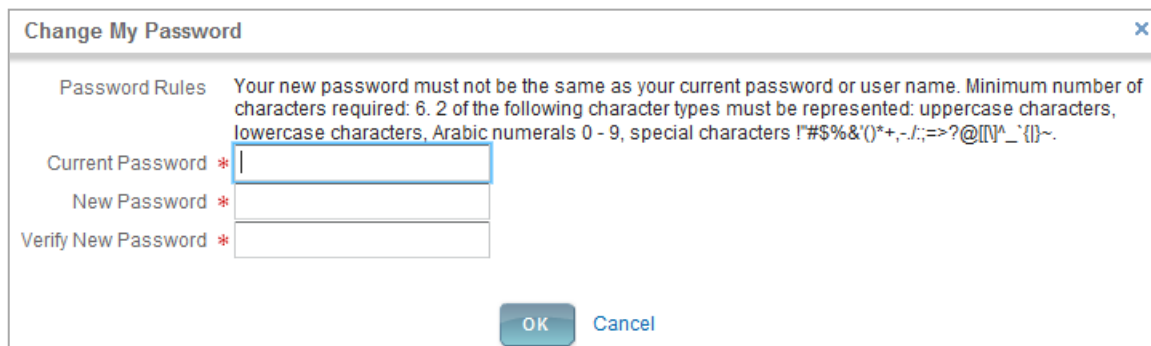
HOW DO I CHANGE MY PASSWORD?

- 1 Depending on your organization's security policies, you may need to change your initial password the first time you login to Workday. Alternatively, you may not need to change it or you may not be able to change it. If you are unsure and have received no instructions, ask your HR or Security Representative.

To manually change a password, click on the **My Account** link next to your name in the top right corner of any page in Workday and then click **Change Password**.



- 2 Enter your Current Password and your New Password, Retype your New Password in the Verify New Password field, and click **OK**.



Change My Password [X]

Password Rules Your new password must not be the same as your current password or user name. Minimum number of characters required: 6. 2 of the following character types must be represented: uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~.

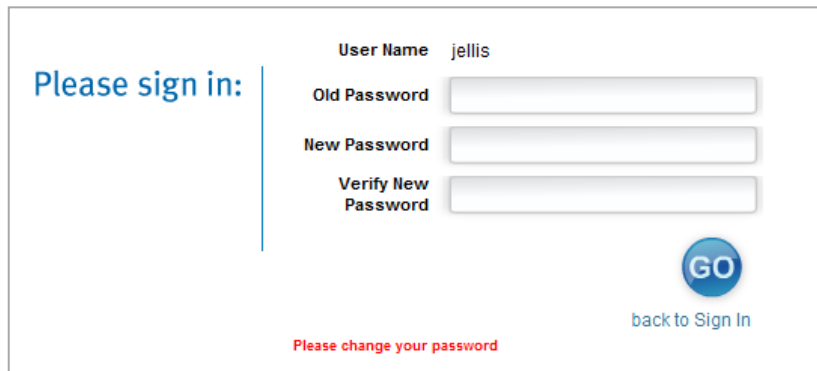
Current Password *

New Password *

Verify New Password *

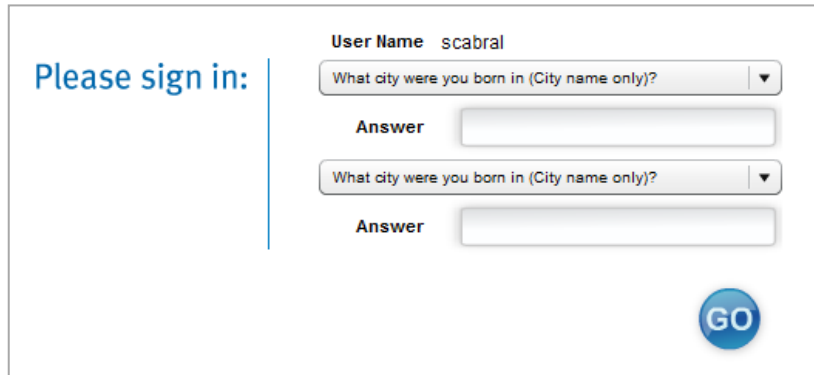
OK Cancel

- 3 If you are logging in to Workday for the first time and are required to change your password.



The screenshot shows a 'Please sign in:' section on the left. To the right, there is a form with the following fields: 'User Name' (pre-filled with 'jellis'), 'Old Password', 'New Password', and 'Verify New Password'. Each password field has a small eye icon to toggle visibility. At the bottom right is a blue circular 'GO' button. Below the 'GO' button is a link that says 'back to Sign In'. At the bottom left of the form area, there is a red text prompt: 'Please change your password'.

