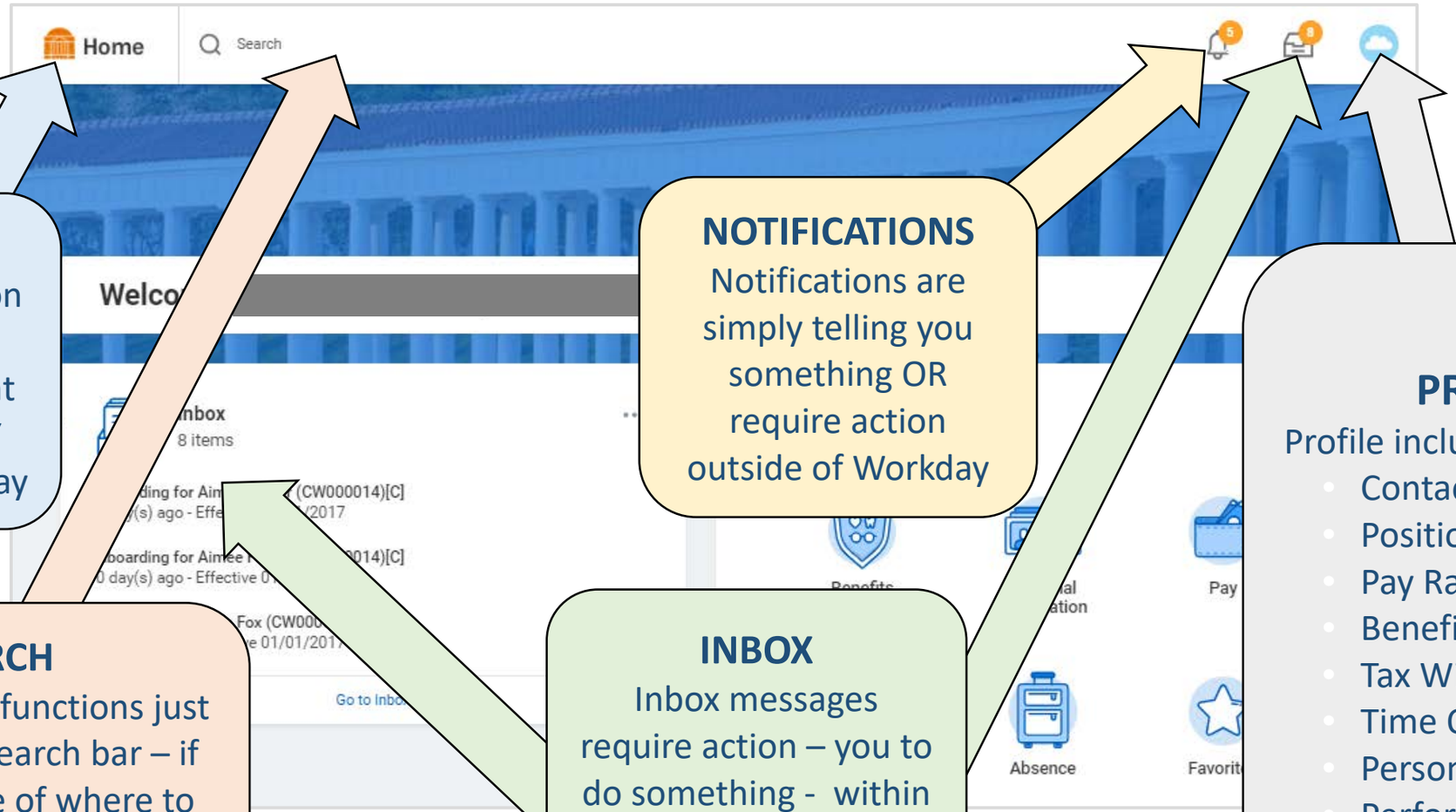
workday Landing Page at a Glance



HOME
The Home Button will bring you back to the front page from ANY screen in Workday

NOTIFICATIONS
Notifications are simply telling you something OR require action outside of Workday

PROFILE
Profile includes:

- Contact Information
- Position Description
- Pay Rate
- Benefits Information
- Tax Withholdings
- Time Off Balance
- Personal Information
- Performance (Lead@)

SEARCH
The Search Bar functions just like a Google Search bar – if you are unsure of where to find something, type what you are looking for in the Search bar and press Enter

INBOX
Inbox messages require action – you to do something - within Workday

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