



Workday Navigation

Elara Change Champion Network



Change Champion Introduction



Your Name



Your Position
Elara Change Champion
Location: City, State



**Questions are
encouraged**



**Network of support
to address questions**

What is Workday?



A **cloud-based** human capital management and financial management application



Plan



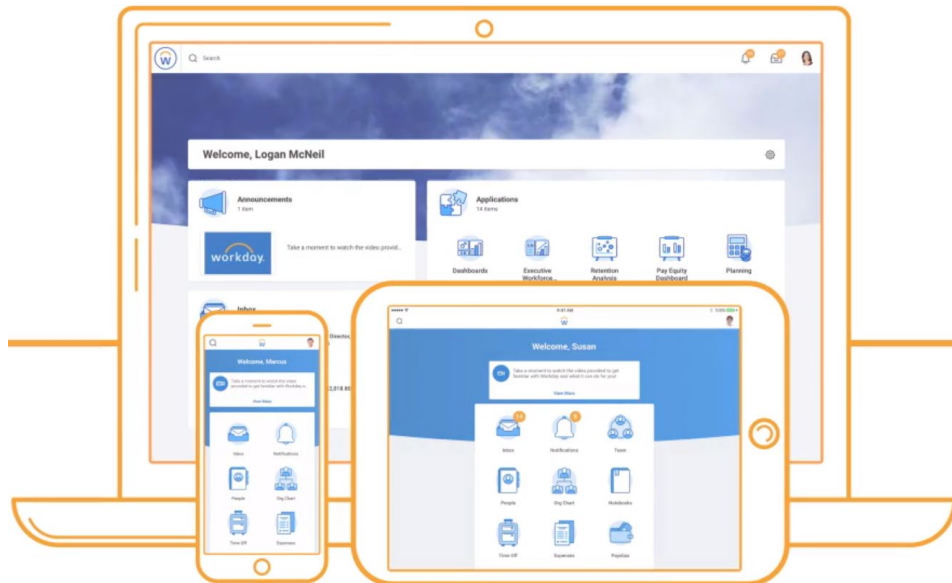
Execute



Analyze



Source



Workday Navigation Demo

Elara Change Champion Network

Home Page: Employees

Elara Caring

Search

One Team. One Mission.
Elara Caring
Powered by Workday

Welcome, Eva Employee

Announcements
1 item

Welcome to Elara Caring. We are so pleased to have you join us.

Inbox
1 item

Expense Report: EXP00000406, Eva Employee (306500) on 09/17/2019 for \$24.00
2 minute(s) ago - Effective 09/17/2019

[Go to Inbox](#)

Applications / Worklets

Applications
8 items

- Directory
- Personal Information
- Expenses
- Pay
- Career
- Time
- Absence
- Benefits

Applications / Worklets

← Personal Information

Change

Home Contact Information

Work Contact Information

Emergency Contacts

Personal Information

Legal Name

More (5)

