Sysco

At the heart of food and service

workday

Manager Job Aid

GETTING STARTED

NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.

Getting Started

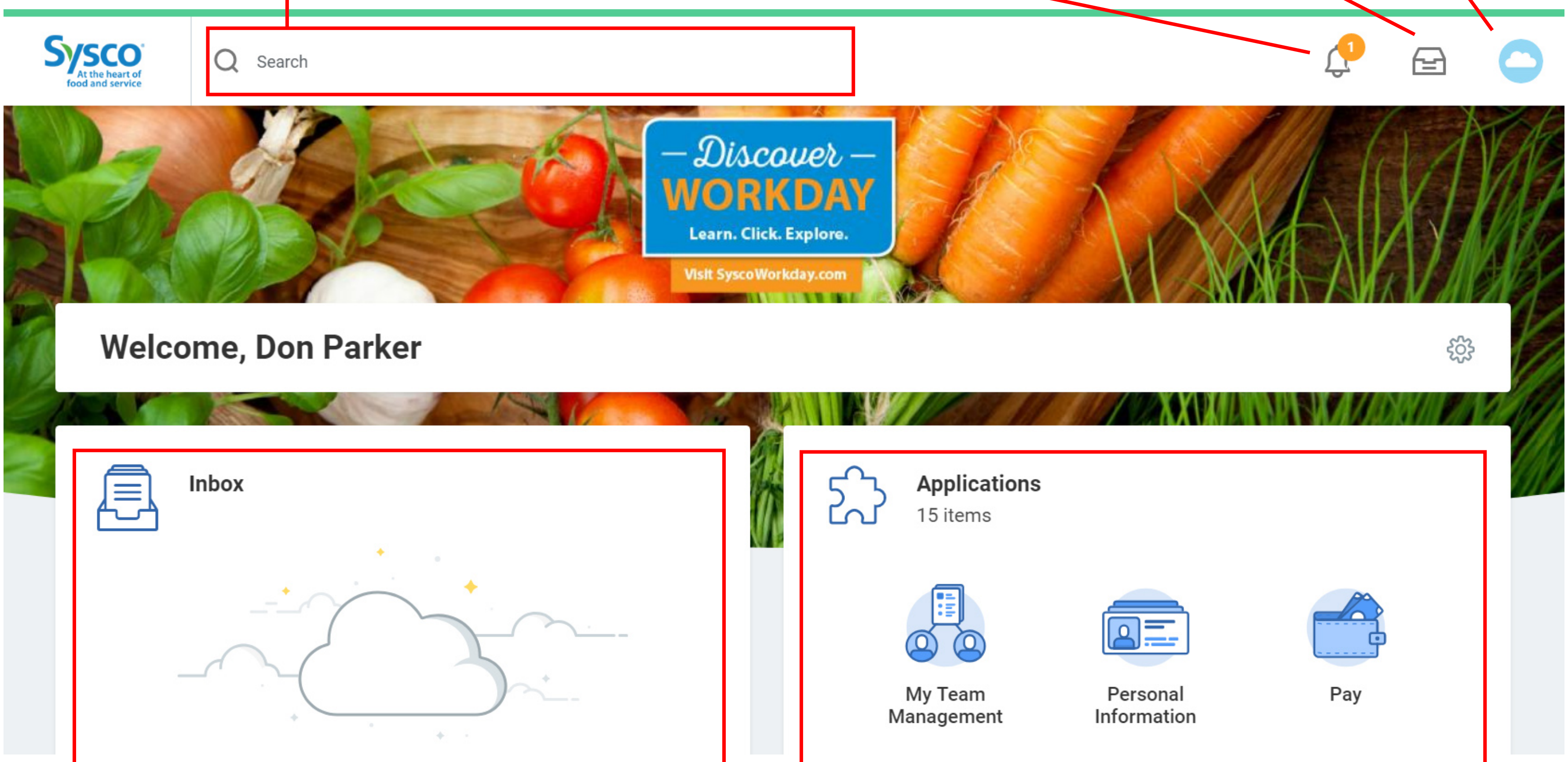
THE HOME PAGE

Search Bar Search for people, processes, tasks or reports

Notifications Important information that doesn't require action

Inbox Items that require action

Profile Your profile, settings, favorites, etc.



Announcements This area will be used for videos and other important messages

Worklets Quick access to major Workday functions and tools

Getting Started

FIELDS AND BUTTONS

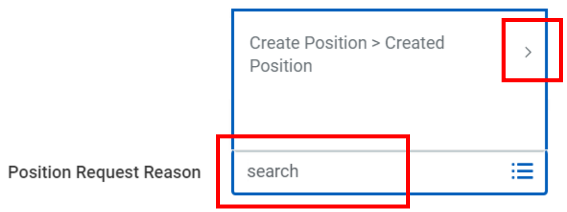
Required Information

Required fields are marked with a red asterisk.

