

## Managing Key Functions in Workday

**\*\*this is not a complete guide to Workday functions, more specific task information is provided in the ISU Service Portal App in OKTA, here you can search for specific topics and answers**

**Once you have logged into OKTA, you can open the Workday portal. You should see your welcome page that has a few commonly accessed titles within Workday for daily/weekly use.**

**Awaiting your Action:** These are tasks you need to complete in a timely manner and submit.

**Timely Suggestions:** This is a quick reference for checking in and out if you are required to do so under your employment type. This area will also show you if you are clocked in or out. You can also access your pay slip information here.

**Quick Tasks:** This is typically an easy access to clock in and out quickly or request an absence.

**Announcements:** General information you may need to know or look in to.

**If you click on the menu button in the top left corner, this will Open a list of navigable tabs to complete certain tasks.**

**Benefits and Pay:** List of your selected benefits and payslips

**Learning:** Tasks that you need to complete

**Pay:** This takes you to where you can see your tax documents and forms, payment and withholding elections, update your W-4 or direct deposit information and access your payslips

**Time:** You can clock in and out here, check your time worked for the week, see your time clock history and find FAQ about timekeeping and submitting your time worked.

**Absence:** Request Absence, Correct Absence, Leave of Absence, Time off Balances, other Team member absences for reference when requesting time off

**Benefits:** you can find information regarding your benefits here, make changes and the current cost per paycheck for your selections.

**My Team:** here you can access many things about your team you work directly with and also make changes

**Expenses:** create expense reports, create spend authorizations, etc

**Procurement:** CyBuy Marketplace, requisition for non-catalog orders, helpful links for: GC requests, Pcard and T&H card applications and changes, campus stores, campus resources, campus reports, cardholder reports, etc.

**Team Time:** reviewing your time, entering time for your workers, Reports

**Requests:** Make request for Workday information you are looking for from drop down menus

**ISU internal Careers:** Search open positions within the University

**Personal Information:** contact info, personal info, emergency info, photo, legal name, business title, Social Networks, About Me, Addresses, email addresses, address changes, Name changes, phone numbers

**Time and Absence:** Same as the above individual sections but combined.

**Organizations:** Shows your integration within ISU

**Birthdays, Anniversaries:** View team upcoming information here

**Certifications:** view your certifications, education, job history languages and achievements here

**Compensation:** View Current compensation, and request changes or one-time payments

NOTE: If you click on the red **IOWA STATE UNIVERSITY** logo in the upper left corner, it will redirect you back to the Welcome page of Workday.