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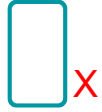
Workday Training

for HR
Generalists

Duration: 90 min



Session Ground Rules and Logistics



Turn your hand-held devices to silent mode



Minimise side conversations



Please do not work on your computers during the presentation

❑ Session Recordings

- Please note that the sessions will be recorded.

❑ Parking Lot

- The instructor will document any questions that cannot be answered immediately.
- The instructor will research these questions and provide responses to all class participants.

Agenda

1. Introduction to Workday
2. HR Core
3. Recruitment
4. Hire to Retire
5. Expenses
6. Workday Help
7. Absence & Time Off
8. Q&A and Wrap-Up



Introduction to Workday



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At Landal, our future success depends on how well we align our people strategy with our business ambitions

Workday will enable us to ...

- **Align** people strategy with business goals
- **Connect** the full employee journey to strategy
- **Drive** smarter decisions and faster teamwork
- **Deliver** consistent, future-ready experiences
- **Unlock** capacity and fuel growth across all parks





What will be included?

Workday modules along the Landal employee journey:

First scope:

- ❑ HR Core: Centralizes employee data and streamlines HR processes
- ❑ Recruiting: Enhances hiring with tools for job postings, candidate tracking, and interview scheduling
- ❑ Onboarding: Facilitates smooth transitions for new hires with structured plans
- ❑ Expenses: Simplifies expense reporting and reimbursement
- ❑ Benefits: Direct access to employee benefits programs via Workday
- ❑ Core Compensation: Direct access to employee compensation plans and salary structures
- ❑ Workday Help: Centralized platform for employee support and inquiries
- ❑ Absence: Manages employee absence

Second scope:

- ❑ Time Tracking: Manages employee time tracking and attendance
- ❑ Learning: Provides online access to training and development resources
- ❑ Talent & Performance: Supports performance management, goal setting, and career development
- ❑ Scheduling: Helps efficiently staff operations with control over work schedules

HR Core



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Introduction to HCM

Workday's **Core Human Capital Management** (HCM) is the backbone of HR operations, bringing people, data, and processes together in one system. It centralizes employee information, organizational structures, and workforce planning to ensure accuracy and efficiency.

It also streamlines position management, staffing actions, and employee transitions, while maintaining compliance and transparency across the employee lifecycle.

In this section, you will learn how to:

- **Log into Workday**
- **Navigate the homepage, the menu and the worker profile**
- **Set up change your language preferences and delegation**
- **Perform actions and see notifications**
- **Change your own personal information**
- **View your support roles**



How to Log in to Workday

A screenshot of the Workday login page. The page has a blue background. At the top center is the Workday logo. Below it is a white login form with three red-bordered boxes: the first contains the 'Username' field, the second contains the 'Password' field, and the third contains the 'Sign In' button. To the left of the form are three red circles with white text: '1' next to the Username field, 'a' next to the Password field, and 'b' next to the Sign In button. Below the form is a link that says 'Forgot Password?'. At the bottom left of the page is the copyright notice '© 2025 Workday, Inc. Privacy'. On the right side of the screenshot is a white notice box with a red header 'End-to-End Tenant!!!', a 'Notice' section with a red sub-header 'Test here!!!', and a 'Status' section with text about a service update: 'Your Implementation tenant will be unavailable for a maximum of 16 hours during the next Quarterly Service Update, starting on Friday, February 7, 2025 at 9:00 PM Central European Time (Berlin) (GMT+1) until Saturday, February 8, 2025 at 1:00 PM Central European Time (Berlin) (GMT+1).'

In the login fields, enter your **Workday username** and **password**.

- Click on the Sign In button.



How to Log in to Workday

The screenshot shows the Workday login interface. On the left, a white box titled "Enter Security Code" contains a shield icon with a padlock and the instruction "Enter the 6-digit security code found in your authenticator app." Below this is a text input field labeled "Security Code" and a blue "Submit" button. A red circle with the number "2" is positioned to the left of the input field. On the right, a white box titled "End-to-End Tenant!!!" contains a "Notice" section with the text "Test here!!!" and a "status" section with a detailed message about a 16-hour service outage during a quarterly update on February 7-8, 2025.

Open the **Microsoft Authenticator app** on your mobile device.

- Retrieve the 6-digit verification code displayed in the app.
- Enter the code in the Workday login screen and click Submit.

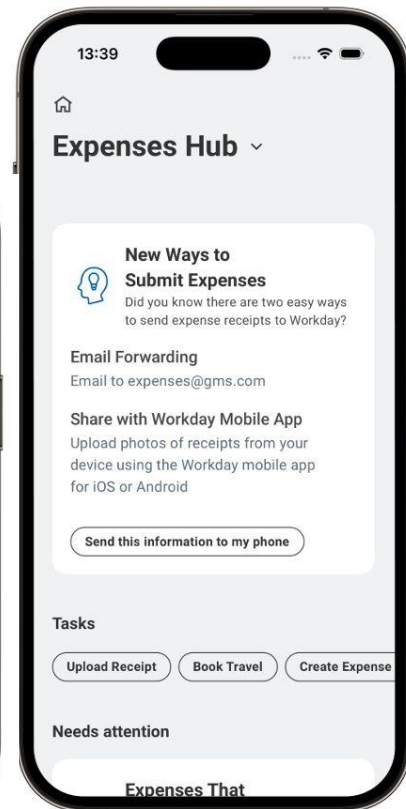
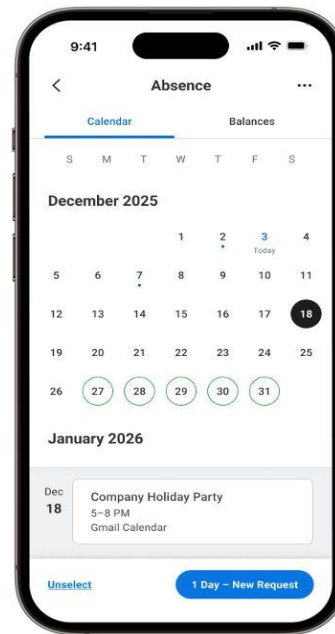
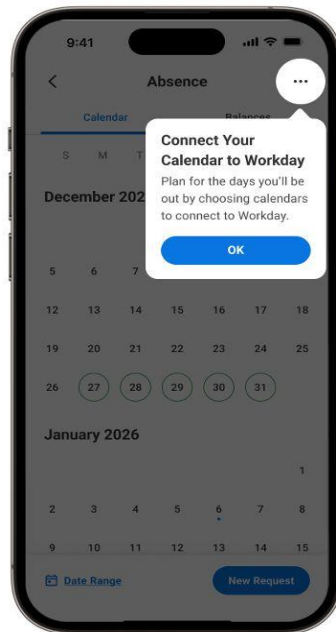


Workday via Mobile

Download the **Workday** app on your mobile device through the app store.