View

About Me

Addresses

Email Addresses

Address Changes

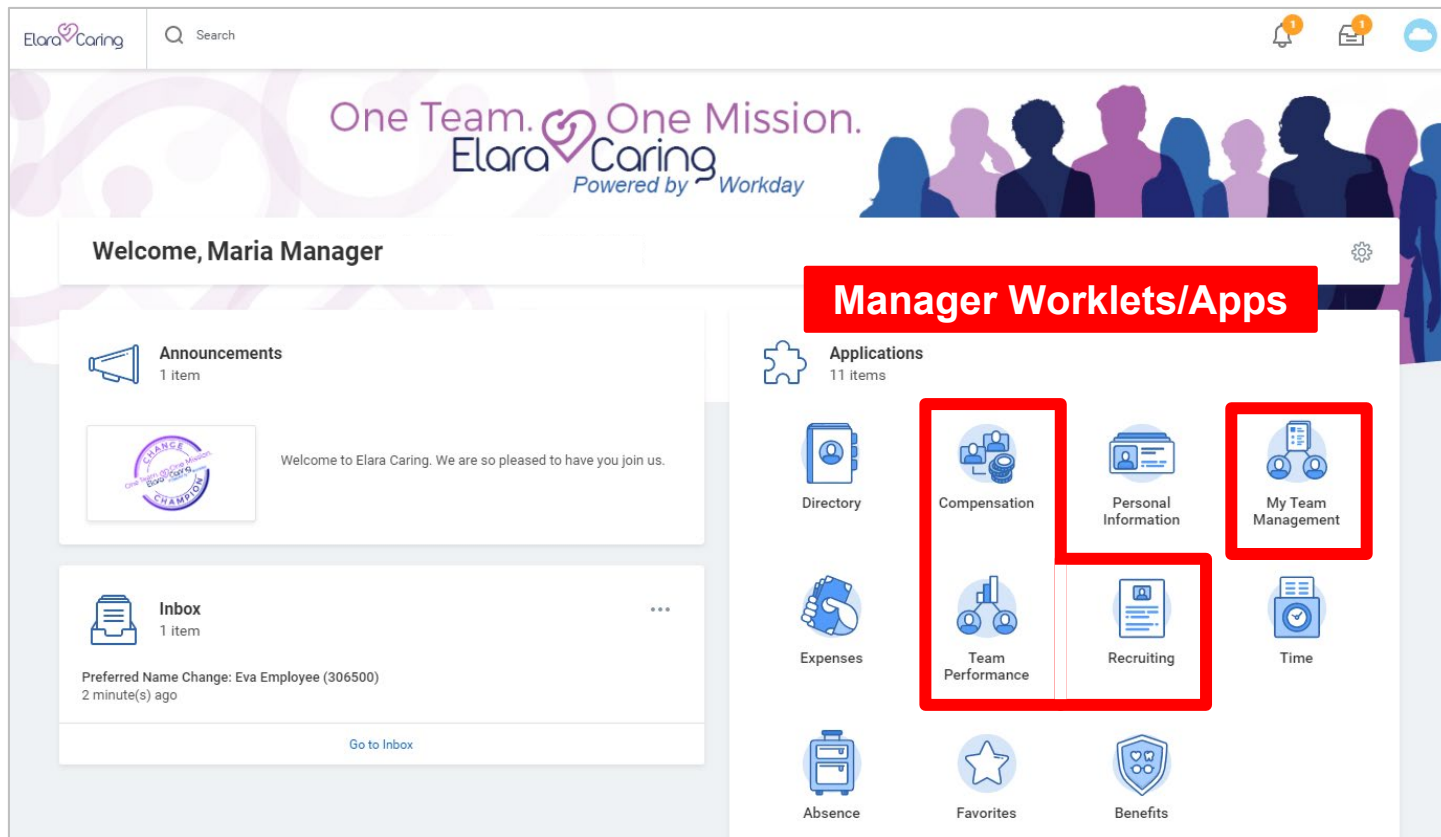
Name

More (2)

Elara Caring

workday

Home Page: Managers



The screenshot displays the Elara Caring Manager Home Page. At the top, the Elara Caring logo is on the left, a search bar is in the center, and notification icons are on the right. Below the header is a banner with the text "One Team. One Mission. Elara Caring Powered by Workday" and a silhouette of a diverse group of people. A white box on the left says "Welcome, Maria Manager". The main content area is divided into two columns. The left column contains an "Announcements" section with a megaphone icon and one item, and an "Inbox" section with a document icon and one item. The right column features a red box labeled "Manager Worklets/Apps" which contains a grid of application icons. The icons for "Compensation", "Team Performance", "Recruiting", and "My Team Management" are highlighted with red boxes. Other visible icons include "Directory", "Expenses", "Absence", "Favorites", "Benefits", "Personal Information", and "Time".

Elara Caring

Search

One Team. One Mission.
Elara Caring
Powered by Workday

Welcome, Maria Manager

Manager Worklets/Apps

Announcements
1 item

Welcome to Elara Caring. We are so pleased to have you join us.

