

Getting Started in Workday for Employees

Objective: To provide NKU employees with a starting point for understanding basic navigation and completing key tasks, including updating emergency contacts and verifying or updating personal information.

Audience: All employees

This first part of this user guide provides a brief overview of navigation, followed by step-by-step instructions for items listed below in the Table of Contents.

Table of Contents

Click the required process below to go directly to that portion of the User Guide:

If you want to...
Explore Home Page Navigation
Use My Tasks
View Employee Profile
Navigate My Org Chart
Add or Change Your Contact Information
Add or Change Your Emergency Contacts
Verify or Update Personal Information
Access and Edit Career Profile

Explore Home Page Navigation

The screenshot shows the Workday Home Page interface with several callout boxes providing instructions and descriptions:

- Top Left:** A callout box points to the NKU logo and the Home icon in the navigation menu, stating: "Click the NKU logo or Home icon to return back to the Home page."
- Top Right:** A callout box points to the Notifications icon, stating: "Notifications (updates)". Below it, another callout box points to the My Tasks icon, stating: "My Tasks (actions)". A third callout box points to the View Profile icon, stating: "View Profile (info)".
- Center:** A callout box points to the Predictive search bar, stating: "Predictive search finds people, tasks, and reports quickly." Below this is the "Let's Get Started" header and a search input field.
- Bottom Left:** A callout box points to the navigation menu, stating: "The navigation menu gives you quick access to personal and organizational functions."
- Bottom Center:** A callout box points to the quick links bar (My Time Clock History, My Schedule, My Org Chart, Request Absence, Manage Absence), stating: "Navigate quick links to launch most commonly used employee related tasks."
- Middle Left:** A callout box points to the "Awaiting Your Action" section, specifically the "You Have Expenses That Need Attention" card, stating: "Time-sensitive tasks requiring your action."
- Middle Right:** A callout box points to the "Announcements" section, specifically the "Workday Training Tenant" announcement, stating: "Time-sensitive messages for all employees."
- Bottom Middle:** A callout box points to the "Timely Suggestions" section, specifically the "Keep Your Home Contact Information Updated" card, stating: "Personalized recommendations on current actions to take."
- Bottom Right:** A callout box points to the "Recommended for You" section, specifically the "Understand Your People Network" and "Showcase Your Best Self with Your Profile" cards, stating: "Relevant items that will help you do your job, develop skills, or stay informed—even if they are not urgent tasks."

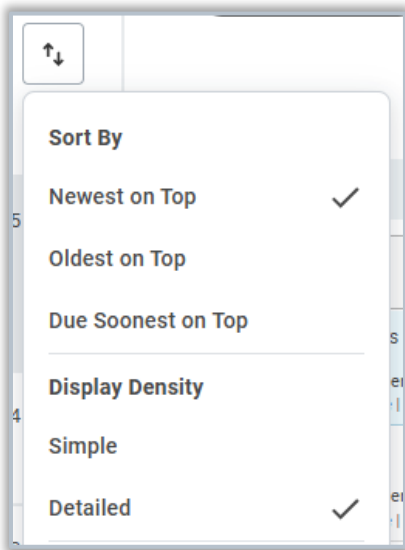
[Click here to return to the Table of Contents.](#)

Use My Tasks


1. Near your Profile photo, select the **My Tasks** icon.
2. Choose the **All Items** tab to view your business process tasks, approvals, and to-dos.
3. Choose the **Saved Searches** tab to display all the saved searches you have created via Advanced Search.
4. Choose the **Filters** tab to view a category of items such as Overdue, Absence/Time, and Expense Report Approvals.
5. Choose the **Archive** tab to access the status of your previous business processes.
6. If applicable, the Bulk Approve and Manage Delegations actions will also be available in your My Tasks section.

Additional My Tasks Features:

1. The My Tasks navigation panel is collapsible, allowing for more screen space to complete your tasks.
2. The sorting option allows you to sort your My Tasks items by Newest on Top, Oldest on Top, and Due Soonest on Top.
3. From the display option, select your display density by either choosing **Simple** or **Detailed**. Detailed provides more information to identify which tasks need your attention.
4. Mark an item as a favorite by selecting the star icon, and it will display in your Favorites filter.
5. Use the search functionality on the All Items and Archive tabs to find a specific task.