- Connect with organization ID x
- Enter your username and password and log in

Easily change your personal information, add your expenses or enter absence through your mobile device.





Live demo

Support Roles



MENU



Search



Sachin Mystica

HR Generalist 1

Actions



Phone



Email



Team



Summary



Job



Compensation



Time Off



Benefits



Pay



Contact



Personal



Performance



Career



Feedback

Job Details Employment Data Service Dates Manager History Management Chain Organizations Support Roles Job History Worker History Additional Data

10 items



Assignable Role	Worker	Role Enabled
Compensation Partner (Local)		Netherlands parcs
Expense Partner		RP Group B.V.
HR Business Partner (Local)		Netherlands parcs
HR Generalist (Local)		Netherlands parcs



Recruitment

Introduction to Recruitment



In Workday HCM, **Recruitment** helps streamline and manage the entire hiring process, from job requisition creation to candidate selection. Managers and recruiters can create and submit job requisitions, review applications, track candidates, and manage approvals.

In this section, you will learn about:

- Starting a job requisition process
- The candidate lifecycle – reviewing applications and progressing candidates
- Offer and hire process – managing interviews and candidate evaluations
- Onboarding – hire completion, pre-hire completes onboarding tasks



Live demo

Hire to Retire





Introduction to Hire to Retire

During an employee's lifecycle, there can be changes in their contract that need to be processed. They can move to another position within the organization or they can move out of the organization.

In this section, you will learn about:

- **Change job details**
- **Termination**
- **Manager insights hub**



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Expenses

Introduction to Expenses



The Expense Module in Workday allows employees to create and submit expense reports.

In this section, you will learn about:

- Create Expense Reports
- Add Expense Lines

After submission, Expense Reports will be sent for approval to the Manager and Payroll Team.



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Workday Help



Workday Help Introduction

The Workday Help is a centralised support system that allows users to submit, track, and manage help cases efficiently. Its purpose is to provide quick access to assistance and streamline issue resolution.

In this section, you will learn about:

- **Create Cases**
- **Help Articles**
- **Help Cases Workspace**



Live demo

Absence & Time Off



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Leave of Absence and Time Off Introduction

Leave of Absence is a **long-term absence** from work (usually days or weeks) and may include specific leaves like maternity or long-term care. Eligibility to claiming these leaves may differ from role to role.

Time Off is a **short-term absence** (usually hours or a day) requires prior approval. This can include appointments or sudden days off. Eligibility to claiming these leaves may differ from role to role.

In this section, you will learn how to:

- **Request Leave of Absence for Employee(s)**
- **Return from Leave of Absence**
- **Request Time Offs for Employee(s)**
- **Viewing Absence Balances of Employee(s)**
- **View the Team Absence Calendar**



Live demo



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Q&A and Wrap-Up

Wrap-Up

- Quick Reference Guides:
[Workday @ Landal - HR System Modernisation](#)
- Drop-in sessions:
 - 13th of October 10.00 CEST
 - 20th of October 10.00 CEST
 - 27th of October 10.00 CEST
- Any questions?





Thank you

Supporting Slides for Trainers



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Navigation Workday Foundations



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Navigation to Workday Features

A screenshot of the Workday homepage interface. At the top, there is a navigation bar with a 'MENU' icon on the left, the Workday logo, a search bar with the text 'Search', and icons for notifications, a calendar, and a user profile. Below the navigation bar is a large banner image showing three people in a meeting. Underneath the banner, the text 'Hello There' is displayed on the left, and 'It's Tuesday, 4 February 2025' is on the right. The main content area is divided into two columns. The left column has a section titled 'Awaiting Your Action' with the message 'You're all caught up on your tasks.' and a three-dot menu icon. The right column has a section titled 'Quick Tasks' with two buttons: 'Directory by Location - Indexed' and 'Directory by Organization'. At the bottom left, the start of a 'Timely Suggestions' section is visible.

Note: Once logged in, you will land on the **Workday homepage**.

- From here, you can navigate through features such as personal information management, pay stubs, time-off requests, and other HR-related tasks.



Navigation to Workday Features (Contd.)

A screenshot of the Workday homepage. The browser title bar shows "Implementation - roompot1". The top navigation bar includes a "MENU" button (highlighted with a red box and a red circle with the number 1), the Workday logo, a search bar, and notification, calendar, and user profile icons. Below the navigation bar is a large banner image of three people in an office setting. The main content area features a "Hello There" greeting, the date "It's Tuesday, 4 February 2025", and two primary sections: "Awaiting Your Action" with a message "You're all caught up on your tasks." and "Quick Tasks" with buttons for "Directory by Location - Indexed" and "Directory by Organization".

1. Click the **MENU** button in the top-left corner of the homepage.
 - The **Workday MENU** button provides quick access to all applications, tasks, and reports in one central location.



Navigation to Workday Features (Contd.)

A screenshot of the Workday user interface. On the left, a 'Menu' sidebar is open, showing a list of 'Your Saved Order' items: Talent and Performance, My Recruiting Jobs - Indexed, My Recruiting Jobs - Primary Recruiter, Time Off and Leave, Time and Scheduling Hub, and Absence. The 'Apps' tab is highlighted with a red box and a red circle containing the number '2'. Below the list are 'Add Apps' and 'Edit' buttons. The main content area is dimmed, showing a search bar, notification icons (173 and 14), a date 'It's Tuesday, 4 February 2025', and a 'Quick Tasks' section with buttons for 'Mijn loonstroken' and 'Verlofsaldo'. The user's name 'antary: Ely Smit' is partially visible at the bottom.