Inbox
1 item

Preferred Name Change: Eva Employee (306500)
2 minute(s) ago

Go to Inbox

Applications
11 items

Directory

Compensation

Personal Information

My Team Management

Expenses

Team Performance

Recruiting

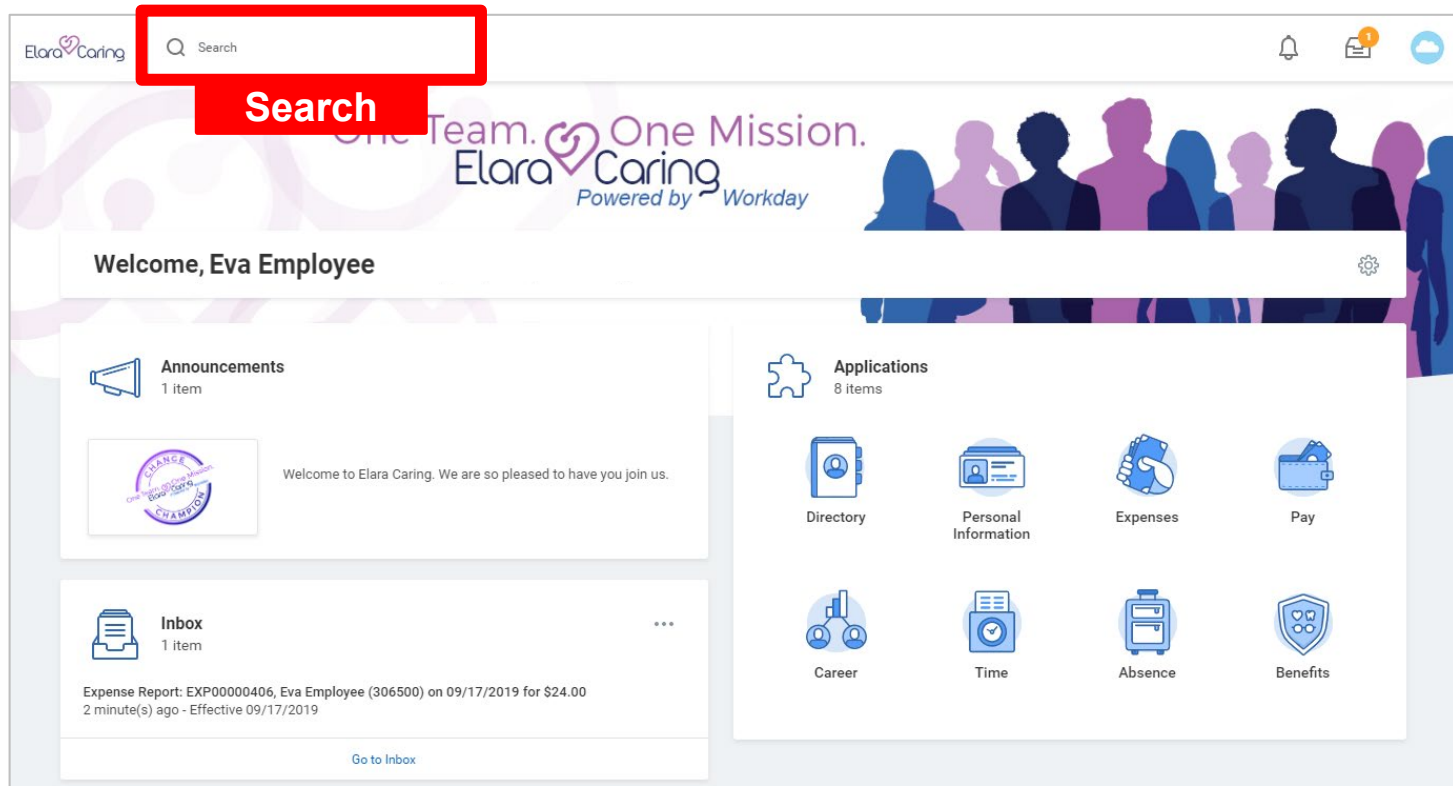
Time

Absence

Favorites

Benefits

Search Bar

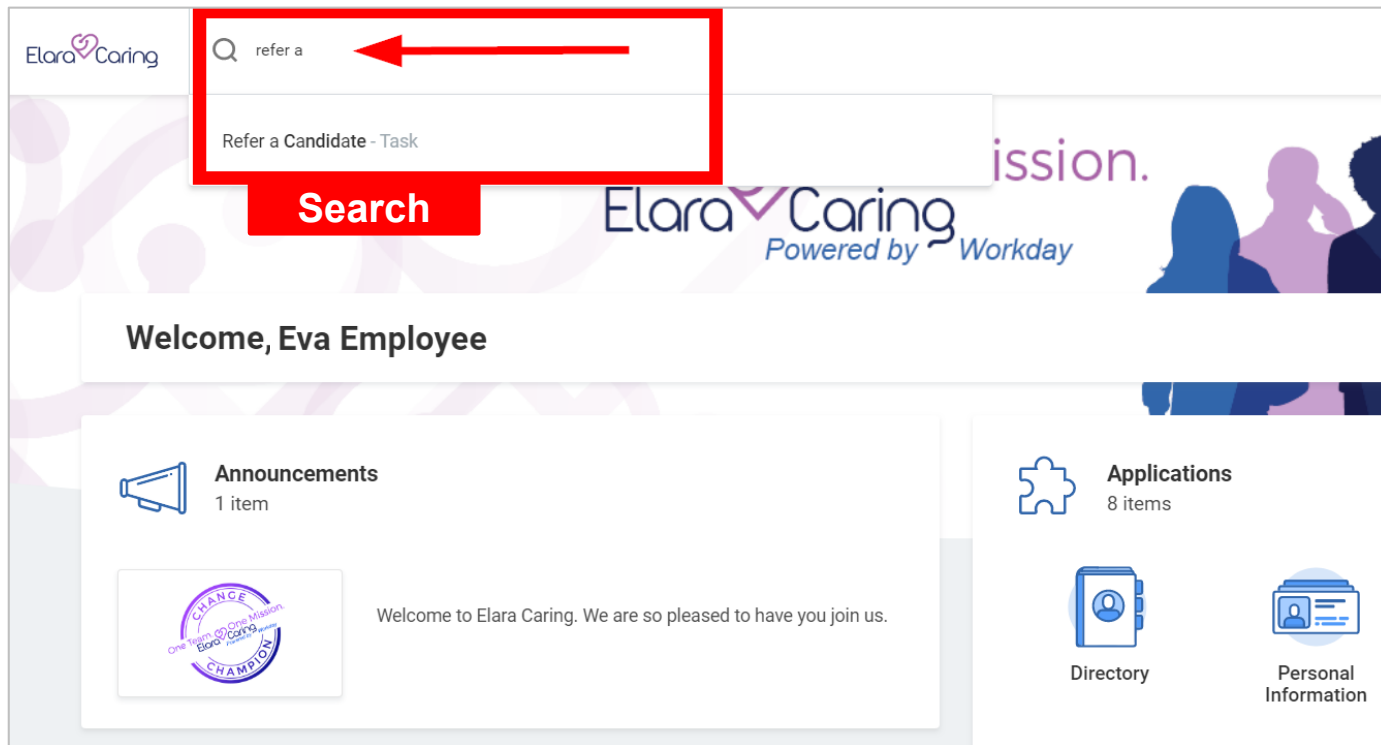


Search Functionality

Predictive search (like Google)

Used to find:

