SPS STATEWIDE PERSONNEL SYSTEM

WORKDAY LANDING PAGES

Commonly used pages in Workday, called landing pages, are used to view data and perform tasks. Each page will have navigational tools (menus, icons, buttons, fields, etc.) which help you get around the system. The picture below, displays the **Home** page.
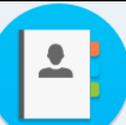

1	**Home and Workday Icons:** Return to your **Home** page.
2	**Search:** Search for people, tasks, and reports in the search field. Predictive suggestions return common matching results to which you have access.

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3	**Worklet:** Icons found on landing pages that provide quick access to tasks and information used on a regular basis (e.g., personal information, your account, inbox, etc.). Some worklets are configurable.
4	**Profile Menu (Link):** Opens up Workday Menu options (based on your security access). Provides access to your landing pages, inbox and notifications, account settings, favorites, dashboards/reports, and access to sign out of Workday.
5	**View Profile:** View and edit your personal information including job details, contact information, compensation, benefits, etc.
6	**Landing Pages (Links):** Display a collection of different worklets to allow you to quickly view data and perform tasks. Common landing pages are the **Home**, **All About Me** (for employees), and **My Team** (for managers only).
7	**Inbox:** Central location for finding tasks that require your attention. **Notifications:** Informs you of relevant events that have been completed.
8	**My Account:** Change/manage your password and password questions and manage your preferences.
9	**Sign Out (button):** Click to sign out of Workday.

COMMON WORKLETS

Some worklets are permanent and cannot be deleted from a landing page. Others can be added and configured as desired. **NOTE:** Worklets display based on your system access. Some common worklets are listed below.

Worklet	Actions and Activites
New Announcements	**View** Workday specific system announcements.
Personal Information	**Change, Add,** and **View** contact information, personal information (e.g., DOB, marital status), emergency contacts, email addresses, legal and preferred names and your account photo. **View** and **update** your professional profile.
Inbox	**Access** transactions awaiting action and archived transactions.
My Account	**Manage** your passwords and account settings.
Directory	**View** and **Search** organizational information.

CONFIGURING WORKLETS

1. In the top right corner of the landing page, click on the **Configure this Page** ⚙ icon.
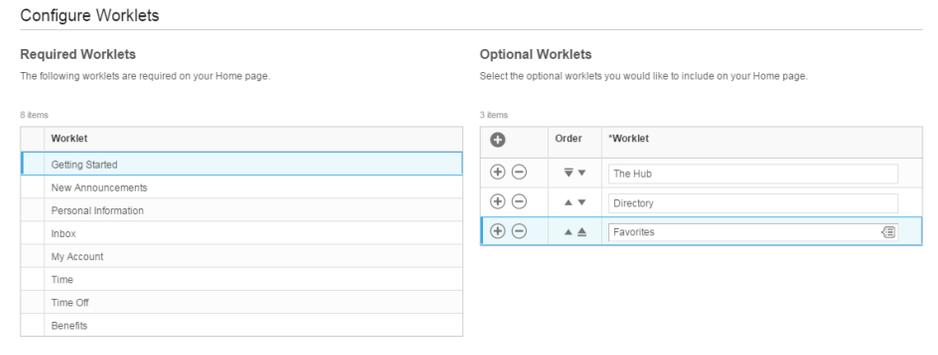
2. Add, remove, or reorder worklets. Do one or more of the following to configure the worklets on the landing page.

To….	Do This….
To add a worklet…	• Click the **Plus** ⊕ icon. • Click the **Prompt** icon and select from the list of existing worklets.
To remove a worklet…	• Click the **Minus** icon to remove a worklet from the dashboard.
To reorder worklets…	• Click the **Up Arrow** or **Down Arrow** in appropriate row.

3. When you done, click **OK**.
4. Then, click **Done**.