




This job aid will help you get started navigating through Workday and understanding the available features and basic components of the website.


## NAVIGATING THE HOME PAGE


The Workday Home Page displays announcements, notifications and applications that provide access to your personal and benefits information, among others features.


**a. Home icon** : The home icon will return you to the home page from any screen within Workday.


**b. Announcements** : The announcement section will display special announcements from City Government for all Workday users.


**c. Inbox** : Whenever a task requires your action, it will display in the Workday inbox. Click the “Go to Inbox” link or the “Inbox” icon at the upper right of the screen (next to your Profile icon) to view the task.

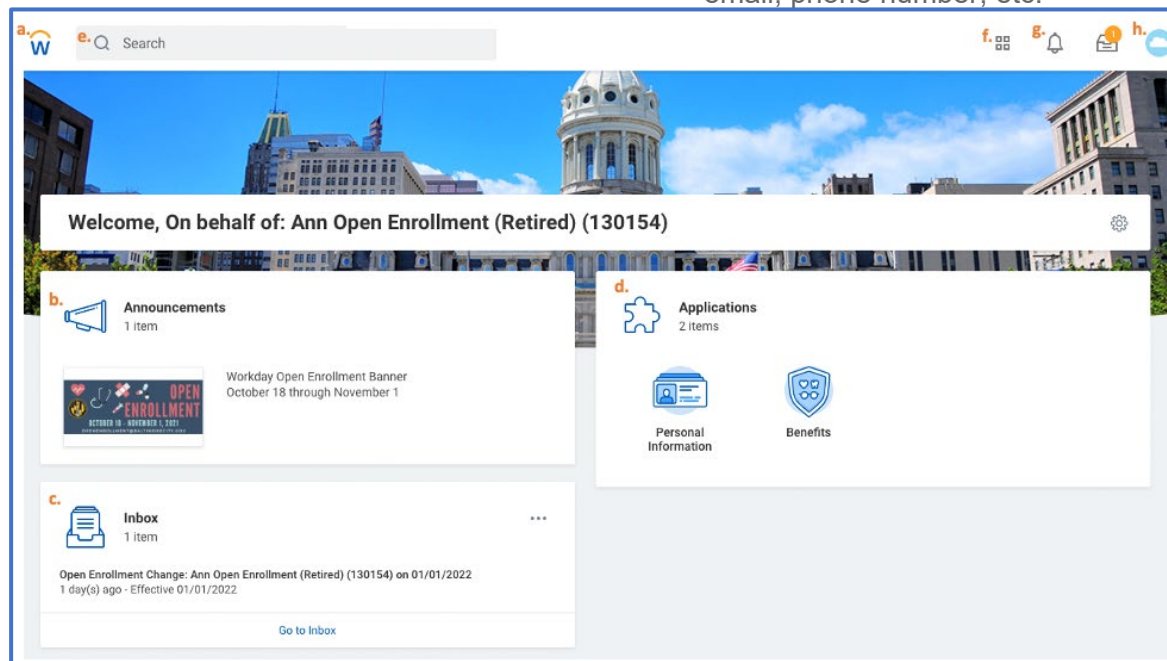
**d. Applications** : The applications section displays icons (also known as “worklets”) that provide quick access to your personal profile and benefits information. These can also be accessed through the Profile icon.

**e. Search feature** : Use the search function to find people, tasks, or reports.

**f. Quick Access** : This quick access icon provides the capability to add shortcuts to your favorite applications and/or reports.

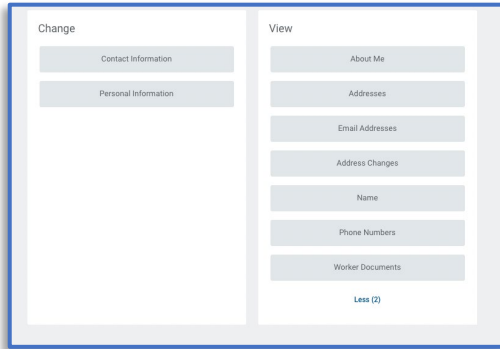
**g. Notifications** : Notifications will appear automatically as certain tasks and processes are completed. Notifications may impact you, but may not require any action (e.g., alerts, process completion status)

**h. Profile icon** : The profile section provides you with the capability to view and manage your Workday account, benefits selection and personal information, such as home/ mailing address, email, phone number, etc.



## APPLICATION LAYOUT OVERVIEW:

Applications are most organized into “**Change**” and View sections. Buttons in the “**Change**” section link to tasks or change you can perform. Buttons in the “**View**” section link to reports/data you can view.

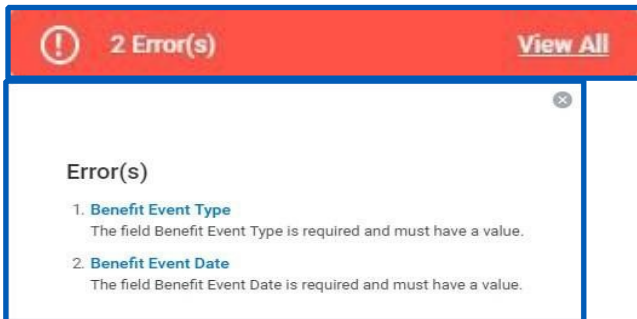


**Note:** Retirees will only be able to view data/reports in Workday. Changes to personal information, such as address and/or phone numbers, must be completed through your respective Retirement Services Agency.

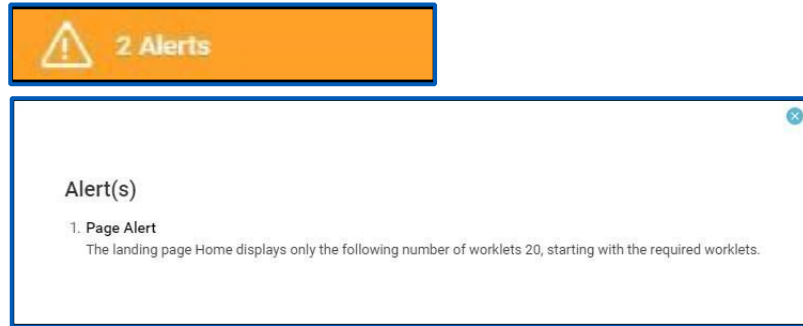
## ERRORS AND ALERT MESSAGES:

**Errors** and **Alerts** messages will display in red and orange. They typically identify specific fields where information is missing, entered incorrectly, or in conflict with a rule established by the system. Click the message to view the error details.

**Errors** will display in red. You cannot complete a task until you correct all errors.



**Alerts** will display in orange. They notify you of potential problems on a page, but do not prevent you from completing the task. Click on the alert message to view the location of missing or problematic information within the task, report, or business process.



## STILL HAVE QUESTIONS ABOUT WORKDAY?

For additional support or log in and/or password reset issues:

- If your email address ends with **@baltimorecity.gov** or **@baltimorepolice.org**, reference the guide posted at <https://bcitguide.baltimorecity.gov/Default.aspx?p=9>
- For all other email addresses, please call the BCIT service desk at 410-396-6648 for assistance.