View Employee Profile



Victor Viking
Specialist, Business Operations

Actions

Team

Location
UNIVERSITY CENTER (UC)

Manager
Marta Manager

Upcoming Absences
No upcoming absences in the next 30 days.

Job Details

Employee ID	100025
Supervisory Organization	NKU Board of Regents (Cady Short-Thompson) >> Workday Training (Marta Manager)
Position	Specialist, Business Operations
Business Title	Specialist, Business Operations
Job Profile	Specialist, Business Operations
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	UNIVERSITY CENTER (UC)
Hire Date	01/01/2025
Original Hire Date	01/01/2025
Continuous Service Date	01/01/2025
Length of Service	1 year(s), 2 month(s), 5 day(s)
Time in Position	1 year(s), 2 month(s), 5 day(s)
Time in Job Profile	1 year(s), 2 month(s), 5 day(s)

Contact Information - Public

Work Address

5320 Campus Drive Highland Heights, KY 41099 United States of America

Summary

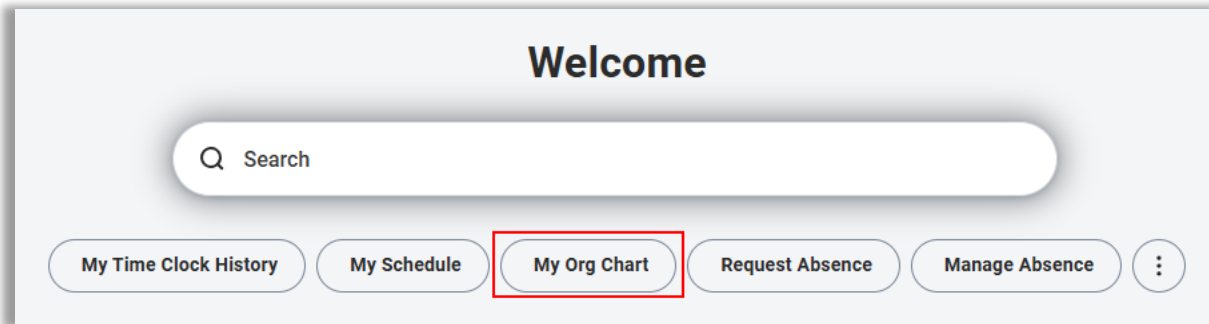
- Job
- Compensation
- Benefits
- Absence
- Pay
- Contact
- Personal
- Performance
- Career
- Feedback


Note: Employee view of tabs may vary slightly from screenshot display.

[Click here to return to the Table of Contents.](#)