- 4 Complete the new password information and follow the security question prompts.



The screenshot shows a 'Please sign in:' section on the left. To the right, there is a form with the following fields: 'User Name' (pre-filled with 'scabral'), a dropdown menu for the first security question 'What city were you born in (City name only)?', an 'Answer' text field, another dropdown menu for the second security question 'What city were you born in (City name only)?', and a second 'Answer' text field. At the bottom right is a blue circular 'GO' button.

Click **GO** to finish.

HOW DO I CHANGE LANGUAGE PREFERENCES, EMAIL NOTIFICATIONS, AND VIEW THE EMAIL ADDRESS USED FOR BUSINESS PROCESS NOTIFICATIONS?

- 1 To manually change your Preferences, click on the **My Account** icon next to your name in the top right corner of any page in Workday and then click **Change Preferences**.



- 2 Change your preferred locale to view your Workday pages in another language, such as Spanish or French.

Change Preferences:
jellis / Jared Ellis

Global Preferences

| | |
|--|--|
| Default Locale | English (United States) - en_US |
| Preferred Locale | <input type="text"/> |
| Default Display Language | English |
| Preferred Display Language | <input type="text" value="select one"/> |
| Default Timezone | Central Time (Chicago) |
| Enable Preferred Currency Reference View | <input checked="" type="checkbox"/> |
| Default Currency | USD |
| Preferred Currency | <input type="text" value="enter search text"/> |

Search Preferences

| | |
|------------------------|--|
| Preferred Search Scope | <input type="text" value="enter search text"/> |
|------------------------|--|

Account Preferences

| | |
|---------------------------|--|
| Mobile Work Phone Carrier | <input type="text" value="enter search text"/> |
|---------------------------|--|

Workflow Preferences

| | |
|---|--------------------------------|
| Number of Rows to Display in all Inbox Flyout tabs (does not limit Inbox Worklet) | <input type="text" value="0"/> |
| Number of Days to Show Completed Tasks in My Requests Tab (Inbox Flyout) | <input type="text" value="0"/> |
| Email Alerts for Business Process Tasks and Notifications | <input type="checkbox"/> |
| Email Address for Business Processes | jellis@workday.net |

Workfeed Preferences

| | |
|------------------------------|--------------------------|
| Suppress Workfeed Exceptions | <input type="checkbox"/> |
|------------------------------|--------------------------|

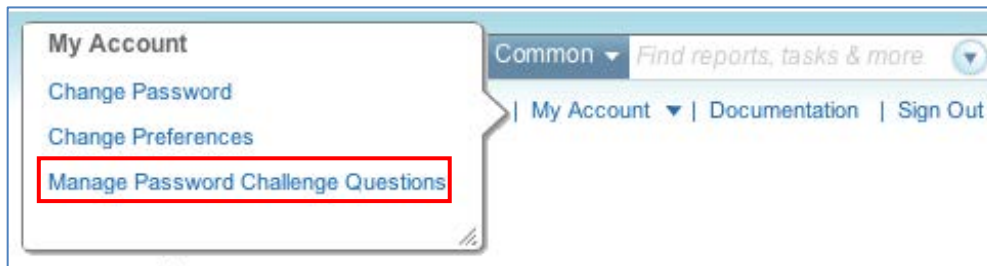
Background Notification Preferences

| | |
|---|-------------------------------------|
| Display a message when a background report completes | <input checked="" type="checkbox"/> |
| Display a message when a shared background report completes | <input checked="" type="checkbox"/> |

If your organization has made the other options available to you, you can edit your Search, Account, Workflow, Workfeed and Background Notification Preferences.

HOW DO I SEPARATELY MANAGE MY PASSWORD CHALLENGE QUESTIONS?

- 1 To manually change your Password Challenge Questions, click on the **My Account** icon next to your name in the top right corner of any page in Workday and then click **Manage Password Challenge Questions**.



- 2 Select new questions and answers and click **OK**. You will be prompted to answer these questions in the future if you forget your password.

Manage Password Challenge Questions ×

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember. Your current questions and answers are shown here.

Select the First Security Challenge Question * ▼

First Challenge Answer *

Select the Second Security Challenge Question * ▼

Second Challenge Answer *

Select the Third Security Challenge Question ▼

Third Challenge Answer

Select the Fourth Security Challenge Question ▼

Fourth Challenge Answer