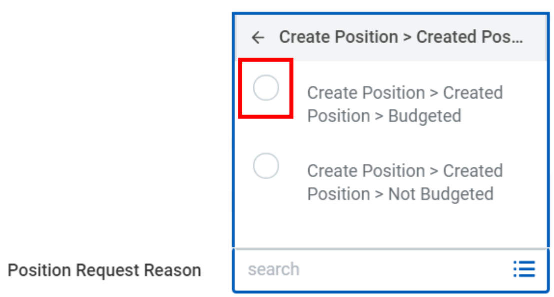
Searchable Fields

Fields with three bars on the right side allow you to browse or search for options.

Click inside the field, then use the arrows to browse. Or, type a keyword or name into the search box and press Enter.



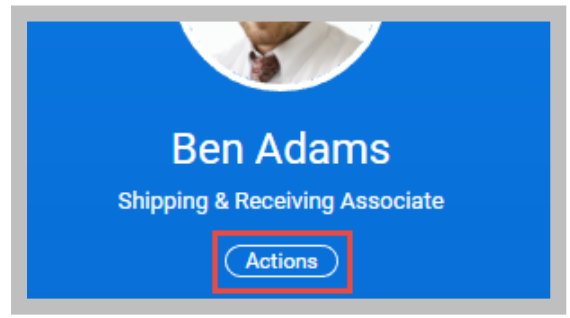
Click the button next to an option to select it.



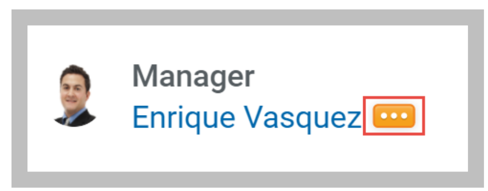
Actions

Actions buttons are used to access relevant actions, such as launching business processes, viewing reports or editing personal information.

Actions buttons are found on profile pages:



They are also found throughout the Workday system. Just place your cursor to the right of any blue text (such as a name). An orange **Related Actions** button will appear, giving you access to actions related to that text.



Editable Information

The **Edit** icon looks like a pencil and indicates that a piece of information can be edited.

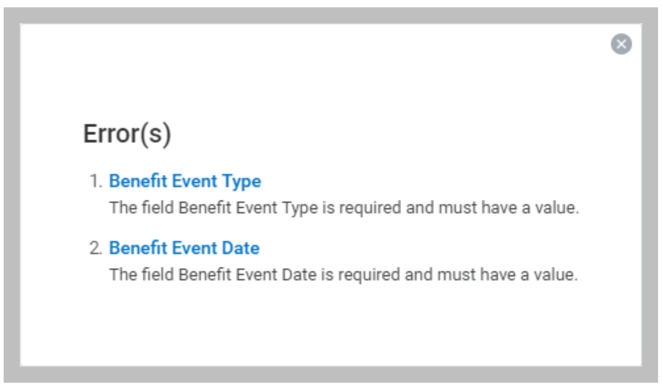
Getting Started

ERROR MESSAGES

Error messages are displayed in red. They typically identify fields where information is missing or entered incorrectly.

Click the red box to view error details.

You cannot complete a task until all errors are fixed.

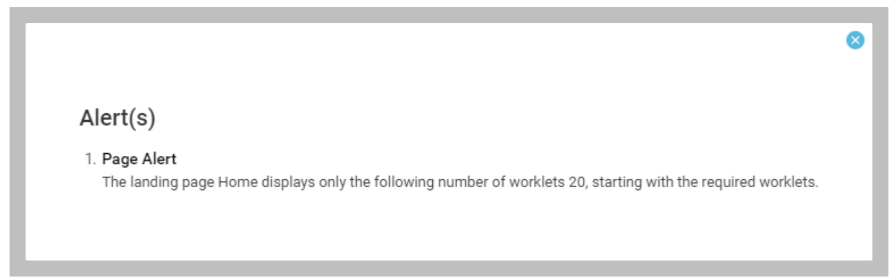


ALERT MESSAGES

Alert messages are displayed in orange. They notify you of potential problems on a page. Alerts also display the location of missing or problematic information.

Click the orange box to view alert details.

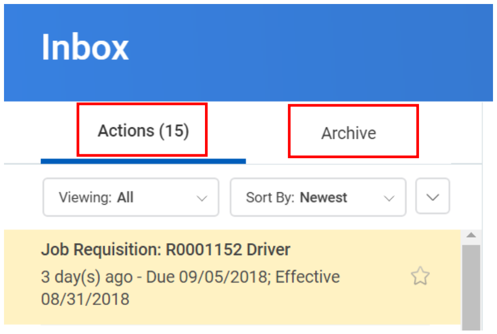
Unlike errors, alerts do not prevent the task from being completed.



Getting Started

THE INBOX ARCHIVE

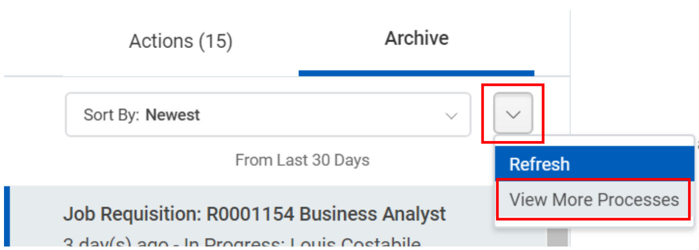
On the left side of your Inbox, you'll see two tabs: **Actions** and **Archive**.



