



# Workday Icon Glossary

What Some of the Icons and Graphics You Will See in Workday Mean

## WORKDAY WORKLET ICONS

Worklets are mini applications for performing different tasks. Some worklets are added to everyone's Workday home page, others are added depending on your job's needs, and still others are optional worklets that you add yourself. To launch a Worklet, click on its icon. Below are a few of Workday's most common worklets.



### PERSONAL INFO

View and update your emergency contacts, education, experience, and other information.



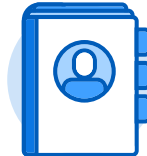
### EXPENSES

Enter reimbursable expenses, View past expenses.



### BENEFITS

View and change benefits choices for you, your dependents, and beneficiaries.



### DIRECTORY

Find contact information for people who work at any NSHE institution. View department or individual organization structure.



### PAYROLL

View paystubs, direct deposit information, and tax withholdings.



### INBOX

View your assigned actions.



### DIRECT REPORTS

Managers, initiate employee-related activities like promotions and job changes, view information about your staff.



### TIME OFF

Enter and review time off, exceptions, and leave. View current time off balances.



### TIME ENTRY

Manage your time worked. Approve your staff's hours.

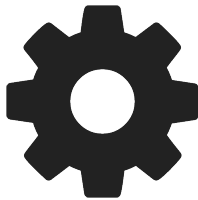


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## OTHER USEFUL WORKDAY ICONS

Workday is designed to be intuitive. It uses a lot of icons you will probably recognize from other websites.



### CONFIGURE OPTIONS

Click to set preferences and perform other actions related to the page.



### RELATED ACTIONS

Click to reveal a menu of possible actions for a given report or topic.

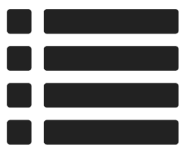


### REQUIRED FIELD



### ACTIONS

Click to reveal a menu of possible actions for a given report or topic.



### DROPDOWN LIST

Click to reveal a dropdown list of items.



### EXPORT TO EXCEL

Save a properly formatted spreadsheet version of the information on view



### FILTER RESULTS

Select options to narrow down search results.



### PRINT

Print a properly formatted version of the information on view

## TELL US WHAT WE MISSED

If there are icons you think belong on this list, please email the [Workday@NSHE](mailto:Workday@NSHE) team at [workday@nshe.nevada.edu](mailto:workday@nshe.nevada.edu).