

Modify or Add Favorites – Tasks and Reports

CONTENTS

Purpose	1
Log in to Workday (Employee Work Center).....	1
Add Favorites.....	1
Add your favorite tasks and reports	2
Link Help Desk Contact Information	2

PURPOSE

This is an easy way to get quick access to the tasks and/or reports you use most often. Everyone has a Favorites icon on her/his home page (see screenshot below).

LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
 - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
 - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

ADD FAVORITES

1. Go to your home page.
 - a. Click the home icon (Nebraska) in the upper left-hand corner.
2. Click the Favorites icon (see screenshot at right).
3. On your Favorites page, click the gear icon in the upper right-hand corner, and then click Manage Favorites.



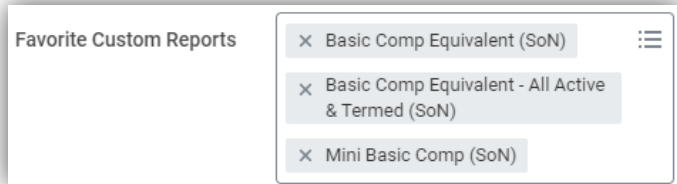
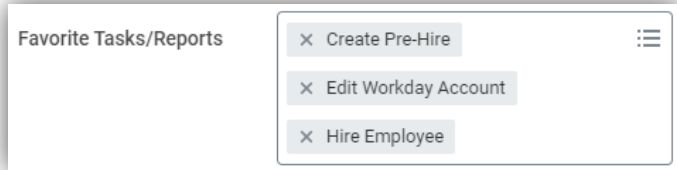
4. There are three options on the Manage Favorites page:
 - a. Favorite Tasks/Reports ... use for Tasks or Workday Standard Reports.
 - b. Favorite Custom Reports ... user for Custom Reports.
 - c. Favorite Business Objects (unless you write reports in Workday, you won't need this one)

Modify or Add Favorites – Tasks and Reports

ADD YOUR FAVORITE TASKS AND REPORTS

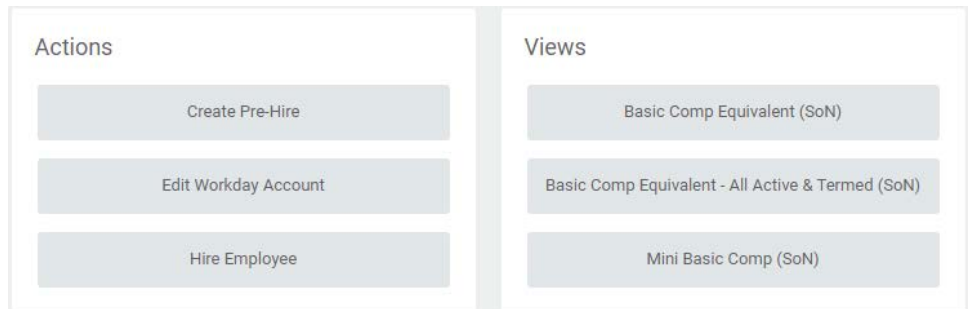
This is where you search for, and select, the Tasks and Workday Standard Reports to which you want quick access. What you will be able to see, and select, will vary, depending on your assigned Roles and your assigned Security Groups.

1. **Favorite Tasks/Reports** -- add **Tasks** that you use frequently, e.g., Create Pre-Hire, Create Position, Edit Position Restrictions, Hire Employee, or other tasks you might use. If you search for reports in this section, the results will be Workday Standard Reports, not our custom reports.
2. **Favorite Custom Reports** – type the name of a custom report that you want to see in your Favorites list. Type part, or all, of the name; if you see more than one result, be sure to click the one that you use more frequently. I typed equivalent, pressed enter, and I saw 18 results. I clicked on these three reports: Mini Basic Comp (SoN), Basic Comp Equivalent (SoN), Basic Comp Equivalent - All Active & Termed (SoN).



NOTES:

- a. For the most part, a good general rule to follow is to select reports that show (SoN) at the end. Those are shared with “All Authorized Users,” and should be able to be run JUST for your agency.
 - b. Other reports that do NOT have (SoN) at the end are most generally copies that were made by agency Report Writers and have filters to run only for their agency.
3. When you’re done selecting your favorite tasks and/or reports, click OK.
 4. Click Done.
 5. Now when you click your Favorites icon from your home page, you will see the list of items that you added. You can start those tasks or run those reports from this page.



LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234