Sysco
At the heart of food and service

workday®

Associate Job Aid

GETTING STARTED

NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.
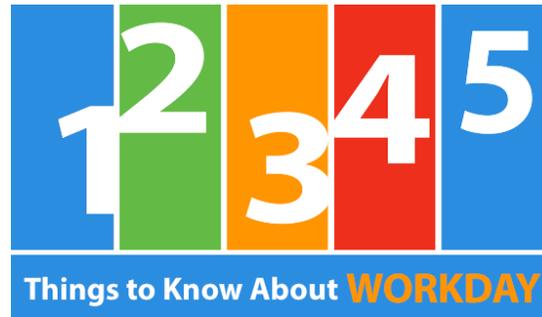
Getting Started

LOGGING IN

Use your Sysco Network ID and password to log into Workday. You can log in from a Sysco device or from your own phone, tablet or computer.

If you are logging in from a company device or from The Dish, you will use single sign-on to bypass the login process.

Getting Started

Intuitive

Workday is intuitive, and there are multiple ways to do any business process.

If you have questions, click on the question mark icon.

Quick Task Access

Check your Inbox to see the tasks that require action on your part. The Inbox Archive will show you the status of any process.

Smart Search

You can use the search bar from any page. It will assist in finding business processes, people, and more.

Holistic Access

Look for the Actions buttons across the site. OR They link to reports, tasks and other actions.

Accurate Completion Check

You are not finished if you see either of these icons:

 Means that you have not finished the entire process.   Means that there is incorrect or missing information.
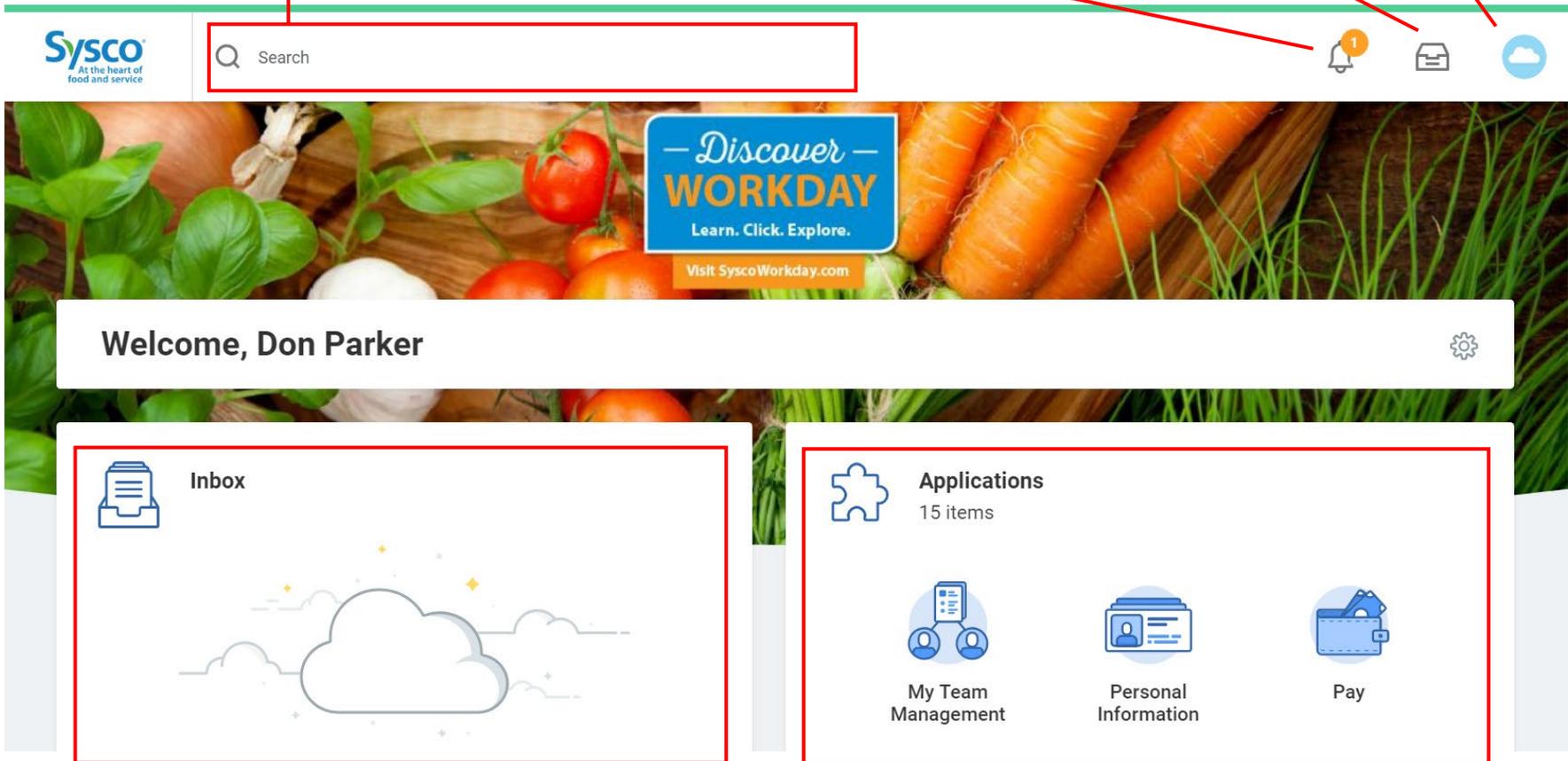
Getting Started