2. Click the **Apps** tab to select the required process to be performed.

- The **Apps** tab displays different Workday modules (also known as worklets) that provide quick access to key HR functions.
- The **Shortcuts** tab allows users to customise and access their most frequently used processes for quicker navigation.



Navigation to Workday Features (Contd.)

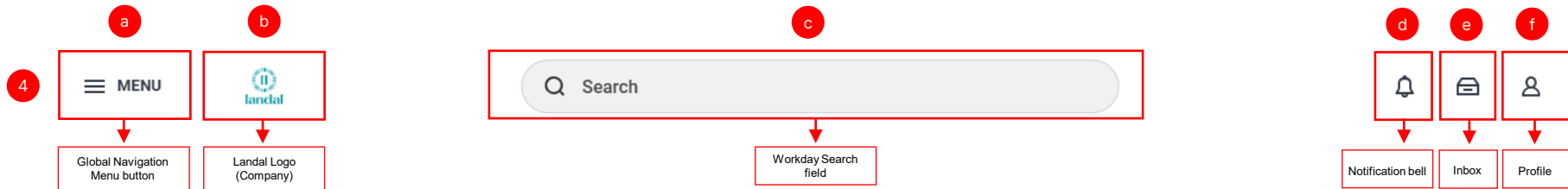
The screenshot displays the top navigation bar of the Workday interface. On the left, there is a 'MENU' button and the Workday logo. A red notification bubble with the number '3' is positioned next to the logo. In the center, a search bar is active, showing the text 'I'm looking for...' and three suggested filters: 'People', 'Tasks and Reports', and 'Drive'. On the right side of the navigation bar, there are notification icons for a bell (173), an envelope (14), and a user profile. Below the navigation bar, the main content area features a greeting 'Hello There' and the date 'It's Tuesday, 4 February 2025'. The content is divided into two columns: 'Awaiting Your Action' on the left and 'Quick Tasks' on the right. The 'Awaiting Your Action' section includes a task titled 'Termination of Employment - Voluntary: Elly' with a sub-task 'My Tasks - 1 hour(s) ago'. The 'Quick Tasks' section includes two buttons: 'Mijn loonstroken' and 'Verlofsaldo'.

3. Click the **Search** bar desired result to navigate directly to that section.

- The **Search bar** is located at the top of the screen.
- It allows users to quickly find employees, reports, tasks, and other Workday functions.



Navigation to Workday Features (Contd.)



4. The **navigation bar** is located at the top of the Workday homepage.
- a. **Global Navigation Menu** – To access all Workday modules.
 - b. **Company Logo (Landal)** – To return to the Workday homepage from any screen.
 - c. **Workday Search Feature** – To quickly find tasks, employees, and other Workday functions.
 - d. **Notification Bell** – To view system notifications, reminders, and important updates.
 - e. **Inbox** – To access pending tasks, approvals, and messages.
 - f. **Profile** – To manage personal settings, preferences, and security options.



Navigation to Workday Features (Contd.)

The screenshot displays the Workday user interface. At the top, there is a navigation bar with a 'MENU' icon, the 'landal' logo, a search bar, and a notification bell icon with a red '5' badge. Below the navigation bar, the 'Notifications' section is highlighted with a red box. It features a list of notifications with filters for 'Viewing: All' and 'Sort By: Newest'. The first notification, 'ID Document not valid on Start Date', is selected, and its details are shown on the right. The details include the alert notification type, creation time (29/04/2025 08:01:03.854), recipient (Amy), and subject (ID Document not valid on Start Date). The body text states: 'De maximaal toegestane grootte voor berichten is overschreden. Het bericht wordt afgekept. Deze lijst is afgekept. Voer het rapport 'Valicare Pre Hire Verification Expired Report - For Alert' uit voor meer informatie.' Below the body text, it says 'Goedemorgen collega,' and at the bottom, there is a link: 'Bijgaand het rapport om te controleren of het ID bewijs/Paspoort van de pre-hire geldig is bij indiensttreding. Indu.T

5. Click the **Notification bell** icon to view the list of alerts, approvals, and system updates.

- The **Notification Bell** icon displays alerts, announcements, and items requiring your attention.
- Helps you stay updated with system-generated notifications.



Navigation to Workday Features (Contd.)

The screenshot displays the Workday user interface. On the left, a navigation menu is visible with the 'My Tasks' icon highlighted by a red box. The main content area shows a list of 'All Items' with a search bar and a list of tasks. The first task is 'Contract: Sanne' with a due date of 29/04/2025. Below it are 'Contractverlenging: Jody' and 'Uitdienst stagiair: Jody', both with due dates of 28/04/2025. At the bottom, 'Contractverlenging: Sanne' is partially visible with a due date of 27/04/2025. On the right, a detailed view for 'Maintain Employee Contract' is shown for 'Contract: Sanne'. It includes fields for 'Part Of', 'Employee', 'Current Job', 'Employee Contract', and 'Contract Start Date'. A 'Contract Details' section is expanded, showing 'Cancel' and 'Submit' buttons. In the top right corner, a notification bell icon has a red badge with '415', and a 'My Tasks' icon has a red badge with '301'. A red circle with the number '6' is overlaid on the 'My Tasks' icon in the top right corner.

6. Click the **My Tasks** icon to see your pending to-dos and complete required actions.

- The **My Tasks** icon will show your pending tasks and to-do items.
- Use it to quickly access actions awaiting your input.



Navigation to Workday Features (Contd.)

The screenshot shows the Workday user interface. At the top right, there is a profile icon highlighted with a red box and a red circle labeled '7'. Below it, a dropdown menu is open, showing the user's name 'On behalf of: Amy' and a 'View Profile' button highlighted with a red box and a red circle labeled 'a'. Other menu items include 'My Account', 'Favorites', 'Drive', 'My Reports', and 'Documentation'. The main content area shows a greeting 'Good Morning, On Behalf of: Amy' and a task card 'Awaiting Your Action' for 'Contract: Sanne' with a due date of 'DUE 01/05/2025'.

7. Click the **Profile** icon at the top right to access your account settings.

- The **Profile** icon opens your Workday account settings and user preferences.
- From here, you can log out or update basic information.

a. Click the **View profile** button to go to the **Profile page**.



Navigation to Workday Features (Contd.)

