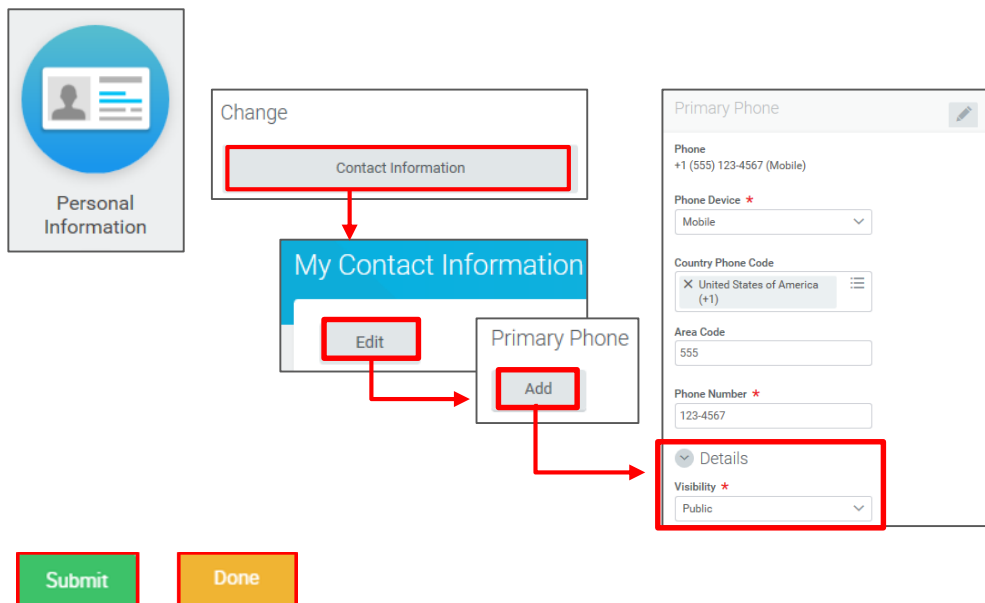


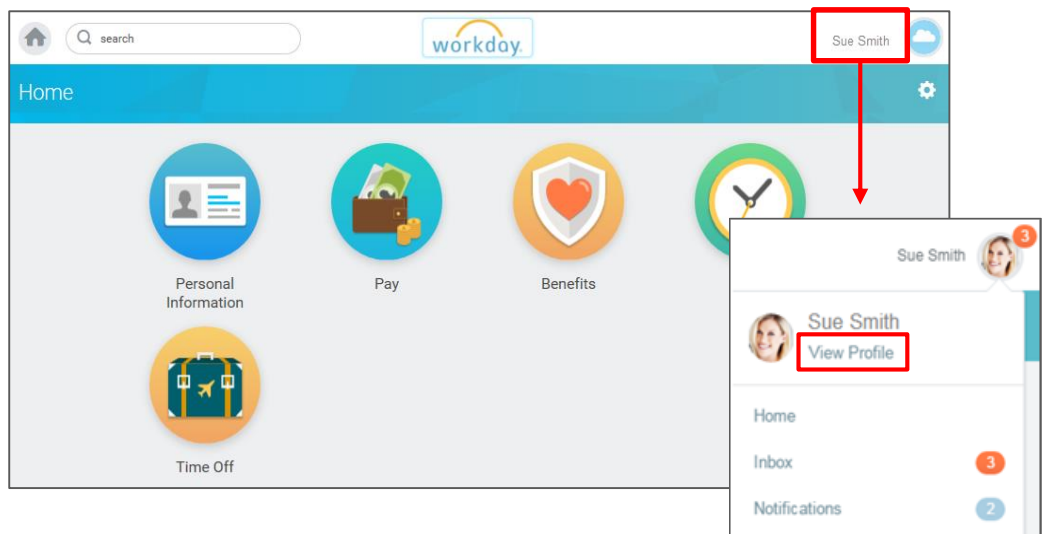
Workday is Ensign's state-of-the-art Payroll and Human Resources technology. This technology is designed to provide you with fast, efficient access to your personal, benefits, and time off information. As you gain access to Workday, here are some basic activities you should perform.

## Personal Information

**1** Click to open the **Personal Information** Worklet to verify or update your personal, business and emergency contact information. **Note:** To make your business contact information public (visible to colleagues and managers), click the down arrow under **Details** and select **Public**. Click **Submit** and **Done**.



**2** On your **Home** page, the upper right-hand corner provides access to your employee profile link. Click your name, then click **View Profile**.