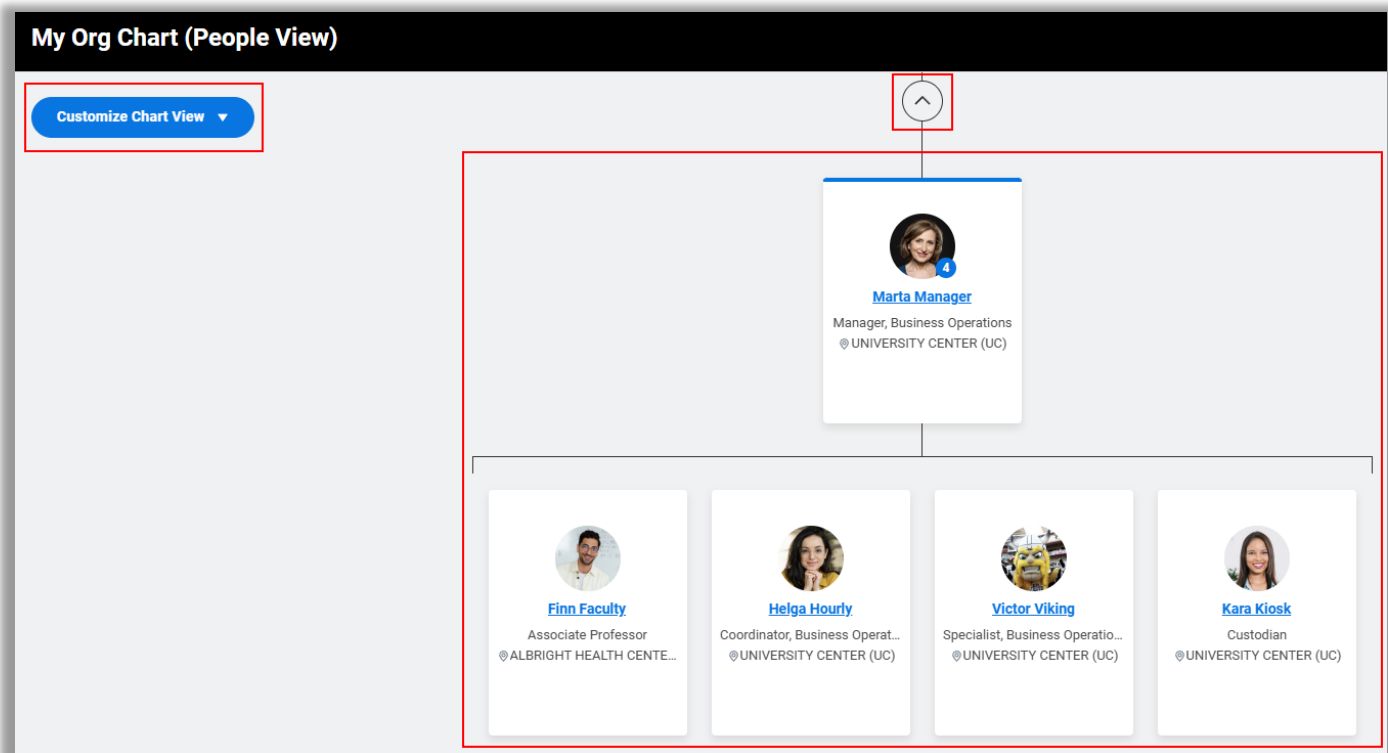
Navigate My Org Chart

From the Workday homepage, click **My Org Chart** quick link.



Note: Applications display beneath the Search bar based on users' activity over time. If the required app does not display, click  to view additional apps. My Org Chart can also be accessed from the Employee Profile.

My Org Chart displays team reporting structure, including other team members and direct manager. Use arrows to navigate up or down the org chart. Optionally, employees can customize the My Org Chart view to including or not include contingent workers and open positions.



[Click here to return to the Table of Contents.](#)

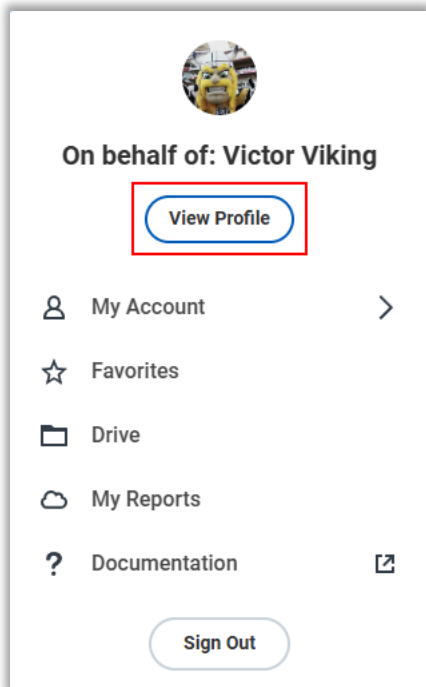
Add or Change Your Contact Information

From the Workday Home page:

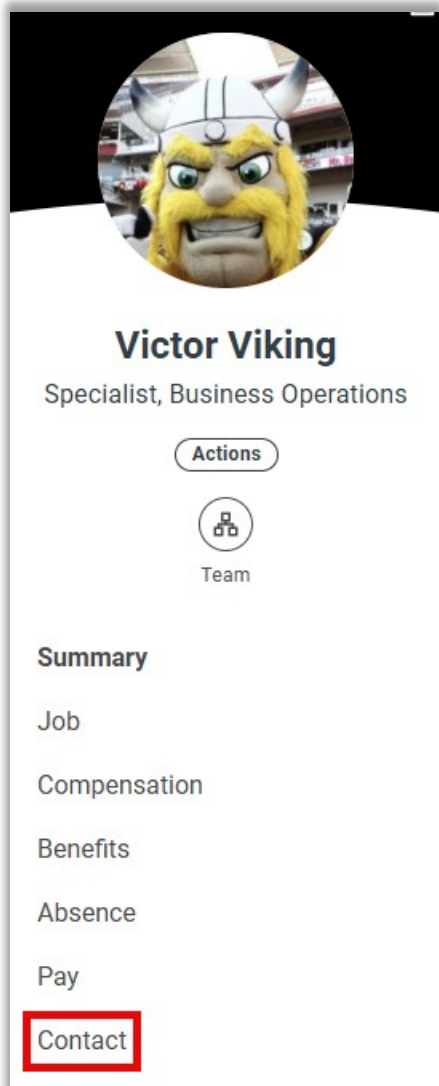
1. Click **Profile** icon in the top-right corner.