The screenshot displays the Workday user profile page for Amy, HR Generalist 2. The page is divided into several sections:

- Header:** Includes the Workday logo, a search bar, and notification icons for 415 alerts and 301 messages.
- Profile Summary:** Shows the user's name (Amy), title (HR Generalist 2), location (Office Amsterdam), and manager (Marieke).
- Navigation Tabs:** A vertical sidebar on the left contains tabs for Summary, Job, Compensation, Absence, and Benefits. The Job tab is currently selected.
- Job Details:** A section on the right, highlighted with a red box, provides detailed information about the user's current position:
 - Employee ID: 117382
 - Supervisory Organization: Toplevel Supervisory Organization (Mikael) >> Employee Desk & HR Projects (Marieke)
 - Position: HR Generalist 2 (On Leave)
 - Business Title: HR Generalist 2
 - Job Profile: HR Generalist 2
 - Job Family: CHRO > HR Generalist
 - Employee Type: Regular Permanent
 - Management Level: Employee
 - Time Type: Full time
 - FTE: 100.00%

Note: You will be navigated to the **Profile** page.

- The **Profile** page contains your personal, job, and contact details.
- Also includes tabs for career, compensation, hierarchy and more.



Navigation to Workday Features (Contd.)

The screenshot displays the Workday user interface for a user named Amy, who is an HR Generalist 2. The interface includes a top navigation bar with a menu icon, the Landal logo, a search bar, and notification icons. The main content area shows the worker's profile for Amy, who is currently on leave. The 'Actions' button is highlighted with a red box and a red circle containing the number 8. The 'Actions' dropdown menu is open, showing various options such as 'Enter My Time', 'Create Expense Report', 'View Support Roles', 'Request Absence', 'Create Case (Advanced)', and 'Benefits'. The 'Job Details' section shows the employee ID 117382 and a list of job details including 'Tonlevel Supervisory Organization (Mikael)', 'HR Generalist 2 (On Leave)', 'HR Generalist 2', 'CHRO > HR Generalist', 'Regular Permanent', 'Employee', 'Full time', and '100.00%'.

8. Click the **Actions** button to view available options and actions.

- The **Actions** button offers context-specific options for the selected item.
- Use it to initiate actions like editing or viewing details.



Navigation to Workday Features (Contd.)

The screenshot shows the Workday interface for an HR Generalist 2 user named Amy. The left sidebar contains a 'MENU' and a list of navigation items: 'Actions', 'Summary', 'Job', 'Compensation', 'Absence', and 'Benefits'. The 'Expenses' item is highlighted with a red box. A dropdown menu is open for 'Expenses', showing options like 'Create Case (Advanced)', 'Benefits', 'Business Process', 'Calendar', 'Compensation', 'Expenses', 'Help', and 'Job Change'. The 'My Expense Reports' option is highlighted with a red box. The main content area displays 'Job Details' for Employee ID 117382, including location (Office Amsterdam) and manager (Marieke Leave). A scrollable list of job details is visible on the right, with 'My Expense Reports' highlighted in blue.

Note: Scroll down the actions list to discover more functions related to your tasks.

In this example, we will scroll and click **Expenses** to select **My Expense Reports** tab.

- Allows you to explore extended functions and features.
- Scroll down to access additional options not shown initially.

Navigation Recruitment



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Create Job Requisition

Create Job Requisition

Start

Recruiting Information

Job

Organizations


Attachments

Compensation

Summary

Recruiting Information

Recruiting Details

Number of Openings 

1

Reason *

Replacement For

Recruiting Instruction

Recruiting Start Date *

08-09-2025

Target Hire Date *

Back

Next

To create a new job requisition, follow these steps:

1. Type **Create Job Requisition** in the search bar
2. In the first screen that opens you can decide how many positions you want to open
3. Fill in all the required fields of each page and click **Submit**

Note: This process is part of the Job Requisition Business Process, which Landal has designed with approvals and routing.



Job requisition Detailed View

Overview Candidates **Details** Organizations Qualifications Job Postings

Details Requisition Compensation Interview Team Additional Data

Copy To Create Job Requisition

Requisition Details

Job Requisition	JR100174 Accounts Manager (Open)
Supervisory Organization	Training Demo Landal Administrative and General (Roosa Brooklyn)
Number of Openings	1 available 0 unavailable 0 filled 1 total
Position	Accounts Manager (Unfilled)
Spotlight Job	No
Referral Payment Plan	(empty)
Available for Overlap	No
Available For Hire	Yes
Hiring Freeze	No
Requester	Roosa Brooklyn
Job Application Template	Application Template - Only Resume (Mandatory)

Hiring Requirements

Job Details

Job Profile	Manager Accounting & Transformation
Job Families for Job Profiles	Shared Service Center
Worker Sub-Type	Regular Fixed-Term (Fixed Term)
Worker Type	Employee
Time Type	Full time
Compensation Grade	Hay Level 17
Remote Type	(empty)
Primary Location	DNU DNU Training Demo Rabbit Hill
Primary Job Posting Location	DNU DNU Training Demo Rabbit Hill
Additional Locations	(empty)
Additional Job Posting Locations	(empty)

Detailed View of the **Job Requisition** once created.



Candidate Review, Interview and Offer

The screenshot shows the Workday HR system interface for a job posting titled "JR100178 Accounts Manager (Open)". The interface includes a search bar, a menu, and a sidebar. The main content area displays the following information:

- Recruiting Start Date:** 02/09/2025 - Today
- Target Hire Date:** 02/09/2025 - Today
- Primary Location:** DNU DNU Training Demo Rabbit Hill
- Hiring Manager:** Roosa Brooklyn
- Recruiter:** Hilda Hebert
- Review Status:** 1 Review, 0 Interviewing, 0 Offered

The interface also features a navigation bar with tabs for Overview, Candidates, Details, Organizations, Qualifications, and Job Postings. Below the navigation bar, there are buttons for "Review Candidates" and "Extend My Search".

The "Candidate Pipeline" section shows the following counts:

Category	Count
Active Candidates	1
Referral	0
Internal	0
Inactive	0

At the bottom of the interface, there are two sections: "Candidates by Active Stage" and "Candidates by Source".

Candidate Review: Recruiter/Hiring Manager evaluating and progressing applicants through defined stages.

Offer Process: Formal workflow to create, approve, and extend an offer, then capture the candidate's response.



