

Navigate homepage, menu, worker profile

Purpose

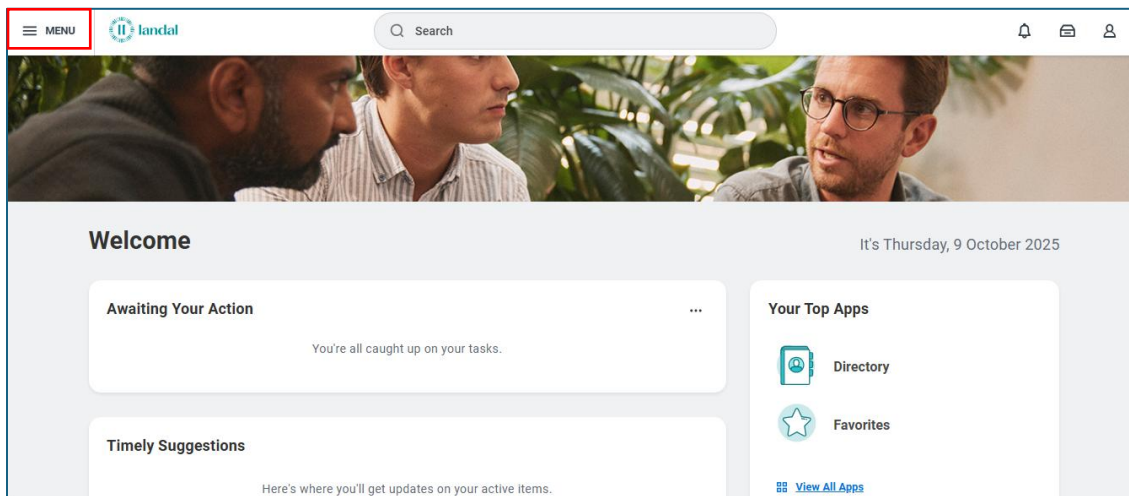
This guide helps users navigate the Workday homepage, menu, and worker profile to access HR Core functions.

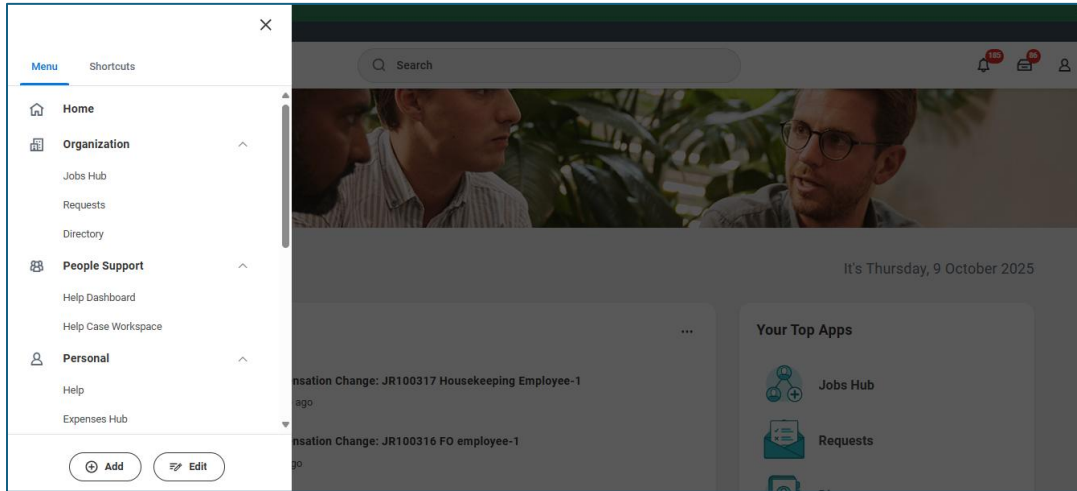
Overview

Users will learn how to use the homepage, menu, and worker profile to manage personal information and HR tasks.