**3** Click any of the tabs to view or update your profile.



**Update the following (if applicable):**

- Direct Deposit
- Tax Forms
- Enroll in Benefits
- Emergency Contacts

**4** Click your name in the upper right-hand corner of your Home page.

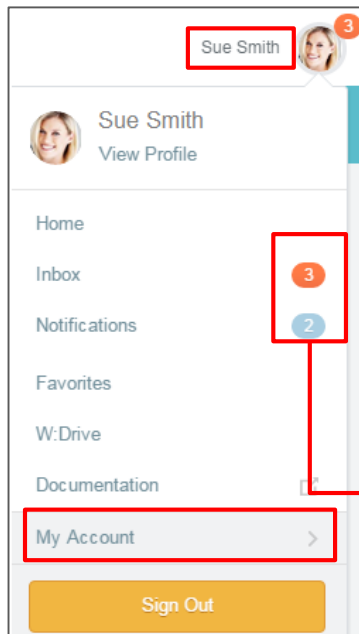
## Inbox, Notifications & Preferences

### Productivity Tips

Click **My Account** to update your Workday **Preferences**.

**A.** Under **Search Preference**, click the **Prompt** icon to select **All of Workday** to expand your search area.

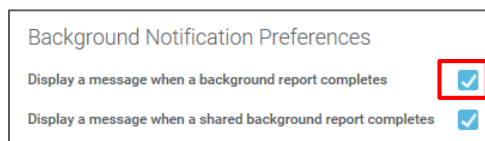
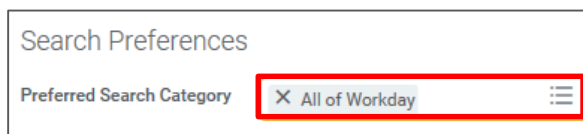
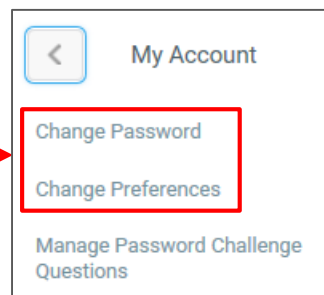
**B.** Under **Background Notification Preferences**, check the box to display a message when a background reports completes.



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**.

The gray circle next to **Notifications** indicates you have completed a task. Notifications are informational items only.

**My Account** provides access to your Workday password and Preferences.





# Quick Reference Guide: Workday for New Hires (continued)

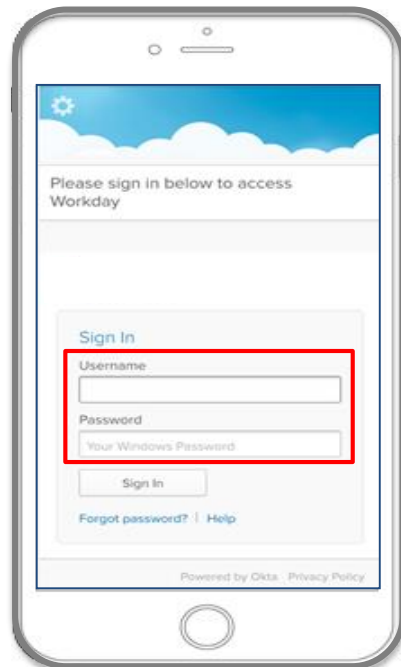
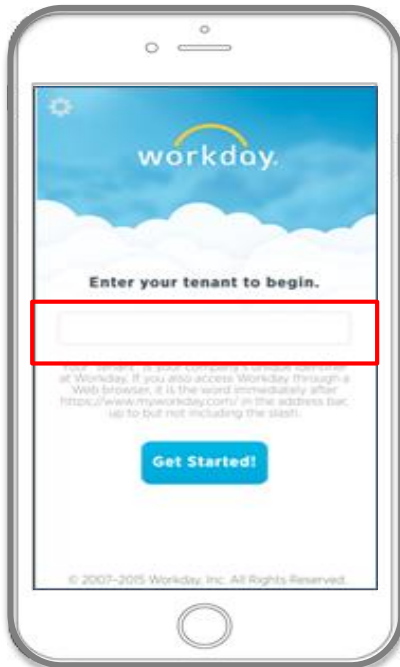
## Mobile App

You can access Workday directly from your mobile device to complete tasks and request time off. The current supported devices are the iPhone, iPad and the android devices. **Note:** Not all functionality on the website is available on the mobile app.

**5** Load the app on your device (from your device's app store).

Enter your Tenant Name: **ensign**

Enter your **Username** and **Password** to sign in to Workday from your device.



**6** Click into each Worklet to view the available information (i.e., Inbox, phone numbers through the org chart, payslips, etc.).