Review, Screening and Interview

Review Candidates JR100174 Accounts Manager (Open) ⋮

Active Candidates 1 of 1 Active Referrals 0 of 0 Active Internal Candidates 0 of 0 Converted Prospects 0 of 0

All Active Candidates Awaiting Action Extend My Search

1
Review Screen Interview Offer Background Check Ready for Hire

No Filters Applied Saved Filters select one ⌵

1 Item All 1 selected Overview Contact Resume ⌵

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Candidate Has Reapplied	Source	Resume	Jobs Applied to
<input checked="" type="checkbox"/>	• Thijs Willems (C100047)	Review	Review	9	Review Decision	02/09/2025		Corporate Website -> Company Career Site	resume.docx	1

Move Forward Decline Send Message ⋮

Review → Recruiter checks application against requirements.

Screening → Recruiter or HR conducts an initial evaluation (phone/virtual screen).

Interview → Structured assessments with the hiring team, feedback captured in Workday.

Hiring (Manager)



The screenshot shows the Workday Hiring Manager interface. At the top, there is a navigation bar with a 'MENU' icon, the 'landal' logo, a search bar, and notification icons for 56 alerts and 3 messages. Below the navigation bar is a header image of three men in an office setting. The main content area displays a greeting: 'Good Evening, On Behalf of: Roosa Brooklyn' and the date 'It's Tuesday, 2 September 2025'. There are three main sections: 'Awaiting Your Action' with two items: 'Hire: Thijs Willems - Accounts Manager' (due 17/09/2025) and 'Review Probation Period: Jackson Brown - Manager on 02/09/2025'; 'Important Dates' with a message 'You have no important dates coming up.' and a link 'Go to Team Calendar'; and 'Quick Tasks'.

Once a candidate is selected:

Extend offer in Workday (Recruiter initiates, Hiring Manager reviews).

Candidate reviews and accepts offer.

Background checks and pre-employment verification are completed.

Initiate the Hire business process in Workday to add the employee record.

Onboarding Setup (Employee)



The screenshot shows the Workday user interface for an employee's onboarding setup. At the top, there is a navigation bar with a 'MENU' icon, the 'landal' logo, a search bar, and notification icons. Below the navigation bar is a large image of three people in an office setting. The main content area is titled 'Good Evening, On Behalf of: Thijs Willems' and shows the date 'It's Tuesday, 2 September 2025'. There are two main sections: 'Awaiting Your Action' and 'Announcements'. The 'Awaiting Your Action' section lists two tasks: 'complete video 1' and 'Home Contact Change: Manager Accounting & Transformation - Thijs Willems'. The 'Announcements' section shows a 'WELCOME ABOARD' sign and a message: 'We're Glad You've Joined the Team'.

Onboarding ensures a smooth transition for new hires. Workday automates key tasks:

Employee completes personal information, tax, and bank details.

HR sets up benefits enrollment.

Manager assigns onboarding tasks and introductions.



Onboarding Setup (Employee)

The screenshot displays the Workday onboarding setup interface. On the left, there is a sidebar with a menu and a list of tasks under 'All Items'. The main area shows a detailed view of a task titled 'Complete To Do' with the sub-task 'complete video 1'. The task details include:

- For:** Accounts Manager
- Overall Process:** Hire: Thijs Willems
- Overall Status:** Successfully Completed
- Due Date:** 17/09/2025
- Instructions:** Please use the link below to complete the video.

At the bottom of the task details, there is a table for 'Related Links' with one item. Below the table, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Close'. A red circle with the number '145' is located near the 'Submit' button.

Manager assigns onboarding tasks and introductions.

Navigation Hire to Retire



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Start Job Change

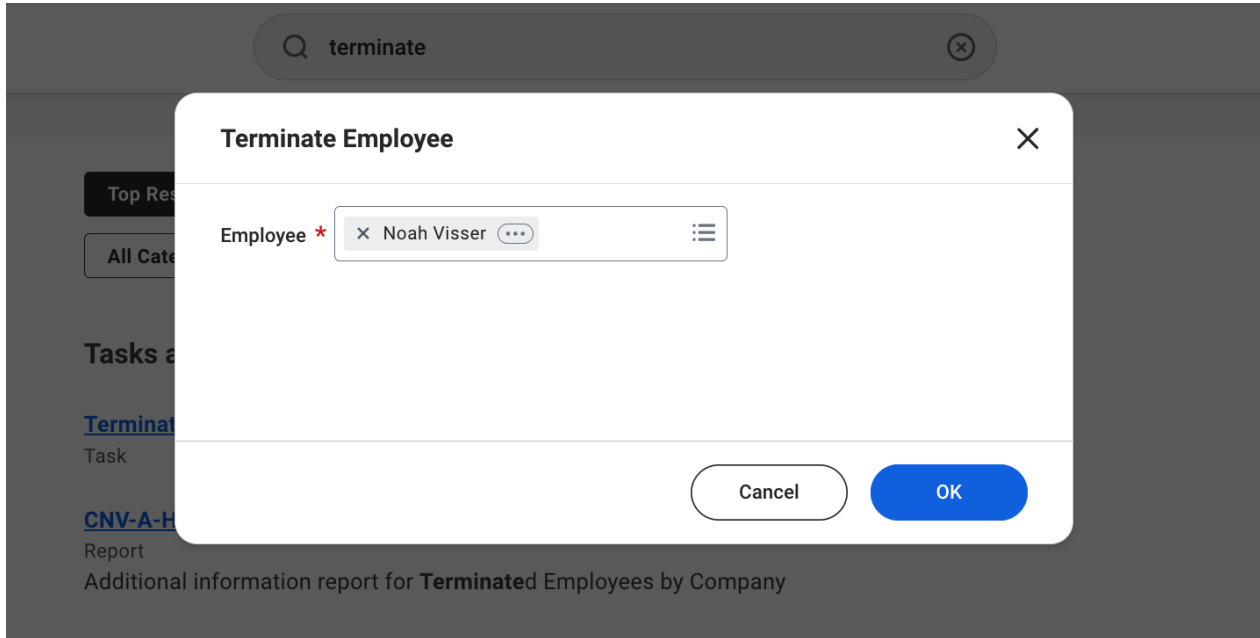
To start a job change, follow these steps:

