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.
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.

- **REQUIRED FIELD**
  - The asterisk indicates a required field.

- **DROPDOWN LIST**
  - Click to reveal a dropdown list of items.

- **FILTER RESULTS**
  - Select options to narrow down search results.

- **RELATED ACTIONS**
  - Click to reveal a menu of possible actions for a given report or topic.

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

- **EXPORT TO EXCEL**
  - Save a properly formatted spreadsheet version of the information on view.

- **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 team at workday@nshe.nevada.edu.