Workday Icon Glossary

These are the default icons on everyone's home page.	
This is a default icon for someone who is a Manager.	
The individual user, who is a Manager, added the icons shown in dark red.	

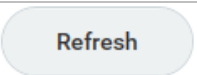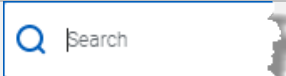| Name	Icon	Description
Actions	Actions	Displays menu options that are available to the processing user from the worker, or position, or Supervisory Organization record, etc. Can also be used to pop-out a menu.
Add	⊕	Various ways throughout the system to add an additional row or value.
Anniversaries (Worklet)	Anniversaries	Someone who manages other staff can add this worklet to her/his Home Page. Indicates who has a work-related anniversary in the next two weeks.
Benefits (Worklet)	Benefits	Change and view your benefits, such as health insurance and retirement contributions.
Birthdays (Worklet)	Birthdays	Someone who manages other staff can add this worklet to her/his Home Page. Indicates who has a birthday in the next two weeks.
Calendar prompt	MM / DD /YYYY 🗓	The calendar is used in Business Process transactions to select effective dates. Clicking the prompt opens a calendar to assist in selecting a date. You can also type the date in the MMDDYYYY.
Current Benefit Elections (Worklet)	Current Benefit Elections	View your currently selected benefit elections, such as health insurance and retirement contributions.
Delete	⊖	Click to delete a row or value.
Directory (Worklet)	Directory	View your co-workers and information regarding your organization.
Expand	▶	This symbol will point to the right when a section is condensed and down when a section is expanded. If you click on the symbol while it is pointing down, it will condense an expanded section.
Export to Excel	📊 or 📊	If this symbol is located at the top of the page (in the blue bar across the top), it will export all content on the page. If it is located on a section of a page, for example, at the top of a report or table, it will only export that section.
Favorites (Worklet)	⭐ Favorites	Access frequently used Workday transactions, or reports, that you have added to your favorites.
Filter	▽	Click to narrow the data results based on selected criteria.
Gear	⚙	Access configuration/additional options on a specific screen.
Home Page	Nebraska	Takes you to your default landing page, i.e., your Home Page.
Inbox (upper right-hand corner)	106	Contains items that require your attention; example shows an Inbox with 106 items. Click to access tasks assigned to you.

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Name	Icon	Description
My Account (Worklet)	My Account	Access settings for your Workday account, i.e., Change Password, Change Preferences, and Manage Password Challenge Questions.
My Team (Worklet)	My Team	Access information about your team members (e.g., emergency contact information, organization chart, etc.)
Notifications (upper right-hand corner)	224	System Notifications about various events; example shows that the Notifications list contains 224 items. These are system Notifications and do not require action on your part.
Pay (Worklet)	Pay	View and update your direct deposit (payment elections) info.
Pencil (or Edit)		Click to enter information in the field.
Personal Information (Worklet)	Personal Information	Change and view your personal information, such as your Contact Information (i.e., home address, phone number, email address, etc.), Emergency Contacts, Marital Status, Legal Name, Preferred Name, and/or Birth Date.
Print		This will "print" a PDF document, which you can then save to your computer or print right away. Remember where you save the PDF. After it creates the PDF, you will see a Click to Download link. Once you click that link, it will prompt you to Open or Save (or Cancel).
Process Canceled		A Business Process has been canceled.
Process Successfully Completed		A Business Process was successfully completed.
Prompt		The prompt icon (shown in the red box) will show a list of values that are valid for entry into that field. You can also click in the prompt box, and type part or all of the desired search term.
Refresh	Refresh	Refresh the page or data. Most generally used when running integrations.
Required	*	The asterisk indicates that a value is required for a field. You will not be allowed to continue unless you input a value in all fields marked with an asterisk.
Search Box	Search	Search for tasks, employees, organizations, and/or reports.
Undo		This will undo the change you made on the section in which you are currently working.