1. Type in the search bar **Start Job Change**
2. Fill in the name of the **Worker** you want to start the change for
3. Choose what **type of job change** you want to do
 - Change Job Details
 - Transfer worker to a different manager
 - Change scheduled weekly hours
4. By choosing Change Job Details, you can make multiple changes at the same time (use this for example for Promotion)

The screenshot shows a 'Start Job Change' dialog box with a close button (X) in the top right corner. Below the title bar, there is a text instruction: 'Please fill in Working Time Value, Frequency and Unit for any Flexijobbers with Time type Subtype 'Jaarurenorm' and 'Jaarurenorm HK''. The main content area is divided into two sections. The first section is labeled 'Worker *' and contains a search input field with the text 'Nina Schouten' and a clear button (X) on the left and a menu icon (three horizontal lines) on the right. The second section is labeled 'What do you want to do? *' and contains a search input field with the text 'Search' and a menu icon (three horizontal lines) on the right. Below the search field are three radio button options: 'Change Job Details', 'Transfer worker to a different manager', and 'Change scheduled weekly hours'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'OK'.



Offboarding & Terminate



The termination process ensures a compliant and smooth exit:

Manager or HR initiates termination.

Workday routes approvals and captures termination reason.

IT deactivates system access and retrieves assets.

HR manages exit interviews and final settlement.

Navigation Expenses



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Create Expense Report

Here are the steps to create and submit expense reports:

1. Click on **Expense Hub** from the menu on the left side on the homepage and click on **Create Expense Report** under the Tasks section on the first page
2. You can also type **Create Expense Report** in the search bar to immediately go to the task
3. Add a description of the expenses under **Memo**
4. The fields **Company**, **Expense Report Date** and **Cost Center** are auto populated
5. Fill in the **Location** according to **My Worktags**
6. Select **Enable Tax** to apply tax to the expense report
7. Click **OK** to proceed



Note: In **Expense Hub**, you can also view existing expense reports, access expense transactions, view your travel profile and payment election details.

Create Expense Report

Copy Previous Expense Report
 Create New Expense Report from Spend Authorization

Memo *

Company *

Expense Report Date *

Cost Center *

Location *

Additional Worktags

Enable Tax

Cancel OK



Add Expense Lines

After creating the Expense Report, follow these steps to Expense Lines:

1. Click **Add** under **Expense Lines**, to add your expense line details
2. Select the **Expense Date** and **Expense Item**
3. You can filter the Expense Item by **Expense Item Group**, **Spend Category** or **By Alphabetical Order**
4. Based on the Expense Item that you select, certain fields will auto populate or become required
5. Fill in all required fields
6. Click on **Submit** if you only have one Expense Line or scroll up and click on the **Add** button to add another Expense Line in the Expense Report
7. The request will be sent to the **Manager** and **Payroll Team** for approval

Expense Line

Drop files here

or

Select files

Expense Date *	<input type="text" value="02-09-2025"/>
Expense Item *	<input type="text" value="X WFH Allowance"/>
Quantity *	<input type="text" value="1"/>
Per Unit Amount	2,40
Total Amount	2,40
Currency	EUR
Memo *	<input type="text"/>

Instructions

Please enter the number of days you worked from home in the "Quantity" field. In the "Memo" field, specify the exact dates you worked from home.

Receipt Included

Navigation Help



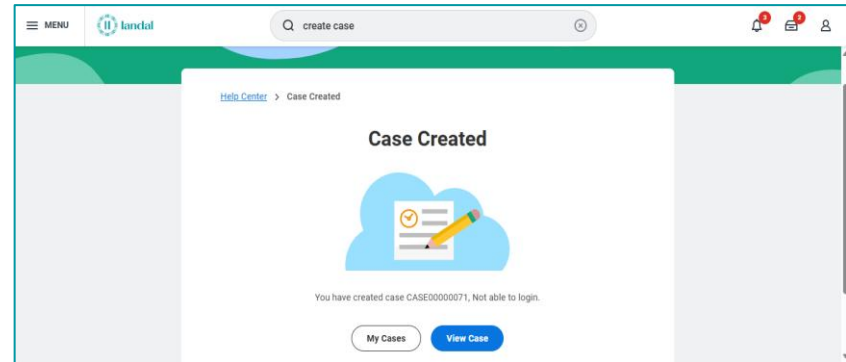
landal
Holiday breaks in nature



Create Case for Self

To create a help case, follow these steps:

1. Go to **Help** from the left side menu on the homepage on click on **Create Case** or type Create Case in the search bar
2. Fill in the **Case Type**, **Case Title** and **Detailed Description**
3. You can also add an attachment (for example a print screen)
4. After you filled in all the fields, click on the **Create Case** button
5. When the case is created, you are redirected to a confirmation page where you can navigate to all the cases you have logged or view the case you just submitted





Create Case for Employee

To create a help case, follow these steps:

1. Go to **Help** from the left side menu on the homepage on click on **Create Case** or type Create Case in the search bar
2. Fill in who you want to open a case for in the field **Create For**
3. Fill in the **Case Type**, **Case Title** and **Detailed Description**
4. You can also add an attachment (for example a print screen)
5. After you filled in all the fields, click on the **Create Case** button
6. When the case is created, you are redirected to a confirmation page where you can navigate to all the cases you have logged or view the case you just submitted

A screenshot of the Workday 'Create Case' form. The page has a dark header with a 'MENU' button, the Workday logo, a search bar, and notification icons. The main content area is titled 'Create Case' and contains three required fields: 'Create For *' with the value 'LUCAS', 'Case Type *' with the prompt 'Select the most relevant case type', and 'Case Title *' with the prompt 'Provide a short title for your case'. To the right, there is a 'Suggested Resources' section with a magnifying glass icon and the text 'Resources will load as you complete the form'.



Help Cases Workspace

To navigate to the Help Cases Workspace as a Case Management Administrator to manage all cases, follow these steps:

1. Go to the **Help Case Workspace** from the left side menu on the homepage
2. You will automatically see all cases that are currently open
3. In the menu on the left you can select a group to only see the tickets that are assigned to that group
4. You can click on **Assigned to you** on the homepage to only see the tickets that are assigned to you
5. You can also use the filter options to sort and filter on **Type** or **Status**

The screenshot displays the Workday Help Cases Workspace interface. On the left, a sidebar menu includes options like 'All cases', 'HR Generalist (Netherlands) (11)', 'My watched cases', 'Archived cases', and 'Create case for employee'. The main area shows a list of cases under the heading 'All cases'. A search bar and filter options are visible at the top. The table below lists several cases with columns for Case ID, Name, Type, Status, and Assigned To.

