

GETTING STARTED IN WORKDAY@OK – EMPLOYEES

THIS GUIDE IS FOR: ALL EMPLOYEES

LOGGING IN TO WORKDAY@OK

Once logged into your device, access the Workday@OK site [via this URL](#). You will automatically be logged into your own Workday@OK account.

Don't forget, the mobile app is great for accessing Workday@OK on the go! For download instructions, visit the Downloading the Workday Mobile App user guides for either your [personal device](#) or [state-issued device](#).

WORKDAY@OK NAVIGATION BASICS

From the homepage, various areas of Workday@OK can be accessed. Use the following as your starting point:

Workday@OK Inbox

Located in the top right corner. Contains tasks awaiting your action or review. To enable or edit an inbox filter, select the drop-down on the left (under the **Action** tab) and change from **Viewing: All** to the desired filter.

Notifications

Located in the top right corner, next to the inbox. Contains alerts, messages or reports awaiting your attention. These may or may not require further action.

Applications

From the homepage, **Applications** are your gateway for easy access to reports, dashboards and tasks.

Search

Located in the top middle of the screen. Use the **Search** bar to locate almost anything you need in Workday@OK (people, tasks, reports, etc.). Start by typing a few words, and the **Search** bar will automatically display results. Once you select enter, you can use filter categories on the left to narrow down your search further.

Note: Spelling matters when using the **Search** bar.

Related actions

Next to objects, as a rectangle with three dots, or under a profile as an **Actions** button. Displays actionable tasks upon the object, allowing for quick navigation from almost any Workday@OK screen.



Tip: From any Workday@OK page, you can select the Workday@OK logo to direct back to the homepage.

WORKER PROFILE NAVIGATION

Located in the top right corner. To navigate to your profile, select your photo icon in the upper right corner of the homepage and select **View Profile**. Within the profile, navigate using the tabs in the **Profile Menu** or the **Actions** button under your name.



Your **Worker Profile** contains personal information, such as job, contact, compensation, benefits, time off details and more. You can view your profile or profiles of other team members.

The organizational chart is easily accessible from the **Worker Profile** by selecting **Team** from the left side pane.

WHAT ELSE CAN YOU DO IN WORKDAY@OK?

Personal information

Update your personal information, like work history and contact information.

Apply for internal opportunities

Search and apply for internal career opportunities.

Complete learning

Complete learning courses.

Request time off

Use Workday@OK to initiate your request for time off.

Update your benefits elections

View and make updates to your benefits.

Manage your pay information

View your payslips and edit your payment elections.