2. Click **View Profile**.

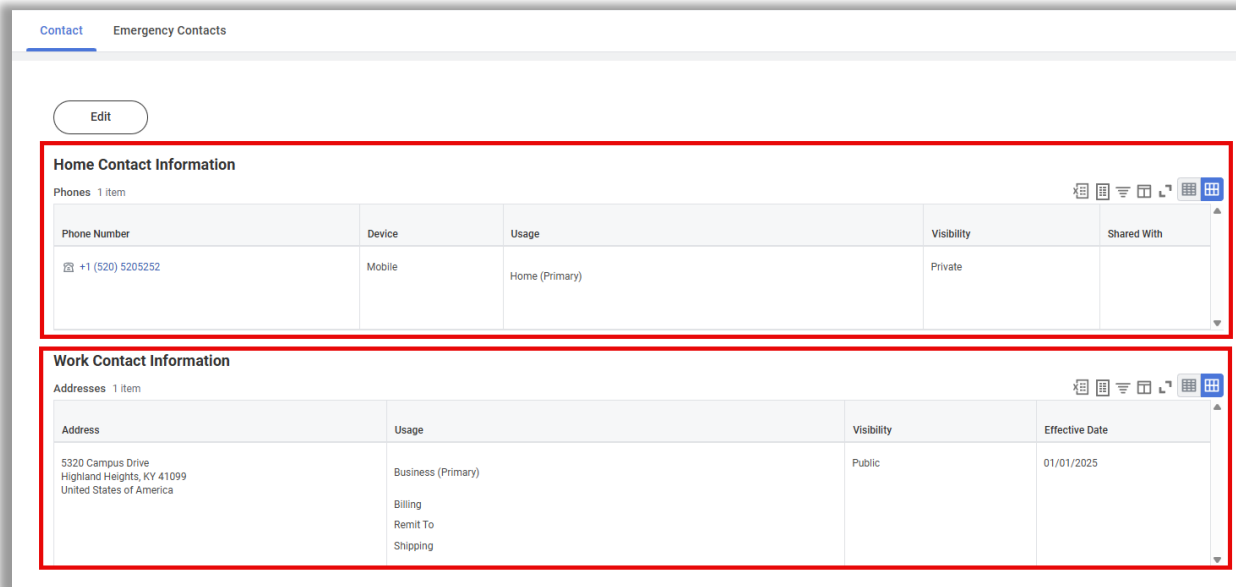


3. Click **Contact** from the profile options.

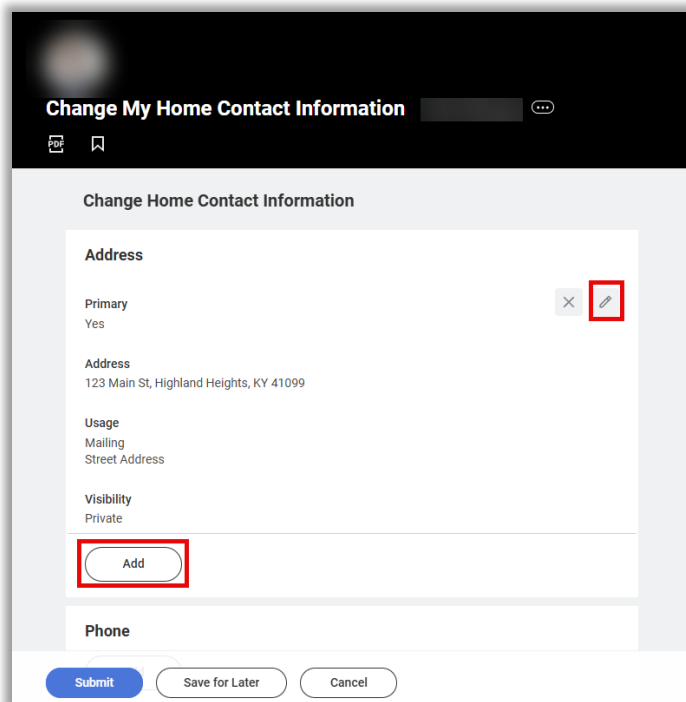




A screenshot of an employee profile in Workday. At the top is a circular profile picture of a yellow Viking mascot wearing a silver helmet. Below the picture, the name "Victor Viking" is displayed in bold, followed by the title "Specialist, Business Operations". There is an "Actions" button and a "Team" icon with the label "Team". A "Summary" section lists several options: "Job", "Compensation", "Benefits", "Absence", "Pay", and "Contact". The "Contact" option is highlighted with a red rectangular border.

