

Icon Glossary

The Icon Glossary provides an overview of some Icons and Graphics you will see in Workday with their meanings.

Worklets

Worklets are used for performing various tasks. Some Worklets are added to everyone's homepage, whereas others appear based on your specific job function and duties. There are also optional Worklets you can add to your homepage. To launch a Worklet, click its icon in Workday.



Personal Information

View and update your emergency contacts, education, experience, and other information.



Benefits

View and change benefits elections for you, your dependents, and beneficiaries.



Inbox

View your assigned actions.



Time

Manage your time worked. Managers can view and approve staff hours.



Absence

Enter and review time off, exceptions, and leave. View current time off balances. Managers can view direct-reports' time off.



Directory

Find contact information for people who work at <CLIENT>. View departments and organizational charts.



Compensation

Request compensation change and one-time payment. Managers can view direct-reports' compensation.



Pay

View pay stubs, direct deposit information, and tax documents.



Expenses

Enter reimbursable expenses and view past expenses.



My Team

Managers can view information about staff and initiate activities such as promotions and job changes.

Icons

Workday includes several intuitive action icons you may have seen on other websites. Below are a few common icons you will see in Workday.



Configure Options

Click to set preferences related to your current page.

Actions



Related Action

Both icons reveal a menu of actions for a given report or object.



Required Field

A value must be input in a required field before you can Submit.



Export to Excel

This icon allows you to download and save a report as an Excel spreadsheet.



Dropdown List

Select this icon to reveal a dropdown list of items.



Print

Select this icon to print a properly formatted version of the page you are viewing.



Filter Results

Select options to narrow down search results.



Full Screen View

Select this icon to view a report in full screen viewing mode.