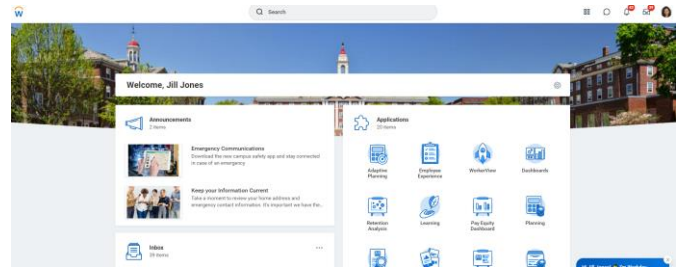# WORKDAY JOB AID
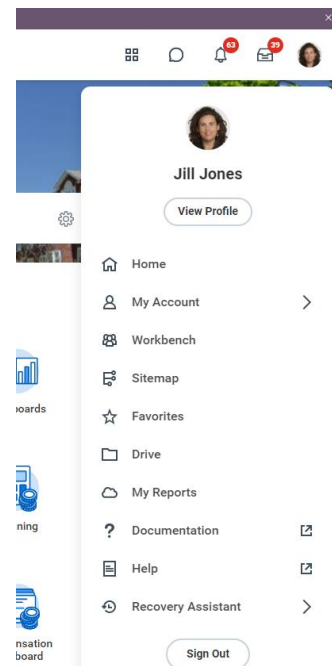## Workday Icons and Symbols

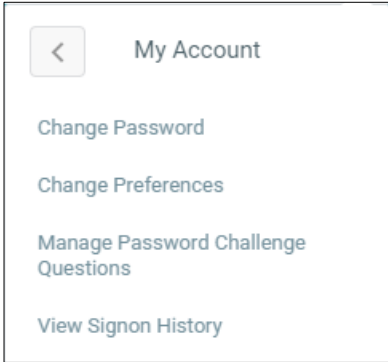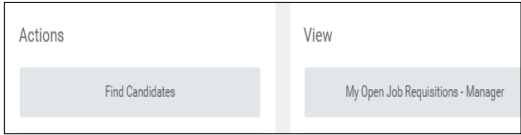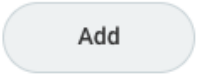|	
Home Page Your Workday default or home page containing applications, search bar, notifications, Workday inbox and your profile icon main menu.	
Main Menu The main menu is accessed from the home page from either your profile picture or a blue person icon in the top right-hand corner. The menu has options to navigate to commonly used Workday functionalities.	
Workday Inbox This should not be confused with your email inbox. Your Workday inbox displays a count of items that currently need your action and will take you directly to your Workday inbox.	
Notifications Displays a count for your new notifications and takes you to the Notifications page.	
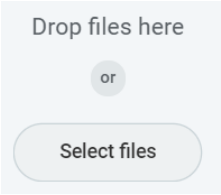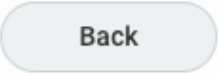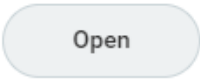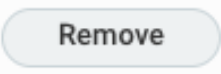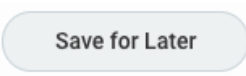
Workday Search Bar A field on the home page that enables you to find tasks, reports, and people within your organization. Search allows you to narrow results by categories including common, organizations, and all of Workday.	Q | Cancel
Client Logo Displays on your home page and every other page in your organizations Workday site. This icon can also be used to navigate back to your home page.	TBD
My Account Preferences Account information is located in your main menu. This allows you to alter certain account information such as changing your email preferences.	‹ My Account Change Password Change Preferences Manage Password Challenge Questions View Signon History
Personal Information Application An application linking you to common actions and views related to your personal information, including changing your contact and personal information, emergency contacts, photo, government IDs etc..	
Directory Application An application linking you to common actions and views related to your organization's directory. You can view a list of your coworkers, your organizational chart, your management chain, and organizations to which you belong.	
Absence Application An application linking you to common actions and views related to time-off, including time-off correction, leave of absence, view your time-off, and time-off balance.	
Benefits Application An application linking you to common actions and views related to benefits, including change benefits, beneficiaries, and dependents. View your benefit elections and current benefits cost.	
Time Application An application linking you to common actions and views related to your time, including	

entering your time and viewing your time-off balance.	
Action and View Buttons for commonly grouped tasks and reports. These can also be accessed through the various applications.	Actions — Find Candidates View — My Open Job Requisitions - Manager
Add Button Buttons for commonly grouped tasks and reports. Access through worklets.	Add
Add Row Icon A clickable icon to add a row to the current grid.	⊕
Delete Row Icon A clickable icon that removes the current row from a grid.	⊖
Alert Message Soft warning message that alerts you about the system. You can continue with your business process when you see an alert.	⚠ 1 Alert View All
Error Message Hard warning message that alerts you when there is a critical error. An error must be corrected to move forward in a business process.	⊘ 3 Error(s)
Arrow A clickable icon that opens the page to additional areas that can be edited. Can also referred to as the More icon.	⌄
Attachment Button A clickable icon that lets you attach pdf, word, and/or excel documents to a task.	Drop files here or Select files
Back Button A clickable button that returns you to the previous page.	Back
Calendar A clickable icon that opens a calendar to select a date.	📅
Cancel Button	

Description	Icon
A button that disregards any changes made on the page.	Cancel
Chart A clickable icon used to view a report as a chart.	
Comments A clickable icon you can use to leave comments for yourself ad others on a page or task.	
Configure Applications Icon (Gear Icon) A clickable icon on the home page where you can configure the applications that appear on your home page. Depending on your organization's configuration, some applications may be required, while others are optional. This icon can also be used as a Settings icon when establishing what information, you would like displayed on a dashboard.	
Continue Button A clickable button that advances you to the next page or the next step in your task's process.	Continue
Details A clickable icon that opens additional information relating to your task.	> Details
Done Button A button that closes a confirmation screen and indicates that you have completed everything on the page.	Done
Edit Icon A clickable icon that enables the user to add and remove information on the page.	
Excel Icon A clickable icon used to view a page as an Excel file.	
Filter A clickable icon used to narrow down data. Clicking this icon will create a row on your report where you can filter data to display from one or more columns.	
Mark as Read Displays to the right of a notification. Click on the circle to indicate that you have read the message.	O
More Button A button that displays several additional choices based on the business process.	More ∨

Next Button A clickable button that advances you to the next page or the next step in your task's process.	Next
OK Button A clickable button to accept and save your changes.	OK
Open Button A clickable button to open the desired task.	Open
View Printable PDF Version A clickable icon used to view a page as a printable PDF file.	
Progress Bar The bar tracks your progress working through a task. It also allows you to move forward or return to a previous page within the task.	
Prompt Menu (Hamburger Menu) A clickable icon that presents a list of options for a specific field.	
Related Actions A clickable icon that enables the user to perform additional actions for an object. Possible actions include viewing your current benefit elections, editing your contact information, and requesting time off. Can also be used to pop-out an additional menu.	
Remove Button A clickable button that deletes an area.	Remove
Request Absence Button A clickable button to request absence from the Request Absence application.	3 Days - Request Absence
Required Field Indicator A field with a red asterisk indicates you must enter a value for this field before saving or submitting the page.	*
Save Button A clickable button to save the item you are working on.	Save
Save for Later Button A clickable button to save the item in your inbox until action is taken.	Save for Later
Submit Button A clickable button to accept and submit your changes, while advancing the business process to the next step.	Submit

View Team A clickable icon that links directly to an organized chart of your team and organization. Can be accessed from the Worker Profile.	