4. Click **Contact**. Home and Work contact information displays.



5. Click **Edit** to update Home Contact Information. The Change My Home Contact Information window displays.



6. Click  to modify existing information,  to delete existing address information or **Add** to enter a new address.

7. Click **Submit** to save the change. Payroll representatives will be notified of the home contact change and will review the change for any tax implications.

[Click here to return to the Table of Contents.](#)

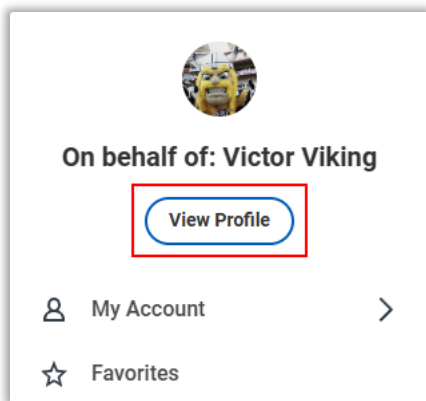
Add or Change Your Emergency Contacts

From the Workday Home page:

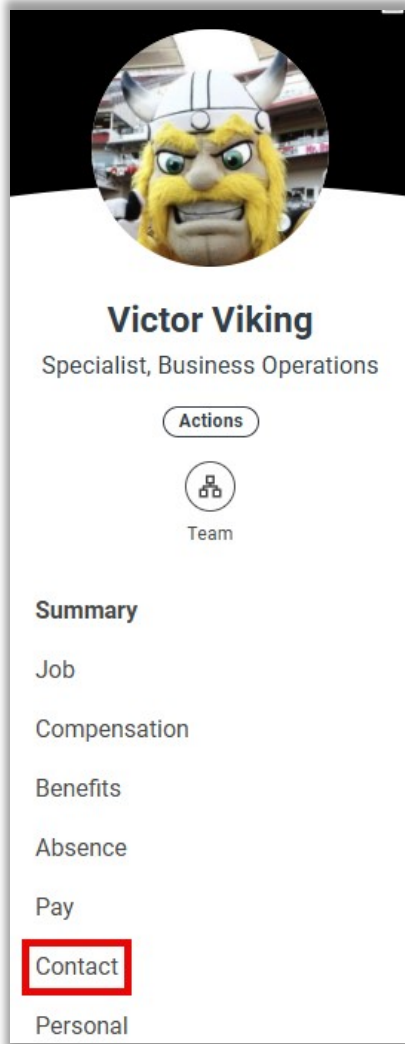
1. Click **Profile** icon in the top-right corner.