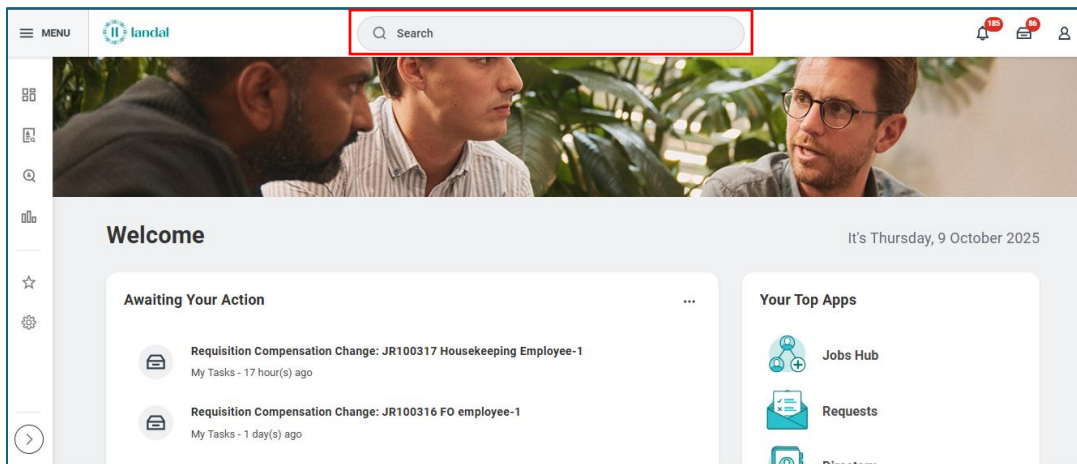
Step-by-Step Instructions

1. After logging in, you will land on the Workday homepage.
2. Click the MENU button in the top-left corner to access all applications, tasks, and reports.

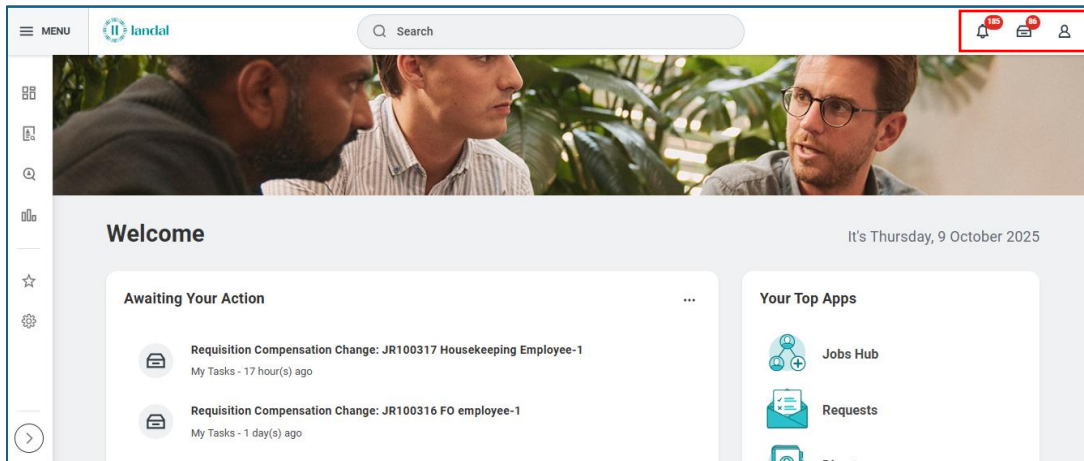




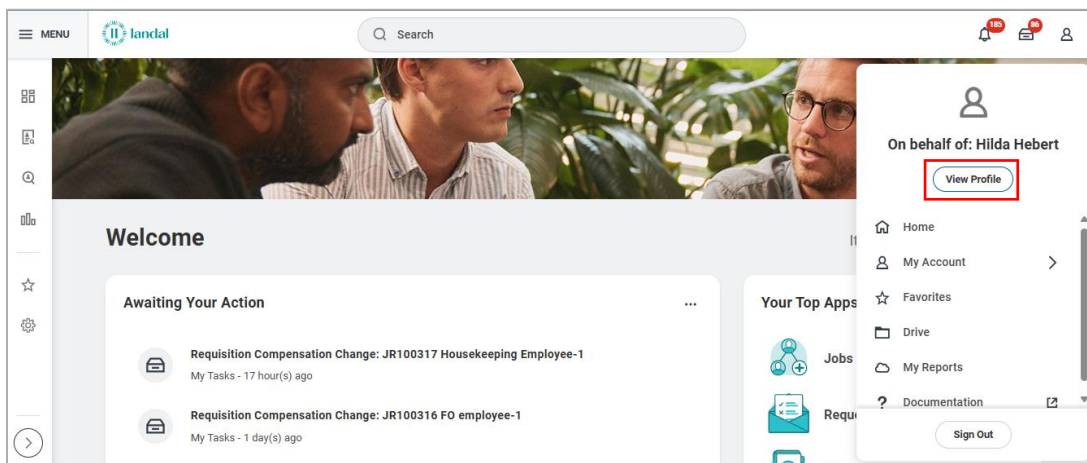
3. Use the Search bar at the top to quickly find employees, reports, tasks, and other functions.



4. Use the navigation bar for quick access to notifications, inbox, and profile settings.



5. Click the Profile icon to view and update your personal information.



Note:

The homepage serves as your central dashboard for managing HR-related tasks.