- People
- Organizations
- Tasks
- Reports



Search Results

Search Results

Filters

Categories

- Common
- Assets
- Expenses
- Organizations
- People
- Processes
- Procurement
- Projects
- Revenue
- Security
- Staffing
- Workteam
- All of Workday

Search Results 2 items

Common

GA-Clinical Team Manager	Discipline
GA-Team Secretary	Discipline

Tip: try selecting another category from the left to see other results

- People
- Organizations
- Tasks
- Reports

Object Type

Related Actions button

The screenshot shows the Elara Caring user interface. At the top, there is a search bar with the Elara Caring logo. Below the search bar is a blue header with the text "Search Results". On the left side, there is a "Categories" sidebar with a list of categories: Common, Assets, Expenses, Organizations, People, Processes, Procurement, Projects, Revenue, Security, Staffing, Workteam, and All of Workday. The "Common" category is selected. In the center, under "Search Results 1 items", there is a result for "Eva Employee (306500)". A red arrow points to a small yellow button with three dots next to the employee name. To the right of this button, a dropdown menu is open, showing a list of actions: Get Feedback on Self, View Feedback, View Feedback by Request, View Feedback Given to Others, Edit Goals, My Goals, View Development Items, View Skills, View Skills and Experience, Edit Career Interests, Edit Job Interests, Edit Relocation Preferences, Edit Travel Preferences, Print Talent Card, View Employee Reviews, and Manager. A hand cursor is pointing at the "Talent" category in the left sidebar.

Elara Caring

Search


Search Results

Categories

- Common
- Assets
- Expenses
- Organizations
- People
- Processes
- Procurement
- Projects
- Revenue
- Security
- Staffing
- Workteam
- All of Workday

Search Results 1 items

Common

Eva Employee (306500) 