2. Click **View Profile**.

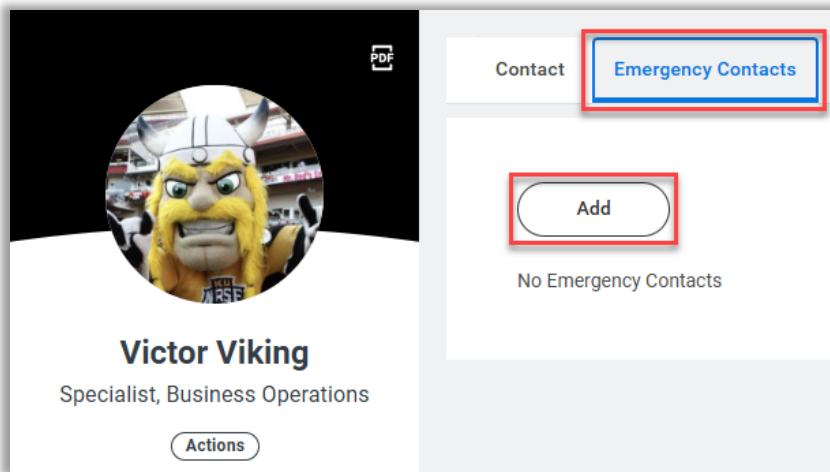


3. Click **Contact** from the profile options.



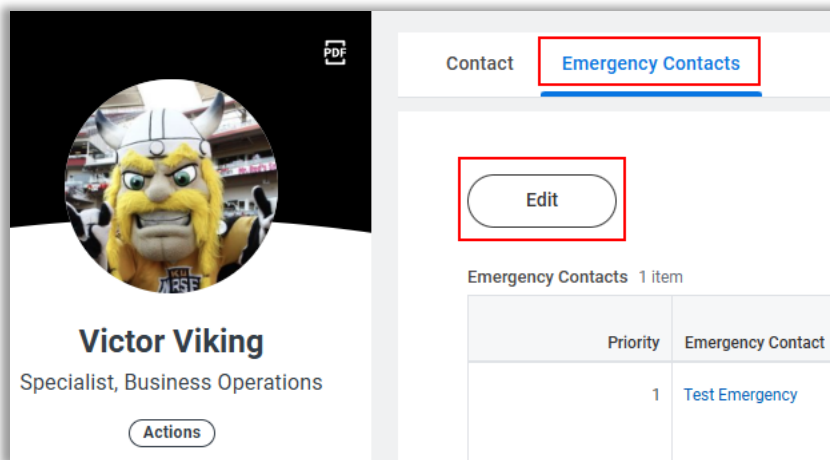
4. Click **Emergency Contacts** and complete one of the following actions:

a. Click **Add** to enter *new* emergency contact information. Complete all required fields.



OR

b. Click **Edit** to update *existing* emergency contact information. Complete all required fields.



5. Click **Submit** to save the changes.

[Click here to return to the Table of Contents.](#)

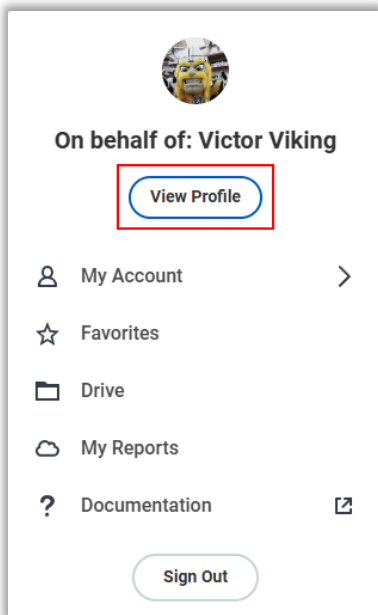
Verify or Update Personal Information

From the Workday Home page:

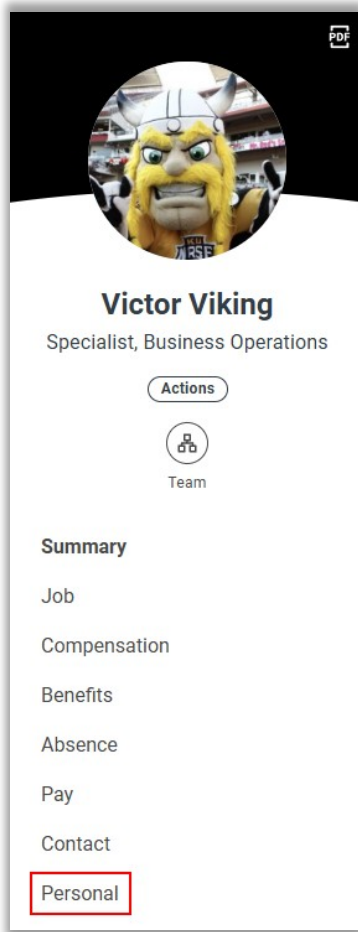
1. Click **Profile** icon in the top-right corner.