The **Actions** tab shows current items that require your attention.

The **Archive** tab shows a history of the business processes you've initiated or been involved with.

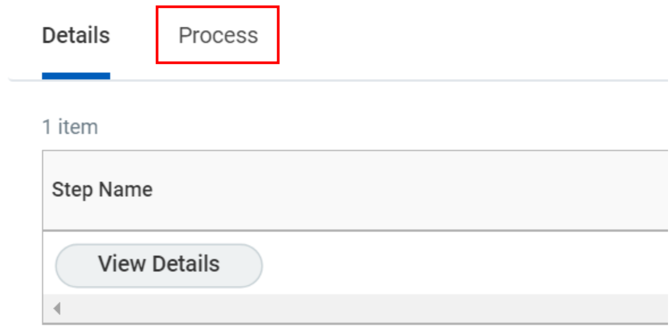
Items from the past 30 days are shown by default, but you can specify any date range by clicking the down arrow and selecting **View More Processes**.



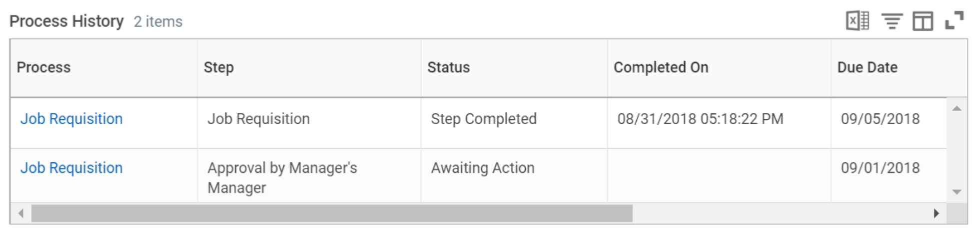
Viewing Approval Status

You can use the Archive to view the status of business processes.

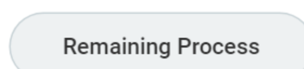
1. Select an item from your Archive.
2. Click the **Process** tab.



3. The **Process History** chart shows what steps have been completed.



4. Click the **Remaining Process** button to see the steps that still need to be completed.



Getting Started

USING SEARCH

Workday makes it easy to search for people, processes, tasks, reports and business data using the Search bar.

For example, to find an associate, type a name (first, last, or both) into the search bar and press Enter.

Click **People** from the Categories list on the left side of the page to filter the results to only display people.

Keep in mind that searches only find **exact matches**. If you misspell the search text, you will likely not see any results.

Common Search Terms

Here are some search phrases for common tasks and business processes:

personal information

create position

create job requisition

change job

request compensation change

request one-time payment

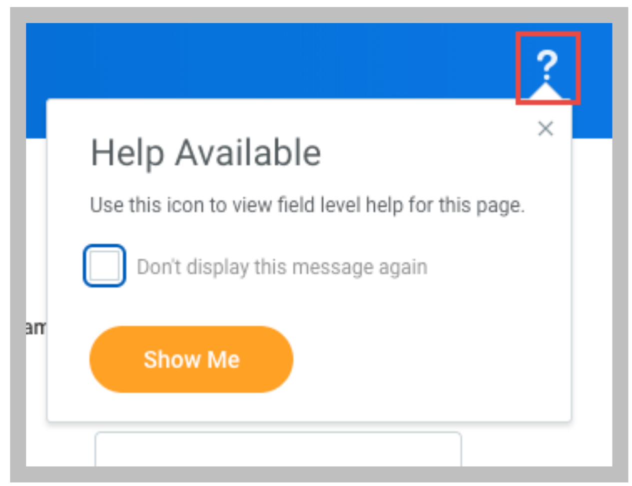
terminate associate

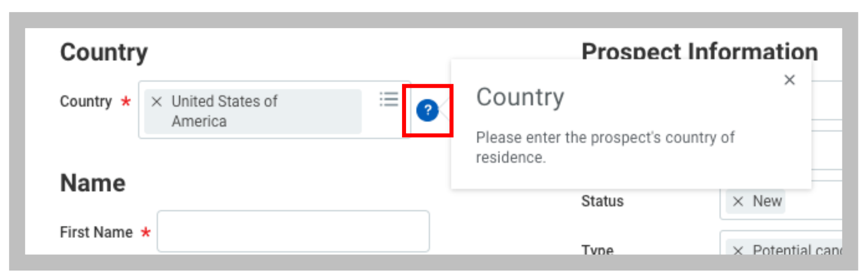
CHANGING YOUR ACCOUNT SETTINGS

To access your account settings, click the Profile icon in the top-right corner and select **My Account**. From there, you can change your password and account preferences, manage your account's challenge questions and switch accounts.

HELP

Question mark icons indicate that help is available for that topic or task.





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SPECIALTY/MINIMASTER ASSOCIATES

While you will be able to see associates beyond the USBL companies, please **do not start any task or business process** on any Specialty/Canada/International or Minimaster associate. These associates can be recognized by viewing their profiles. In the **Job Details** section, the **Job Profile** will show **HCM Minimaster Exempt**.