Aide | Corporate All (Maria Manager)
Employee

Tip: try selecting another category

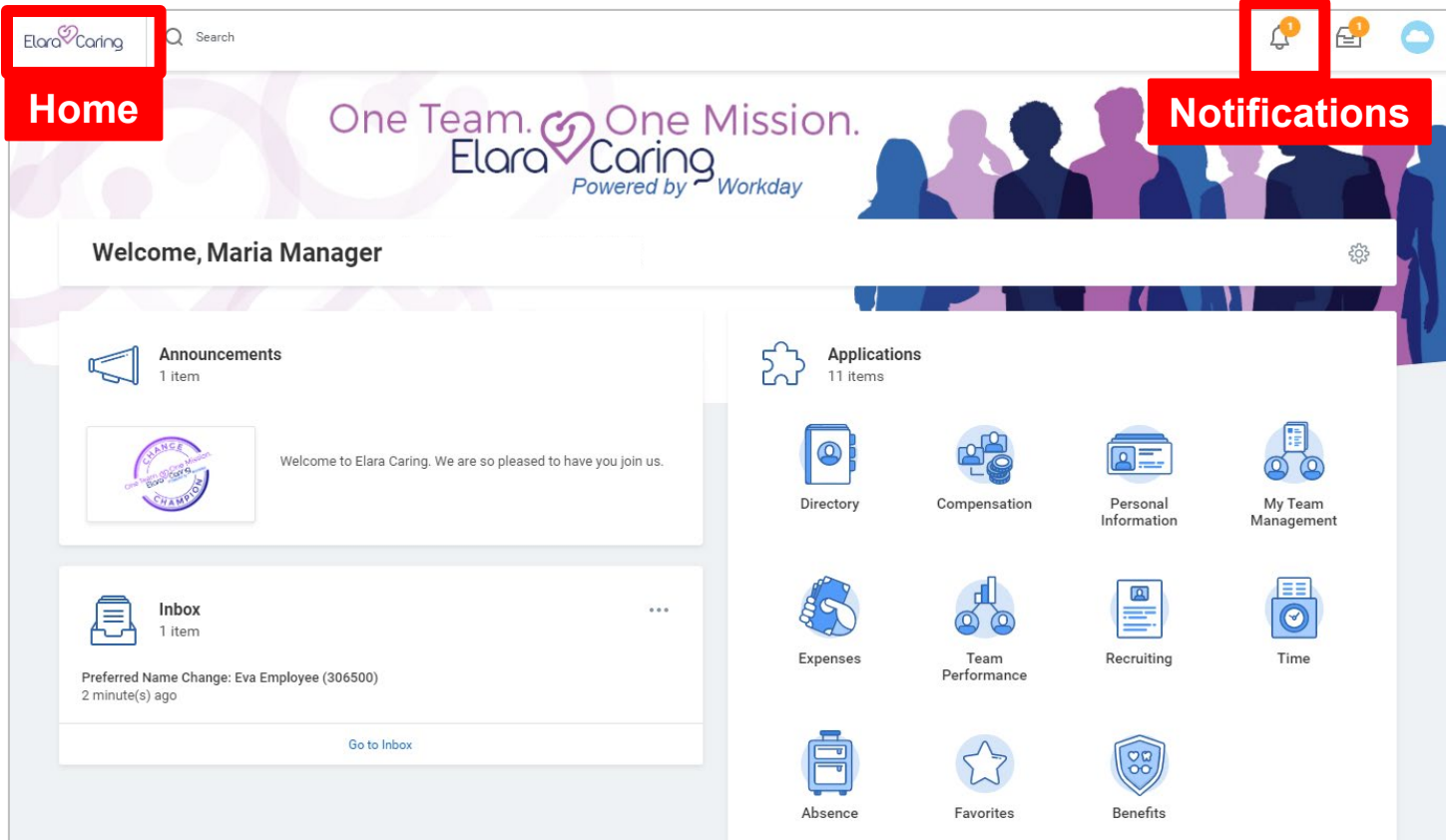
Actions

- Benefits >
- Business Asset >
- Business Process >
- Compensation >
- Expenses >
- Job Change >
- Payroll >
- Payroll Interface >
- Personal Data >
- Talent
- Time and Leave >

- Get Feedback on Self
- View Feedback
- View Feedback by Request
- View Feedback Given to Others
- Edit Goals
- My Goals
- View Development Items
- View Skills
- View Skills and Experience
- Edit Career Interests
- Edit Job Interests
- Edit Relocation Preferences
- Edit Travel Preferences
- Print Talent Card
- View Employee Reviews
- Manager

Maria Manager (312137)

Home Icon, Notifications



Inbox

The screenshot displays the Elara Caring user interface. At the top left is the Elara Caring logo. A search bar is located next to it. In the top right corner, there are icons for notifications, a document with a red '1' (highlighted by a red box and labeled 'Inbox'), and a cloud. The main header features the slogan 'One Team. One Mission. Elara Caring Powered by Workday' and a background image of diverse people. Below the header, a white bar says 'Welcome, Maria Manager' with a settings gear icon. The interface is divided into two main sections. The left section contains an 'Announcements' tile with a megaphone icon and one item, and an 'Inbox' tile with a document icon and one item. The right section contains an 'Applications' tile with a puzzle piece icon and 11 items. The 'Inbox' tile shows a message titled 'Preferred Name Change: Eva Employee (306500)' received 2 minutes ago, with a 'Go to Inbox' link. The 'Applications' tile displays a grid of 11 icons for various HR functions: Directory, Compensation, Personal Information, My Team Management, Expenses, Team Performance, Recruiting, Time, Absence, Favorites, and Benefits.

Elara Caring

Search

One Team. One Mission. Elara Caring Powered by Workday

Welcome, Maria Manager

Announcements
1 item

Welcome to Elara Caring. We are so pleased to have you join us.

Inbox
1 item

Preferred Name Change: Eva Employee (306500)
2 minute(s) ago

[Go to Inbox](#)

Applications
11 items

Directory Compensation Personal Information My Team Management

Expenses Team Performance Recruiting Time

Absence Favorites Benefits

Inbox Details

- Hub for HR action items, reviews, approvals, and process history
- **Not** your MS Outlook Inbox
- Check regularly to stay up to date
- **Note:** Action items must be completed to advance processes

Inbox

Inbox

Actions / Archive

Actions (1)

Archive

Viewing: All

Sort By: Newest

In Person Interview: Cari Candidate - R-000040 CJS
Test prAna in California
1 month(s) ago

Schedule Interview Cari Candidate - R-000040
CJS Test prAna in California

1 month(s) ago

Date *

MM / DD / YYYY

Time Zone *

1 item

	Order	*Interviewers	*Duration (in minutes)	Interview Type
		Maria Manager		

Next

Cancel

Inbox: Action Items

Inbox

Actions (1)

Archive

Viewing: All

Sort By: Newest

In Person Interview: Cari Candidate - R-000040 CJS Test prAna in California

1 month(s) ago

Action Item

Schedule Interview Cari Candidate - R-000040

CJS Test prAna in California

1 month(s) ago

Date *

MM / DD / YYYY

Time Zone *

1 item

	Order	*Interviewers	*Duration (in minutes)	Interview Type
		Maria Manager		

Next

Cancel

Inbox: Archive

Actions (0) **Archive**

Sort By: Newest

From Last 30 Days

One-Time Payment: [redacted] - AP Specialist II
2 minute(s) ago - In Progress: [redacted]

Merit: Annual Merit Test 4 for Domestic Accounts Payable [redacted]
10 day(s) ago - Manually Advanced

View Event

One-Time Payment: [redacted] - AP Specialist II Actions

2 minute(s) ago - In Progress: [redacted]

For **AP Specialist II** - [redacted]

Overall Process **One-Time Payment: [redacted] - AP Specialist II**

Overall Status In Progress

Due Date 02/26/2019

Calendars In Use Consecutive Days (No Calendars Selected)

Details/Process Tabs

Details Process

One-Time Payment

Employee [redacted]

Position **AP Specialist II**

Effective Date 02/22/2019

Employee Visibility Date (empty)

Reason (empty)

Cancel 1 Item

Inbox: Archive > Process History

Process History					
2 items					
Process	Step	Status	Completed On	Due Date	Person
Request One-Time Payment	Request One-Time Payment	Step Completed	02/22/2019 08:19:27 AM	02/26/2019	Maria Manager
Request One-Time Payment	Approval by Manager's Manager	Awaiting Action		02/24/2019	Minesh Manager (Manager's Manager)

Employee Menu

ElaraCaring

Search

One Team. One Mission.