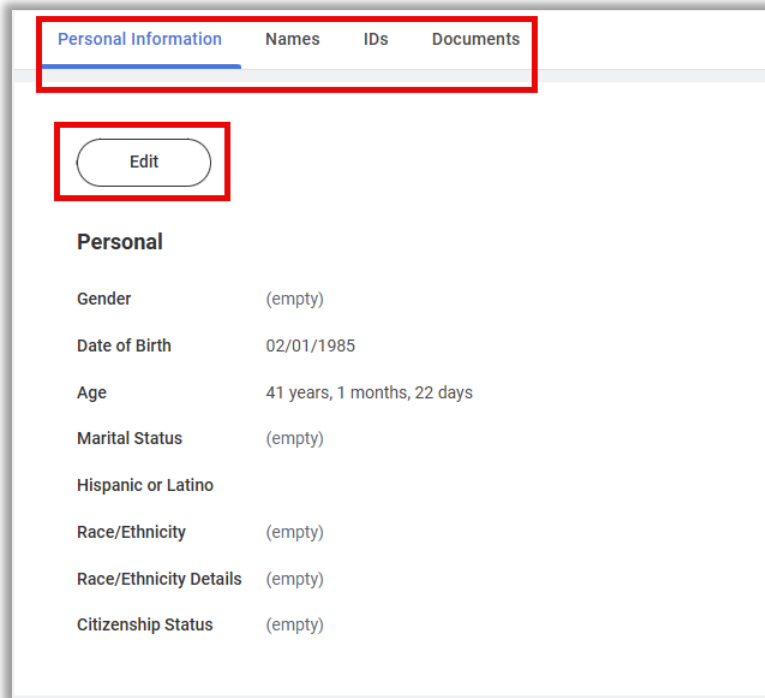
2. Click **View Profile**.



3. Click **Personal** from the profile options.



4. From the Personal page, navigate to the tab(s) requiring updates:



- a. **Personal Information:** Includes Gender, Date of Birth, Marital Status, Race/Ethnicity, and Citizenship Status
- b. **Names:** Includes Legal Name and Preferred Name
- c. **IDs:** Includes Government IDs, Licenses, Passports and Visas, KPPA Member IDs
- d. **Documents:** Includes any relevant documents linked to the employee profile

5. Click **Edit**. The Change My Personal Information page displays.

6. Click  to modify existing information and enter required data.

7. Click **Submit** to save the changes.

[Click here to return to the Table of Contents.](#)

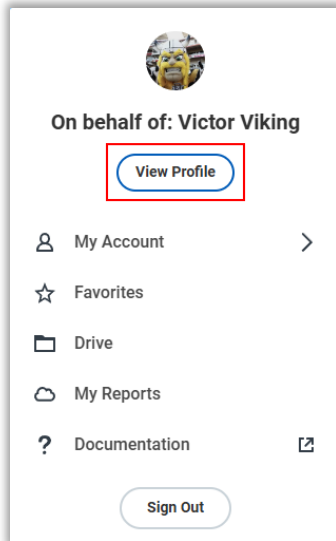
Access and Edit Career Profile

From the Workday Home page:

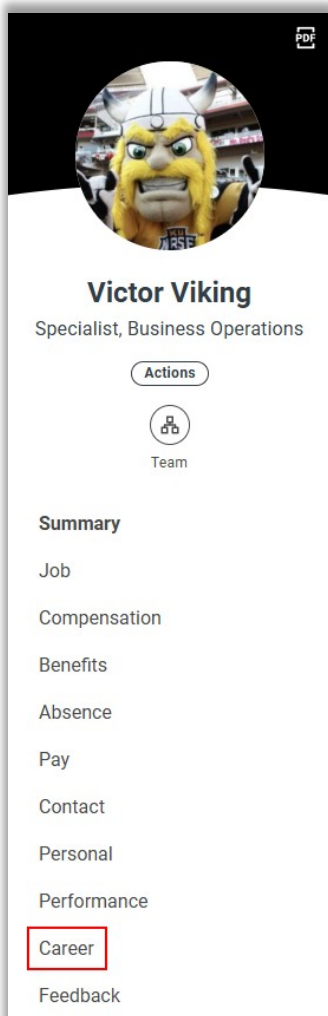
1. Click **Profile** icon in the top-right corner.



