






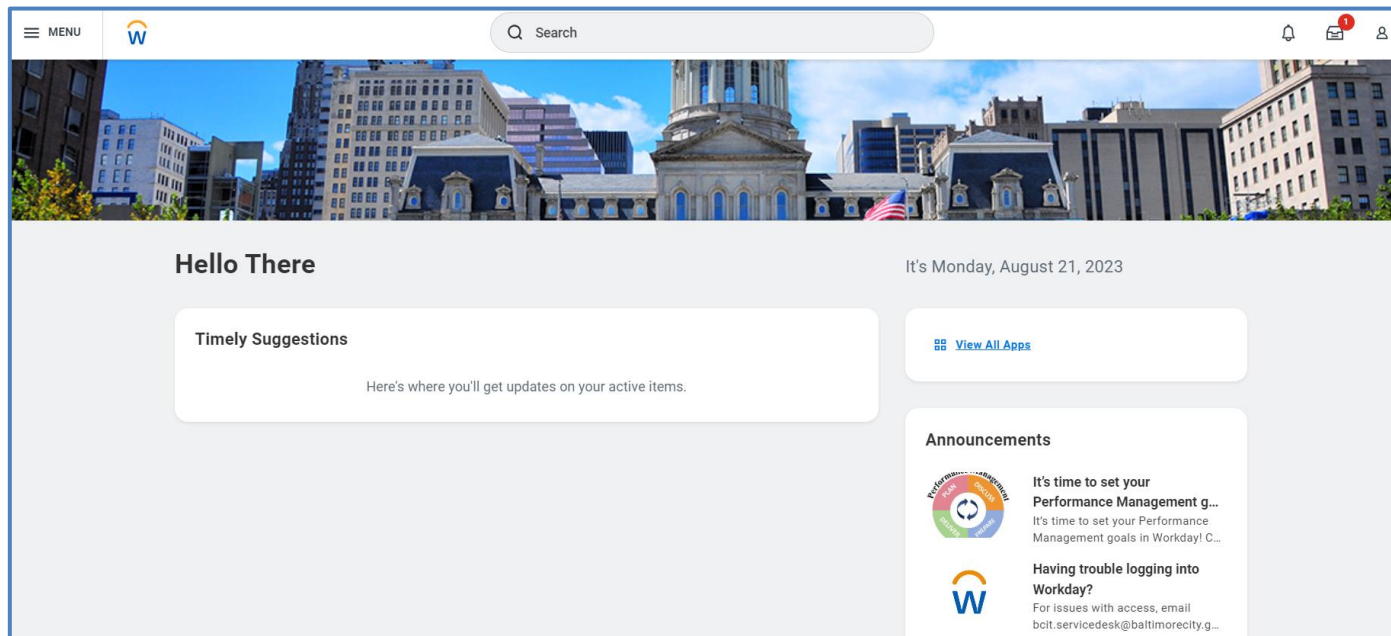


This job aid will help you get started navigating through Workday and understanding the available features and basic components of the website.

## NAVIGATING THE HOME PAGE

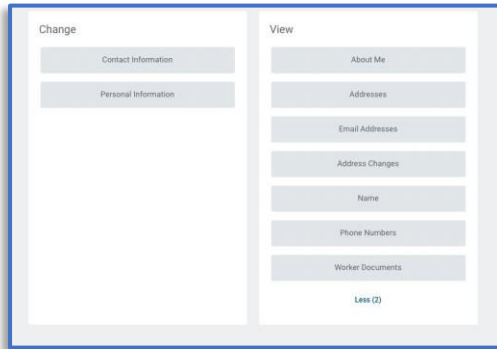
The Workday Home Page displays announcements, notifications and applications that provide access to your personal and benefits information, among others features.

- 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. **My Tasks** : Whenever a task requires your action, it will display in the **My Tasks** box. Click the **My Tasks** icon at the upper right corner of your homepage to view your pending tasks.
- d. **Menu** : The menu section provides access to your personal and benefits information. These can also be accessed through the profile icon or view all apps section.
- e. **Search feature** : Use the search function to find people, tasks, or reports.
- f. **View All Apps** : This section provides quick access to your 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** : The profile section provides you with the capability to view and manage your Workday account, benefits selection and personal information, such as home/mailling address, email, phone number, etc.

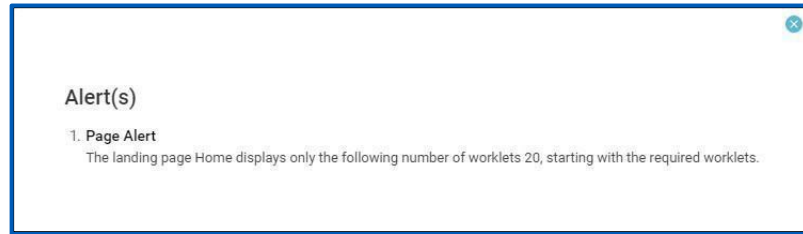


## APPLICATION LAYOUT OVERVIEW:

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.



**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.



**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.



## 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.