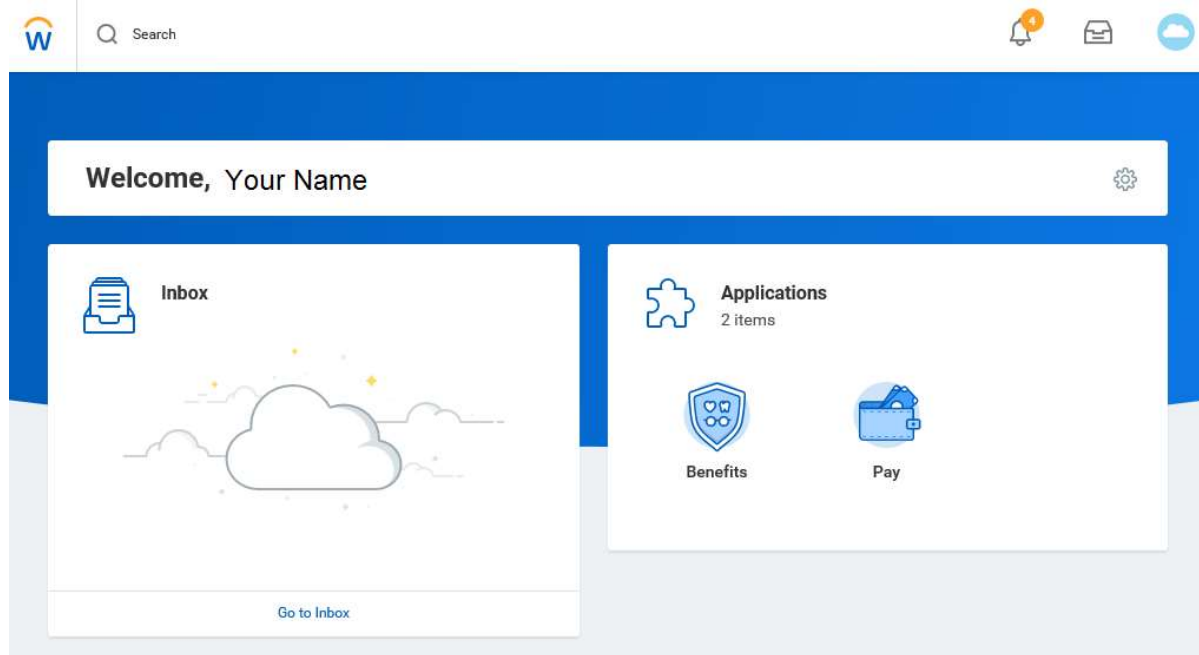


HOME PAGE

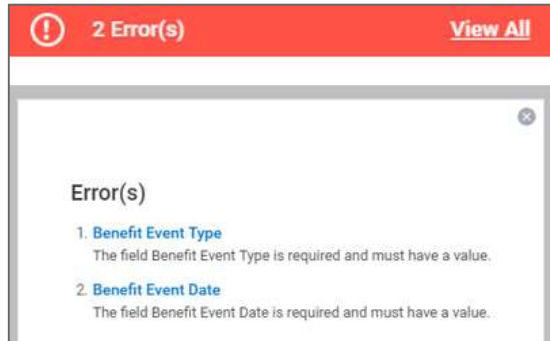


	<p>Workday logo located in top left corner and available on every screen. Click to return to your Home page from anywhere in Workday.</p>
	<p>Search field available on every screen. There is a 3-character minimum and spelling must be correct to render results.</p>
	<p>Notifications & Inbox. Notifications, represented by the bell icon, are informational; Inbox items should be considered a to-do. When there is an item in your Workday Inbox, you will receive an email at your county Outlook email address. The number in the orange circle represents the number of items pending.</p>
	<p>Your profile icon (or cloud). Quick access to view your Profile and perform tasks.</p>
	<p>Worklets are used to navigate to different areas in Workday so that you can view information or perform tasks.</p>
	<p>Announcements is Workday’s way to communicate information of general interest to all employees of the county. It does NOT replace eNet.</p>
	<p>This is another way to get to your Workday Inbox. This window will give you a preview of the first few action items that are in your inbox.</p>

Error and alert messages

Error and Alert messages display when information entered into Workday is incorrect, missing, or in conflict with a rule or policy. Errors (red) prevent you from completing a task; Alerts (orange) do not prevent you from completing a task.

Click on an error message to see where the error occurred and how to correct it.

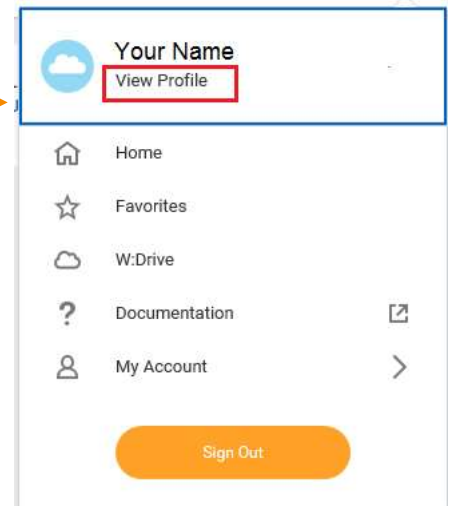


THE PROFILE ICON AND RELATED ACTIONS

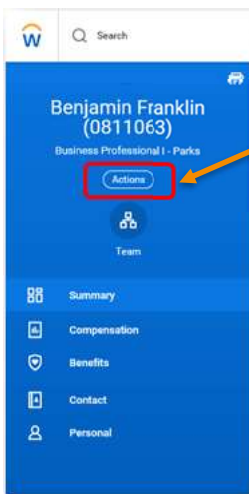
The Profile icon link can be used as *another way* to access information and tasks available in worklets.

From the Home page:

1. Click your **Profile** cloud (or icon) in the top right corner and then click **View Profile**



2. Use the left side menu or click the **Actions** button to view information and complete tasks



TIP: Some people prefer to use the worklets on the home page; others prefer to access everything through the Profile icon. Another way to find information or action screens is the Search field. All are good options!