ElaraCaring

Powered by Workday

Welcome, Eva Employee

Announcements

1 item

CHANGE

One Minute Champion

Welcome to Elara Caring. We are so pleased to have you join us.

Inbox

1 item

Expense Report: EXP00000406, Eva Employee (306500) on 09/17/2019 for \$24.00
18 minute(s) ago - Effective 09/17/2019

Go to Inbox

Applications

8 items

Directory

Personal Information

Career

Time

Absence

Benefits

View Profile

Eva Employee

View Profile

Home

My Account

Sitemap

Favorites

My Reports

Documentation

Help

Sign Out

Employee Profile

Elara Caring

Search

Eva Employee [REDACTED]
Aide

Actions

Email

Summary

Job

Contact

Personal

Compensation

Pay

Time Off

Career

Performance

Feedback

Employee ID [REDACTED]

Location
New York

Primary Work Email
306500@Elara1.com

Manager
Maria Manager [REDACTED]

Upcoming Absences
No upcoming absences in the next 30 days.

Worker
Eva Employee [REDACTED]

View Team

Contact
Email 306500@Elara1.com

Work Address
14295 Midway Rd., Ste. 400 Addison, TX 75001 United States of America

Job

Organization Corporate All (Maria Manager [REDACTED])

Business Title Aide

Manager Maria Manager [REDACTED]

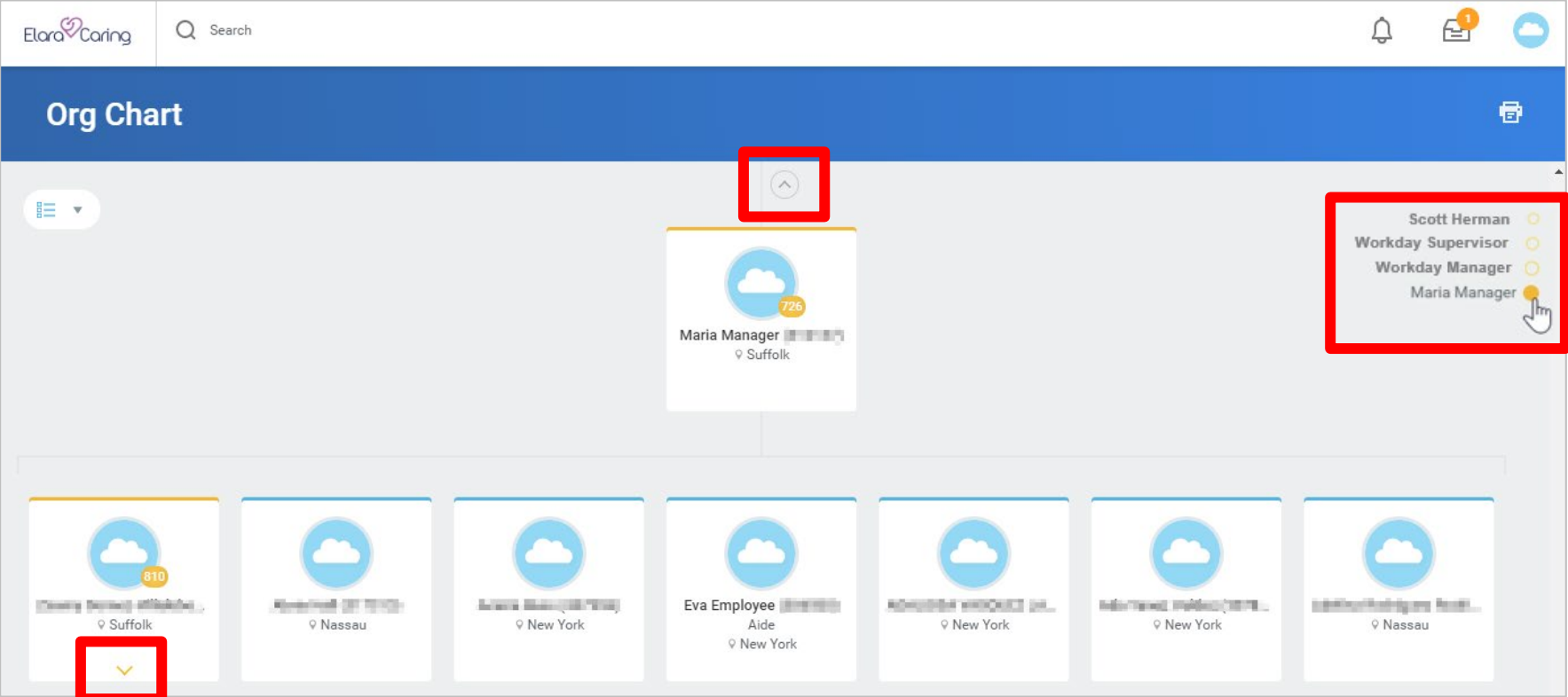
Location New York

Time in Position [REDACTED]

Actions

- Benefits
- Business Asset
- Business Process
- Compensation
- Expenses
- Job Change
- Payroll
- Payroll Interface
- Personal Data
- Talent
- Time and Leave
- Workday Account
- Worker History
- Favorite
- Preferences
- Security Profile
- Workday Account

