



Quick Reference Guide: Navigating Workday

Ensign Services is proud to announce our new, state-of-the-art Payroll and Human Resources technology, Workday. This technology is designed to provide employees with fast, efficient access to their personal information, offering all employees twenty-four hour access to their benefits, time off and personal information. As new Workday users, we want to provide you with some hints and tips for getting started.

- 1 Open a browser window and type the **URL**. Click the **Sign in to Workday** button, then enter your **User Name** (employee ID) and **Password**. Click **Sign In**.

www.WorkdayatEnsign.com



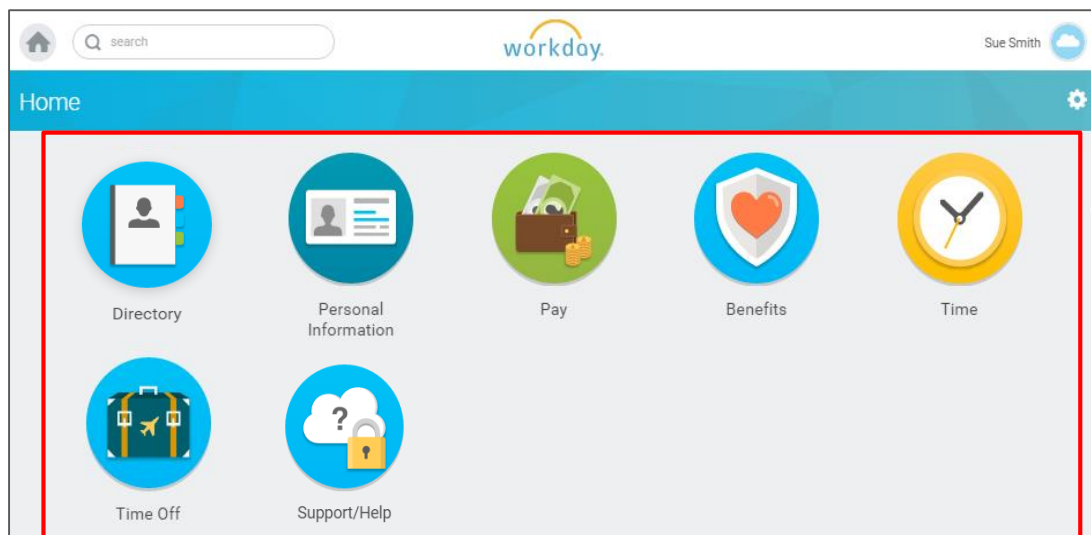
Your personal information has been transferred to Workday from ADP, however, it is a good idea to review your information to confirm it is up to date.

ENSIGN SERVICES
Need Help?
Call 1-949-540-1200 or email Support@EnsignServices.net

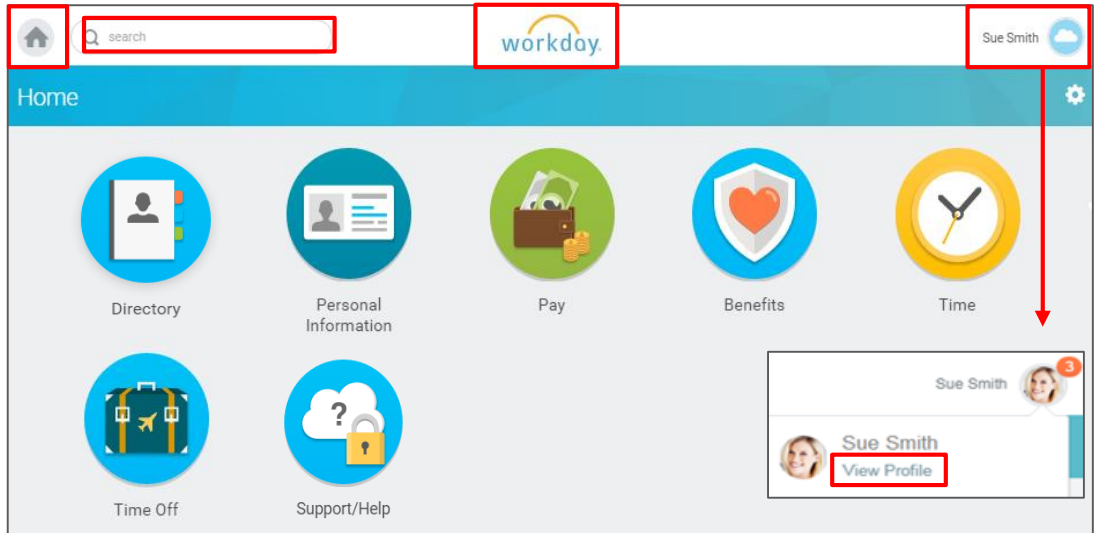
Sign In to Workday

User Name
Password
Sign In
Change Password Forgot Password?

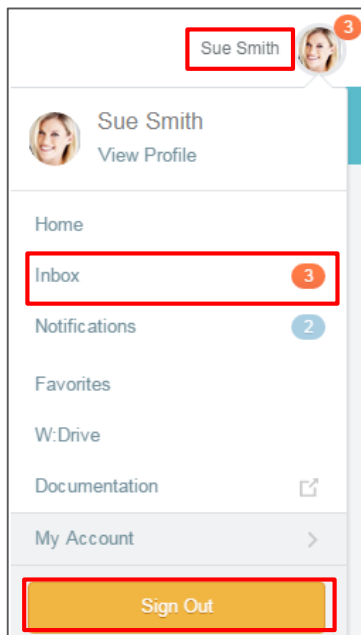
- 2 Your default page is known as the **Home** page. It is the main place for you to navigate and complete tasks within Workday. **Worklets** allow you to view information, make changes or take action.



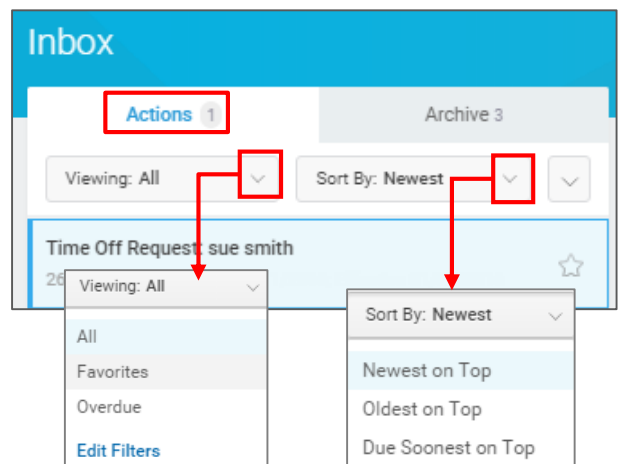
3 On your **Home** page, the upper right-hand corner provides access to your employee profile link, which includes a drop-down menu to navigate the system. The upper left-hand corner provides access to the **Search** function and **Home** button.



4 Your **Inbox** separates your **Actions** and **Archive** in Workday. To access your Inbox, click your name in the upper right-hand corner of your **Home** page and then click **Inbox**.



The orange circle next to the photo placeholder (Cloud) or your photo (if you have added one) indicates how many items are in the Inbox.



5 Click **Sign Out** when you are ready to leave the Workday application.

The Actions tab indicates items that require your attention. Once you complete an Action item, it will be stored in your Archives. The Archive tab allows you to view the details and processes of past actions. If you begin a process in Workday but do not complete it, you will access that process through your Inbox.