2. Click **View Profile**.

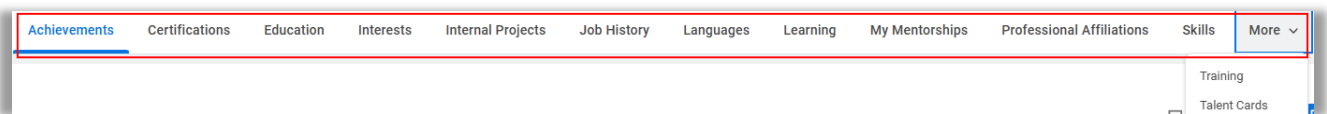


3. Click **Career** from the profile options.

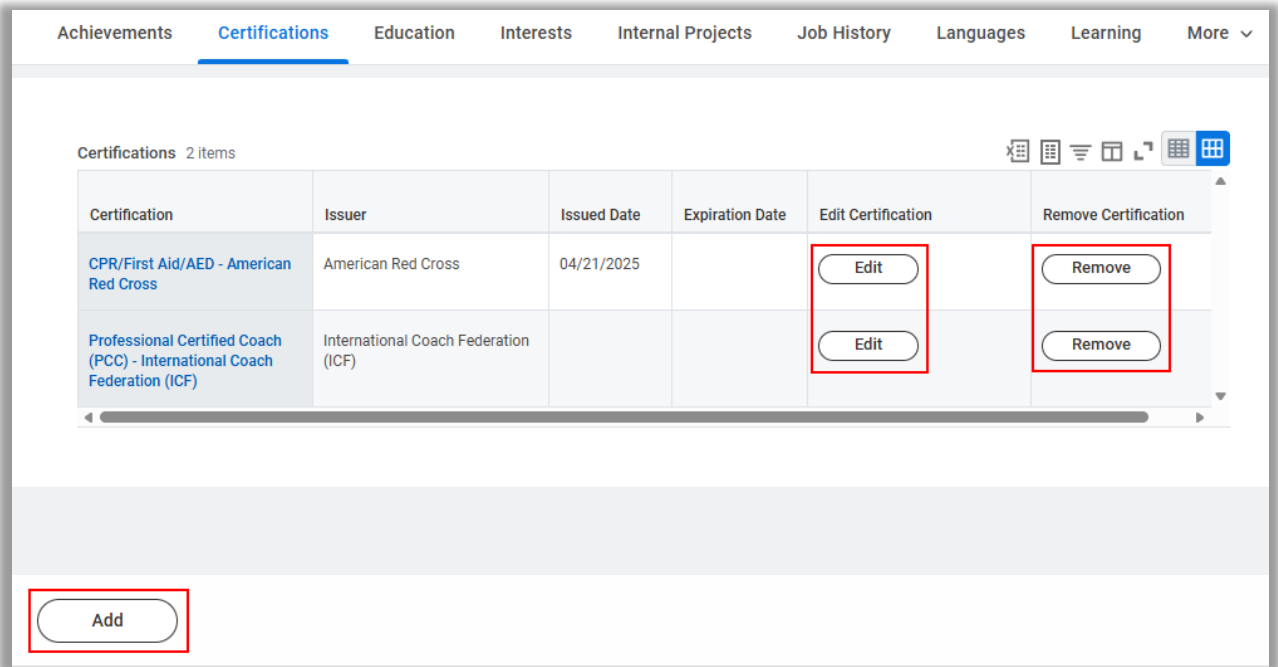


4. Select one or more of the following tabs to add or modify Career information:

- a. Achievements
- b. Certifications
- c. Education
- d. Interests
- e. Internal Projects
- f. Job History
- g. Languages
- h. Learning
- i. My Mentorships
- j. Professional Affiliations
- k. Skills
- l. Training
- m. Talent Cards



5. Click **Add**, **Edit**, or **Remove** talent information on the selected tab. Fill out all required fields.



6. Click **Submit** to save the changes.

[Click here to return to the Table of Contents.](#)

Need Help?

If additional support is needed, contact workdaysupport@nku.edu.