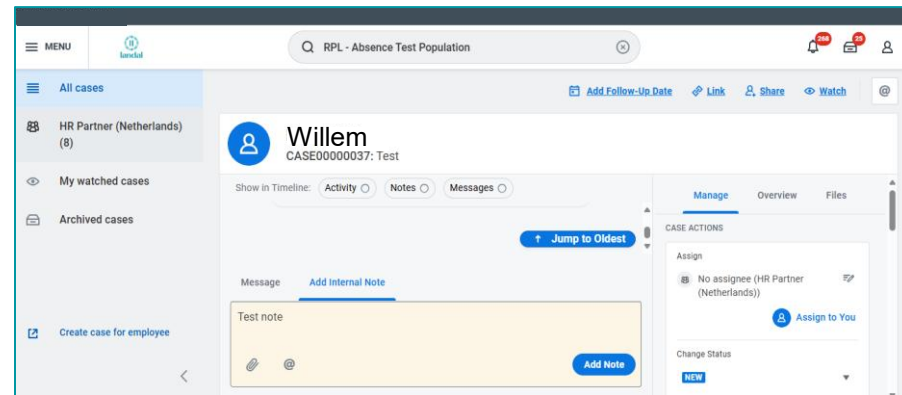
Case	Type	Sort By	Recent Act...	Assigned To	Status
<input type="checkbox"/> CASE00000042 Sophie test demo-2	Absence	Created: 2 Weeks ago	Case Created 2 Weeks ago	Not assigned	NEW
<input type="checkbox"/> CASE00000041 Theo Test demo-1	Contract change	Created: 2 Weeks ago	HR Reply 2 Weeks ago	Sophie	IN PROGRESS
<input type="checkbox"/> CASE00000040 Nannie Test Demo-1	Absence	Created: 2 Weeks ago	Case Created 2 Weeks ago	Not assigned	NEW
<input type="checkbox"/> CASE00000039 Hilco Request Time-off	Absence	Created: 2 Weeks ago	Case Created 2 Weeks ago	Not assigned	NEW
<input type="checkbox"/> CASE00000038					



Manage Cases

To manage or resolve a case, click on the case you want to manage or resolve and follow these steps:

1. From the Message tab you can use predefined templates by clicking on the **Add Template** button
2. You can also message the ticket creator directly by typing a message and clicking on **Send**
3. **Add Internal Notes** to tag colleagues you might need help from direct in the ticket. This will not be shown to the ticket creator
4. In the right-side menu, you can assign the ticket to a **Team** and/or to an **Assignee** directly, **Change Status**, **Update Type**, **Add Flag** or **Label**
5. On the right-side menu if you scroll down, you can also find personal information about the ticket creator (for example location)





Notification

If a case is assigned to you, you will receive a notification in the bell icon. You can directly go to the case by clicking on the button **View Case**:

The screenshot displays the Workday interface. At the top, there is a navigation bar with a menu icon, the Workday logo, a search bar, and a notification bell icon with a red badge showing '109'. To the right of the bell icon is a mail icon with a red badge showing '25' and a user profile icon. Below the navigation bar is a teal header with the word 'Notifications'. The main content area is divided into two columns. The left column contains a list of notifications with filters for 'Viewing: All' and 'Sort By: Newest', and a 'From Last 30 Days' indicator. The right column shows a detailed view of a notification: 'Case CASE00000037 is assigned to you.' with a timestamp of '1 minute(s) ago' and a 'View Case' button. The notification text reads: 'Case CASE00000037 is assigned to you.' and 'Case CASE00000037 has been created and assigned to the HR Partner (Netherlands) service team.'



Help Articles Workspace

To navigate to the Help Articles Workspace as a Case Management Administrator to manage articles, follow these steps:

1. Go to the **Help Articles Workspace** from the left side menu on the homepage
2. Click **My Drafts** section to access your draft articles
3. Click **My Published** section to access your published articles
4. Click **Published** section to access all the published articles
5. Click **Archived** section to access the archived articles
6. Click the **Create New Article** button section to create and publish new articles



Create New Article

To create a new article, follow these steps:

1. Enter a title (this is how employees can find the article)
2. Enter the content of the article on the main page and use formatting where necessary
3. Enter the mandatory details in the **Settings** section on the right side as per your article requirements
4. When you are done, click **Preview** to see how the article will look
5. Once you are satisfied, click **Publish** to make the article available

A screenshot of the Landal article creation interface. The top navigation bar includes a 'MENU' icon, the Landal logo, a search bar, and notification icons for 119 and 224. The main content area shows 'Untitled Article' in 'DRAFT' status with 'Preview' and 'Publish' buttons. Below the title is a rich text editor with a menu (File, Edit, Format, Insert, View) and a toolbar with various formatting options. The main text area contains the placeholder 'Start writing here.'. On the right side, a 'Settings' panel is open, showing 'Set Article Language *' with a dropdown menu and 'Category *' with a list icon.

Navigation Absence & Time Off



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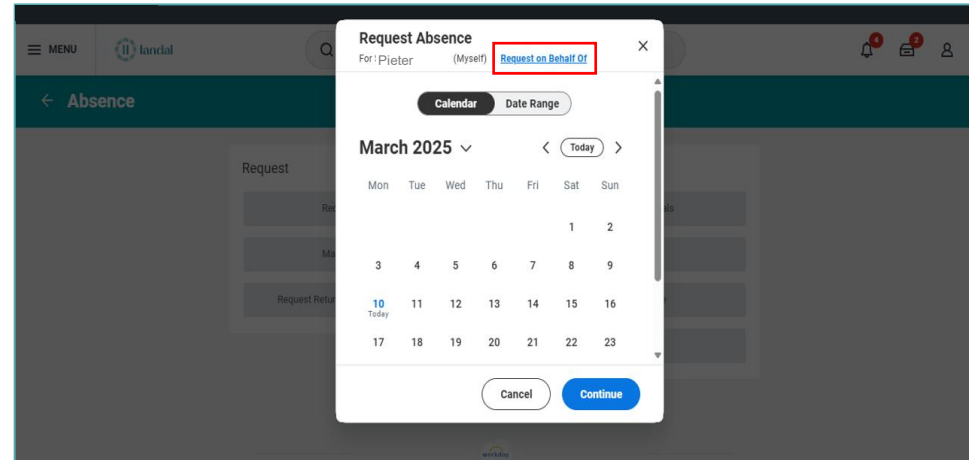