Org Chart



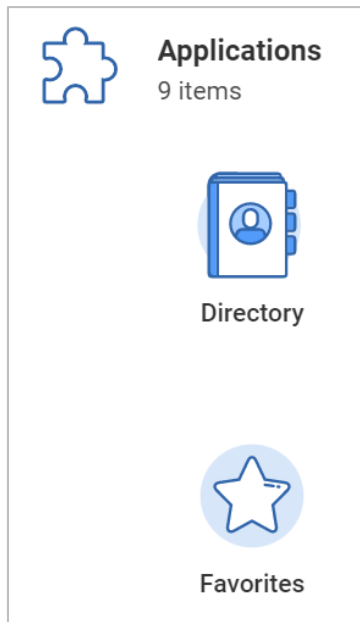
Appendix

Additional content



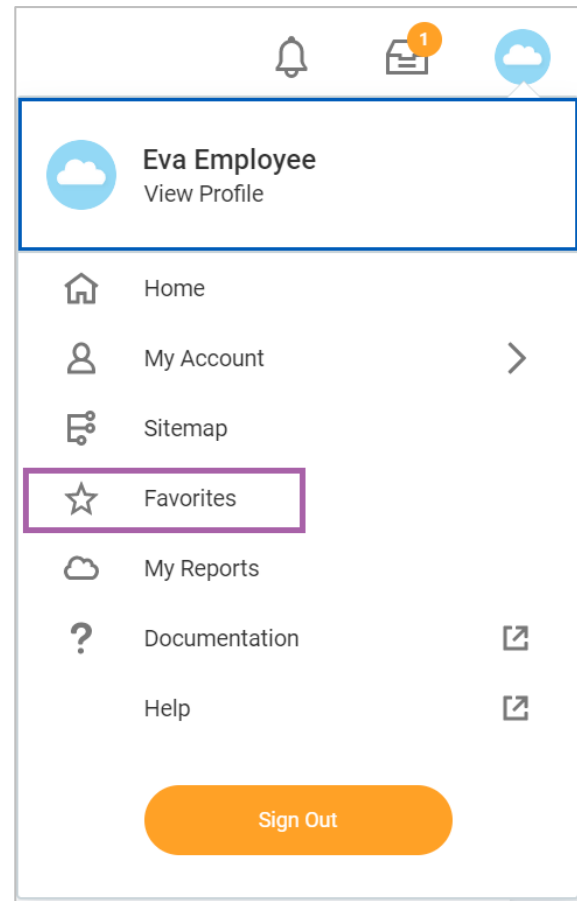
Adding Favorites

- Use **Favorites** to save frequently used or preferred tasks and reports for quick access.
- Click your **Profile** icon and select **Favorites**.
- At the bottom of the page, click the **Manage Favorites** button.
- Enter “Create Expense Report” in the **Favorites Tasks/Reports** field and click **OK**.




