






Workday Common Application Worklets and Icons

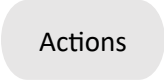
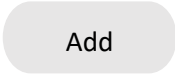
Common Application Worklets - The following are application worklets most used. Note: the background colors might be different depending on both the order and number of worklets you have on your dashboard.

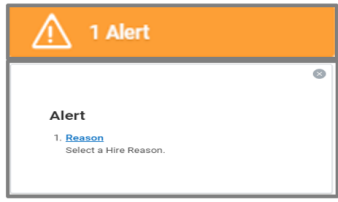



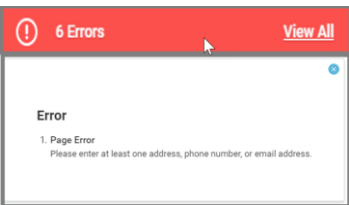







	<p>Time & Absence</p> <p>An application worklet used to request time off or leave of absence and view time off balances and more.</p>
	<p>Employee Benefits & Wellness</p> <p>An application worklet used for common actions and views related to your personal information such as view benefit election, change benefits, and dependent information.</p>
	<p>Career</p> <p>An application worklet used for performing common actions and views related to your career including refer candidates and view your certifications, education, languages, job history, and awards.</p>
	<p>Directory</p> <p>An application worklet used for finding contact information for people who work at any NYIT institution. View department or individual organization structure.</p>
	<p>Favorites</p> <p>An application worklet containing favorite reports and tasks for easy access.</p>
	<p>My Tasks</p> <p>An application worklet used for accessing tasks awaiting action. Note: The number of actions awaiting action within the inbox will be displayed in a red circle on the profile icon.</p>

	<p>My Team Management An application worklet for Managers - Access information about your team members such as emergency contact information, organization chart, and more.</p>
	<p>Benefits and Pay An application worklet used for viewing and updating withholding elections, direct deposit, and current and previous pay slips, tax documents, and more.</p>
	<p>Performance An application worklet located within the employee profile used for common actions and views related to performance, including viewing goals, reviews, feedback received, and skills.</p>
	<p>Profile An application worklet linking you to common actions and views related to your personal information emergency contacts, education, experience, and other information.</p>
	<p>Time An application worklet used for common actions and views related to your time, including entering your time and viewing your time off balance.</p>

Common Icons

The following are common Icons most used.

	<p>Actions and View Buttons for commonly grouped tasks and reports. Accessed through worklets.</p>
	<p>Add Button A clickable icon that lets you add additional information to any task.</p>

	<p>Alert Message A soft warning message that alerts you about system limitations based on configuration. This message enables you to continue your work without resolving the issue.</p>
	<p>Arrow A clickable icon that opens the page to additional areas that can be edited. Also referred to as the More icon.</p>
	<p>Delete Row – Add Row A clickable icon that removes the current row from a grid</p>
	<p>Done Button A button that closes a confirmation screen.</p>
	<p>Error Message Red colored error messages provide advice on key issues that require attention. The alert DOES stop further processing. Note: The accompanying text explaining the error appears next to the field containing the error if it is a field required by Workday.</p>
	<p>Export to Excel Used to save a properly formatted spreadsheet version of the Information.</p>
	<p>Filter Click to narrow the data results based on selected parameters</p>
	<p>Prompt A clickable icon that presents a list of options for a specific field.</p>
	<p>Related Actions Use to initiate worker related actions. Can also be used to pop-out menu options.</p>
	<p>Required Field Any field with a red asterisk is required to be completed.</p>
	<p>Search Box Allows you to quickly search for tasks, employees, organizations, and reports.</p>
	<p>View Printable Version (PDF) Click to download a pdf version of what you are viewing on screen.</p>