

USING THE SEARCH BAR IN WORKDAY@OK

THIS GUIDE IS FOR: ALL

Workday@OK offers a highly functional search feature. Mastering this allows users to navigate quickly from place to place or go directly to the task or item they need.

Note: You may only need to type the first three letters of a term in order to pull it up. For example, you could type in Cre Pos, and the Create Position task would appear.

1. Beginning on the Workday@OK homepage, find the **Search** bar at the top of the page.
2. Type in at least the first three letters of the term you are searching for. You can search for employees by name and employee ID, tasks, reports, courses, processes and dashboards.
3. The **Search** bar will populate with a list of recent searches or near matches that you can select on directly.
4. If you don't find what you're looking for from the drop down, select **Enter**.
5. Workday@OK will now take you to the full **Search** interface. Here you can view multiple results from multiple categories.
6. Select **More Categories** on the left side of the screen to view more options.

COMMONLY USED SEARCH TERMS

Search Term	Role
Supervisory Organization	HR Roles
Job Catalog	HR Roles
Enter Time for Worker	Manager/Timekeeper
View Project	Project Finance
Post Job	HR/Recruiting Roles
Create Request	HR Roles
Create Position	HR/Recruiting Roles
Assign Costing Allocations	Finance
ABS_Enter Time Off	Timekeeper
Change Job	HR/Recruiting Roles
Employee Comp Plan Payout	HR/Compensation Roles
Create internal/external instructor	Agency Learning Administrator
My delegations	Managers/Agency leadership/Timekeepers
Manage Organization Goals	Managers and Employees
Get Feedback on Worker	Managers
Contract Contingent Worker	Managers and HR Roles
My Team Management	Managers
Recruiting	HR/Recruiting Roles
Team Performance	Managers
Time and Absence	Managers and Timekeepers
My Check-ins	Managers
Browse Learning	Employees
Time off Balance	Employees
Request absence	Employees
W-4	Employees



Variable Terms you can Enter	
*Employee name	All
rpt: *Name of report	All—however if you do not have access to data on the report, the system will not pull it up.
*Course name	All
INT: *Name of Integration	Payroll and Finance