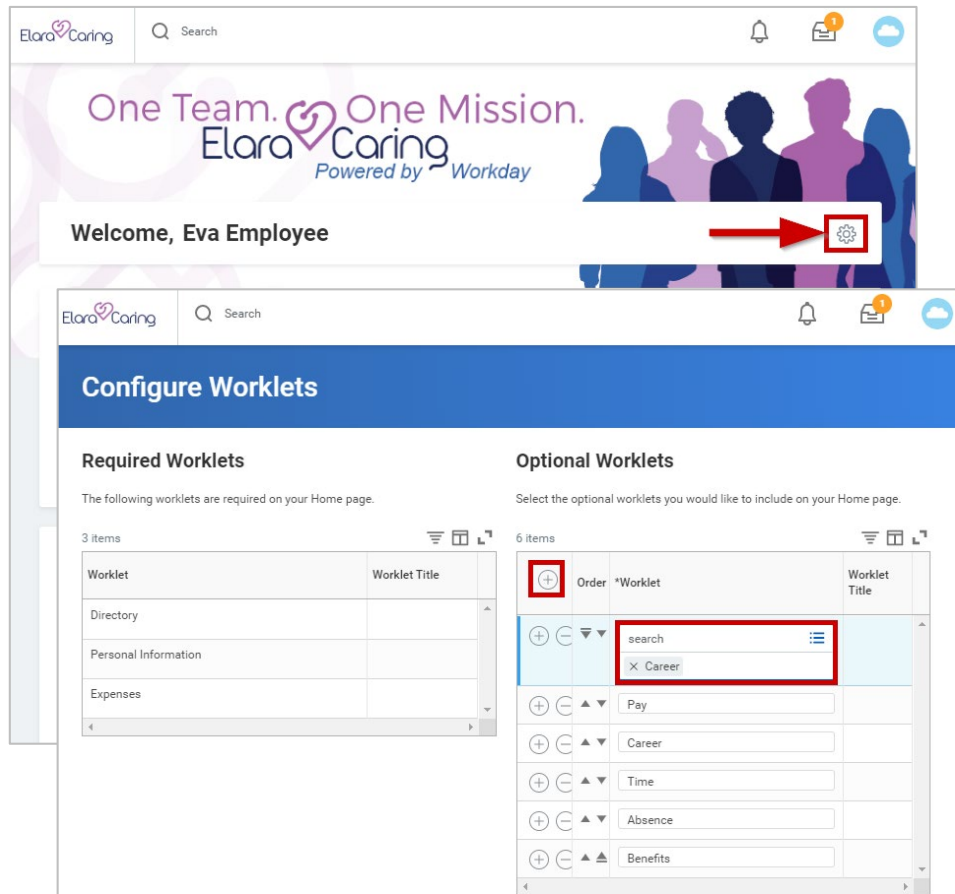
Manage Favorites

Favorite Tasks/Reports	<input type="text"/>	
Favorite Custom Reports	<input type="text"/>	
Favorite Business Objects	<input type="text"/>	



Adding Applications/Worklets

- **Applications** often referred to as **Worklets** provide you access to tasks and reports
- To view or add more applications to you home dashboard, click the gear icon  located in the Welcome, Employee banner
- In **Configure Worklets**, under **Optional Worklets**, you can use the **Add** icon to start the step to search for *all* or *a specific* worklet, followed by clicking **Ok** to complete your worklet configuration
- Once complete, the new worklet will be displayed on your dashboard as an application



The screenshot displays the Elara Caring user interface. At the top, a banner features the logo and the text "One Team. One Mission. Elara Caring Powered by Workday". Below the banner, a "Welcome, Eva Employee" message is shown. A red arrow points to a gear icon in the top right corner of the banner. Below the banner, the "Configure Worklets" screen is visible. It has a blue header with the title "Configure Worklets". The screen is divided into two main sections: "Required Worklets" and "Optional Worklets". The "Required Worklets" section lists three items: "Directory", "Personal Information", and "Expenses". The "Optional Worklets" section lists six items: "Pay", "Career", "Time", "Absence", and "Benefits". A red box highlights the "Add" icon (a plus sign in a square) and the search bar in the "Optional Worklets" section. The search bar contains the text "search" and "x Career".

Errors & Alert Messages

Errors



2 Errors

1. Page Error

- Business Purpose is Required

2. Page Error

Resolve any errors before you continue.

- Error and alert messages display in the upper-right corner of the page. They typically identify a specific field(s) where information is missing, entered incorrectly, or in conflict with a rule established by your organization.
- Errors prevent you from completing a task until the error is fixed and provide details about what is missing.



Errors and Alerts Found ▲

[Alert - Grid Alert \(Row 1\)](#)

This worklet may not display properly in Mobile applications.


- Alerts notify you of potential problems on a page, but do not prevent the task from being completed.
- Alerts also display the location of missing or problematic information within the task or report.




Search Using Prefixes

- Workday uses predictive text to help you find what you are looking for. You can enter partial searches by entering two letters or more in the **Search** box.
- Use the search prefixes to locate useful info such as company, cost center, location or an organization.
- To see a list of search prefixes, type “?” in the **Search** field and press **Enter**.





Example, to find:	Search Prefix
Company	company:
Cost center	costcenter:
Location	location:
Organization	org:






Search Prefixes

You can limit search results by prepending your search text with one of the Search Prefixes below followed by a colon. For example, to find only organizations, begin your search text with 'org:'. To find only workers, begin your search text with 'worker:'. Additionally, you can limit search results by selecting the category that corresponds to the data you need to find. To do so, select a search category associated with that data. You can also use the All of Workday search category which will search everywhere within Workday.

44 items   

To Find...	Type This Prefix	Search Category
Academic Appointee	appointee	
All Projects	project	
Background Process	bgrequest	Processes
Committee Definition	com	
Company	company	Common Organizations
Contingent Worker	driveuser	
Contingent Worker	worker	Common People People for Mobile Global Search
Cost Center	costcenter	Common Organizations
Create Evergreen Job Requisition Event	jr	
Create Job Requisition Event	jr	

Business Process


- After a business process has been initiated, details of the next stage of the process display.
- For example, when you submit an expense report, the system shows you the next the next step(s) in the process.
- Clicking the **Details and Process** > **Process** tab will show remaining steps and approvers in the process. These vary depending on thresholds, custom validations, and security roles.

You have submitted

Expense Report: EXP00000407, Eva Employee on 09/23/2019 for \$15.00 [Actions](#)

Up Next

Do Another

 Workday Manager

Create Expense Report

Approval by Cost Center Manager
Due Date 09/24/2019

[Details and Process](#)

Details and Process

For [Expense Report: EXP00000407](#)

Overall Process [Expense Report: EXP00000407, Eva Employee on 09/23/2019 for \\$15.00](#)

Overall Status In Progress

Details

Process

Process History 4 items

Process	Step	Status	Completed On	Due Date	Person
Expense Report Event	Expense Report Event	Step Completed	09/23/2019 11:00:29 AM		Eva Employee
Expense Report Event	Review Documents	Not Required			
Expense Report Event	Review Documents	Not Required			
Expense Report Event	Approval by Cost Center Manager	Awaiting Action		09/24/2019	Workday Manager (Cost Center Manager)



Thank You for Choosing to Care.
The Lives You Touch Are Changed Forever.