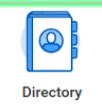
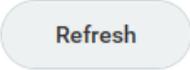


Workday Icon Glossary

- The Worklet icons outlined in green are the default icons on everyone's home page.
- The icon outlined in dark blue is a default icon for someone who is a manager.
- The individual user, who is a manager, added those outlined in red.

Name	Icon	What it means or will do
Add		Various ways throughout the system to add an additional row or value.
Anniversaries (Worklet)	 Anniversaries	Someone who manages other staff can use this worklet. Indicates who on your team has a work-related anniversary within the next two weeks.
Benefits (Worklet)	 Benefits	Used to change and view your benefits such as health insurance and retirement contributions.
Birthdays (Worklet)	 Birthdays	Someone who manages other staff can use this worklet. Indicates who on your team has a birthday within the next two weeks.
Calendar prompt		The calendar is used in Business Process transactions to select effective dates. Clicking the prompt will open a calendar to assist you in selecting a date. You can also type the date in the MM / DD / YYYY field.
Delete		Click to delete a row or value.
Current Benefit Elections (Worklet)	 Current Benefit Elections	Used to view the benefit elections you have currently elected, such as health insurance and retirement contributions.
Directory (Worklet)	 Directory	Used to view your co-workers as well as information regarding your organization.
Expand		This symbol will point to the right when a section is condensed and down when an area is expanded. If you click on the symbol while it is pointing down, it will condense an expanded area.
Export to Excel	 or 	If this symbol is located at the top of the page (in the blue bar across the top), all content on the page will be exported; if this symbol is located on a section of a page, for example, at the top of a report, only that section will be exported.
Favorites (Worklet)	 Favorites	Used to access the 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		Used to access configuration/additional options on a specific screen.
Home Page		The icon in the upper left-hand corner that will bring you back to your default landing page.

Inbox (upper right-hand corner)		Contains items that require your attention; example shows an Inbox with 106 items. Click to access tasks assigned to you.
My Account (Worklet)		Used to access settings for your Workday account, i.e., Change Password, Changes Preferences, and Manage Password Challenge Questions.
My Team (Worklet)		Used to access information about your team members (e.g., emergency contact information, organization chart).
Notifications (upper right-hand corner)		Notifying of something that has occurred; example shows an Inbox with 224 items.
Pay (Worklet)		Used to view and update your direct deposit (payment elections) information.
Pencil (or Edit)		Click to enter information in the field.
Personal Information (Worklet)		Used to change and view your personal information such as name, email address, address, legal and preferred name, and emergency contacts.
Print		Clicking this icon will “print” a PDF document, which you can save to your computer and print later, 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		Indicates a business process has been canceled.
Process Successfully Completed		Process was successfully completed.
Prompt		Click the prompt icon (shown in the red box) to view 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		Use to refresh the page or data. Most generally used when running integrations.
Related Action		Use to initiate worker-related transactions. Can also be used to pop-out a menu.
Required		This symbol (asterisk) indicated that a value is required for a field; you cannot continue unless all fields marked with this symbol have a value.
Search Box		Allows you to search for tasks, employees, organizations, and/or reports.
Undo		Clicking this icon will undo the change you made on the section in which you are currently working.