THE HOME PAGE

Notifications
Important information that doesn't require action

Inbox
Items that require action

Profile
Your profile, settings, favorites, etc.

Search Bar
Search for people, processes, tasks or reports

Sysco
At the heart of food and service

Search

— Discover —
WORKDAY
Learn. Click. Explore.
Visit SyscoWorkday.com

Welcome, Don Parker

Inbox

Applications
15 items

My Team Management   Personal Information   Pay

Announcements
This area will be used for videos and other important messages

Worklets
Quick access to major Workday functions and tools

Getting Started

FIELDS AND BUTTONS

Required Information

Required fields are marked with a red asterisk.

First Name *

John

Searchable Fields

Fields with three bars on the right side allow you to browse or search for options. You don't need to spell the entire phrase. Partial words will work (i.e., instead of address, you can type "add").

Country *

✕ United States of America

Click inside the field, then use the arrows to browse. Or, type a keyword or name into the search box and press Enter.

Country *

✕ United States of America

search

Preferred Countries >

By Country Alphabetically >

Click the button next to an option to select it.

Actions

Actions buttons are used to access relevant actions, such as launching business processes, viewing reports or editing personal information.

Actions buttons are found on profile pages:

Ben Adams

Shipping & Receiving Associate

Actions

They are also found throughout the Workday system. Just place your cursor to the right of any blue text (such as a name). An orange **Related Actions** button will appear, giving you access to actions related to that text.

Manager
Enrique Vasquez •••

Editable Information

The **Edit** icon looks like a pencil and indicates that a piece of information can be edited.
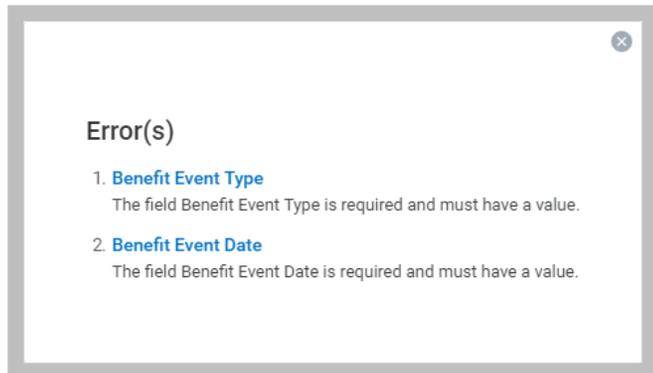
✎

Getting Started

ERROR MESSAGES

Error messages are displayed in red. They typically identify fields where information is missing or entered incorrectly.

Click the red box to view error details.

You cannot complete a task until all errors are fixed.
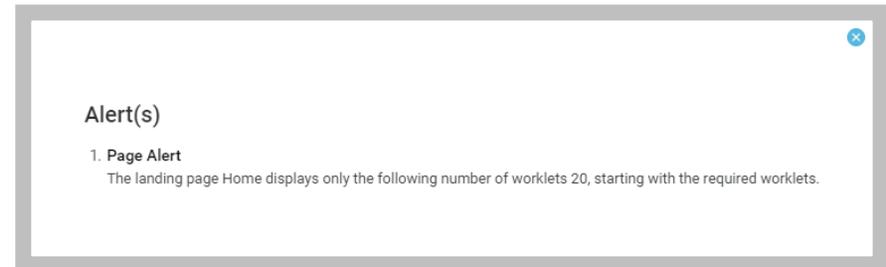

ALERT MESSAGES

Alert messages are displayed in orange. They notify you of potential problems on a page. Alerts also display the location of missing or problematic information.

Click the orange box to view alert details.

Unlike errors, alerts do not prevent the task from being completed.

Getting Started

USING SEARCH

Workday makes it easy to search for people, processes, tasks, reports and business data using the search bar.

For example, to find another associate, type a name (first, last, or both) into the search bar and press Enter.

Click **People** from the Categories list on the left side of the page to filter the results to only display people.

Keep in mind that searches only find **exact matches**. While you may enter a partial spelling of a name or action, if you misspell the search text you will likely not see any results.

HELP

Question mark icons indicate that help is available for that topic or task.