

GETTING STARTED IN WORKDAY@OK FOR AGENCY HR

THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

This guide lays out the foundations for Human Resources professionals to get started with Workday@OK and manage human capital for their agencies.

BASIC NAVIGATION

Workday@OK is accessible via personal computer or mobile device. Security measures require that users log in via single sign-on credentials before gaining access to their homepage.

- Once logged in to Workday@OK, you will see the **Search** bar at the top of the page which will be useful to quickly look for and navigate to any part of the Workday@OK platform.
- To the top right of the screen, note the icons to check your notifications, your inbox and your user profile.
- Keep in mind that after 15 minutes of inactivity, the system will prompt you to stay signed in or be logged out.

REPORTING

Upon entering a report, you can use the same sort and filter options. You can also export a report by selecting the icons at the top right of the page to export to Excel spreadsheet or PDF format.

ORGANIZATIONAL CHARTS

Organizational charts for any user can be viewed from their **profile page**. Use the **Search** bar to directly search for and select an employee's name to dive in.

- Once you are taken to their profile page, select the **Team** icon under their profile picture to enter the org chart view.
- An upward arrow icon for scrolling up the org chart will appear above the chart.
- To scroll down an org chart, select any user who has a yellow bar along the top of their box. This yellow bar indicates they are a manager or supervisor, whereas a blue bar indicates they are not.

SUPERVISORY ORGANIZATIONS

Organizational structures of who reports to whom are called **Supervisory Organizations** in Workday@OK. A supervisory organization can be an agency, division, program or unit.

Positions are associated with supervisory organizations, and workers are hired into positions associated with a supervisory organization.

JOB CATALOG

Before creating job openings or filling positions, you must decide on a job profile. You can use the **Job Catalog** to view a list of existing job profiles.



Use the **Search** bar to locate the **Job Catalog**. This provides a table of job profiles sorted into columns corresponding to the below tiered criteria.

- A **Job Profile** describes basic job characteristics and conditions of employment such as FLSA status, pay rate type, job classification and management level.
 - Positions and jobs are sorted into job profiles.
- A **Job Family** is a collection of job profiles.
- A **Job Family Group** is a collection of job families.