Request Absence (on behalf of)

Here are the steps to **Request Leave of Absence** on behalf of another employee:

1. Go to the **Worker Profile** of the employee you want to request leave for, click on Actions, choose **Time and Absence** and click on **Request Absence for a Worker**
2. You can also select **Absence** from the left-side menu on the homepage, click on **Request Absence**, click on **Request on Behalf Of** and select an employee
3. You can use the **Calendar** to click on individual days or fill in a **Data Range**
4. Click on **Continue** and a **Type of Absence: Leave of Absence** and choose a type of absence (for example NLD Sick Leave)
5. Fill in additional fields if needed and click on **Submit** and **Done**

Note: if you fill in an Estimated Last Day of Leave, it does not mean that the employee is automatically returned on that day. You still have to initiate a Return from Leave of Absence process



ma 8 sep. – vr 12 sep.

Type of Absence*

Search ☰

← Leave of Absence

- NLD Adoption Leave
- NLD Long Term Care Leave
- NLD Short Term Care Leave
- NLD Sick Leave



Return from Leave of Absence

Here are the steps to **Return from Leave of Absence** on behalf of another employee:

1. Go to the **Worker Profile** of the employee you want to return from leave, click on Actions, choose **Time and Absence** and click on **Return Worker from Leave**
2. You can also go to **Absence** from the left menu on the homepage, click on **Request Return from Leave of Absence** and select the worker you want to return from leave
3. Fill in the **First Day Back at Work** and the **Actual Last Day of Absence** (note: the First Day Back at Work needs to be after the Actual Last Day of Absence)

Return Worker from Leave

Pieter

(On Leave) ⋮



First Day Back at Work

08-09-2025

Absences Returned From 1 item



Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	NLD Sick Leave (04-09-2025)	04-09-2025	09-09-2025	07-09-2025



Team Absence Calendar (Managers)

To see who of your team is currently on leave and for how many hours:

1. Go to the **Time and Scheduling Hub** from the menu on the left side
2. Click on **Team Absence Calendar** and click on the OK button
3. You will see the current week and any absences that are planned and the status.
You can navigate between weeks or click on **Week** to change the view to a monthly view.

The screenshot shows the 'Team Absence Calendar' interface. On the left is a navigation menu with the following items: 'Time and Scheduling Hub' (selected), 'Overview', 'Scheduling', 'Review and Approve Time', 'Edit and Approve Time', 'Direct Reports', 'Operational Analytics', and 'Team Absence Calendar'. The main area is titled 'Team Absence Calendar' and shows a calendar for the week of 28 Jul. – 3 Aug. 2025. The calendar grid has columns for 'ma 28-7', 'di 29-7', 'wo 30-7', 'do 31-7', 'vr 1-8', 'za 2-8', and 'zo 3-8'. A single absence is visible on Thursday, 31-7, for 7.6 hours, with a green checkmark and the text 'Approved'. A 'Week' dropdown menu is located in the top right corner of the calendar area.



Team Absence Calendar (HR)

To see who is currently on leave and for how many hours:

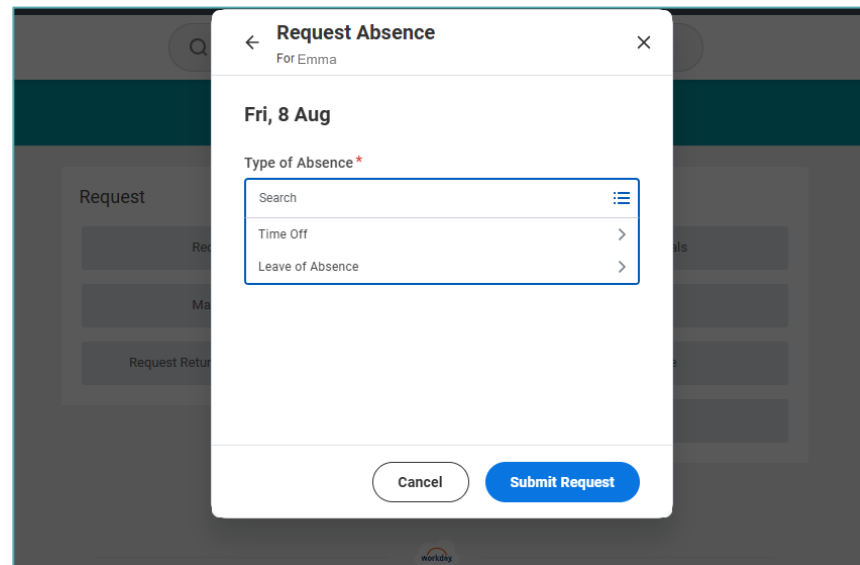
1. Go to the **Time and Scheduling Hub** from the menu on the left side
2. Click on **Team Absence Calendar** and click on the OK button
3. Select an Organization or one or multiple Workers
4. You will see the current week and any absences that are planned and the status.
You can navigate between weeks or click on **Week** to change the view to a monthly view.



Request Time Off (on behalf of)

To request Time Off (on behalf of) you follow the same steps as :

1. Select **Absence** from the MENU list
2. Click on **Request Absence**
3. Click on **Request on Behalf Of** and select an employee
4. You can use the **Calendar** to click on separate days or fill in a **Data Range**
5. Click on **Continue** and a **Type of Absence: Time Off** or **Leave of Absence**
6. Fill the amount of hours in **Hours (Daily)** and click on **Submit Request**
7. To view the request, you can click on **Go to Calendar** to see the request in the Manage Absence task of the employee





Absence Balances

To view the absence balances of employees you can:

1. Go to the **Worker Profile**
2. Click on **Absence**
3. Click on the tab **Absence Balance**

You will find all absence balances as of the current period you are in.