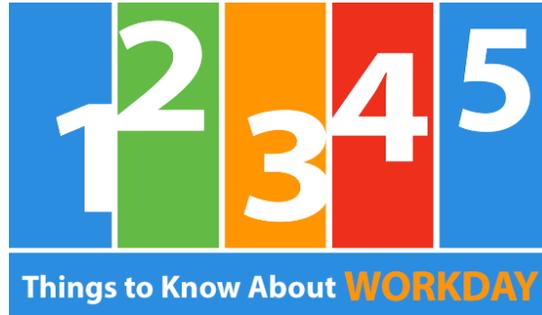




Manager/HR Job Aid
GETTING STARTED

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

Getting Started



Intuitive

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

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

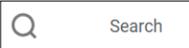


Quick Task Access

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:

 **Up Next**

Means that you have not finished the entire process.

 **2 Error(s)**

Means that there is incorrect or missing information.

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.

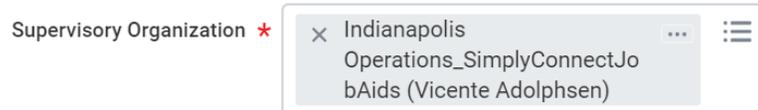
If you are logging in from a company device or from The Dish, you will use single sign-on to bypass the login process.

SUPERVISORY ORGANIZATIONS

A Supervisory Organization is a group of associates who report directly to a supervisor or manager. Anyone at Sysco who has direct reports will have a Supervisory Organization in Workday. Every associate is part of a Supervisory Organization.

Cost Centers and Job Profiles are tied to the Supervisory Organization, which allows many types of information to be filled in automatically. When creating positions, for example, Cost Center will default to the Cost Center tied to your Supervisory Organization (though it can be changed, if necessary).

When you initiate processes in Workday, your Supervisory Organization will be selected by default:



If you are initiating a process on behalf of someone else (one of your direct reports, for example), click on the Supervisory Organization field and select the correct organization.

Getting Started

THE HOME PAGE

Search Bar

Search for people, processes, tasks or reports

Notifications

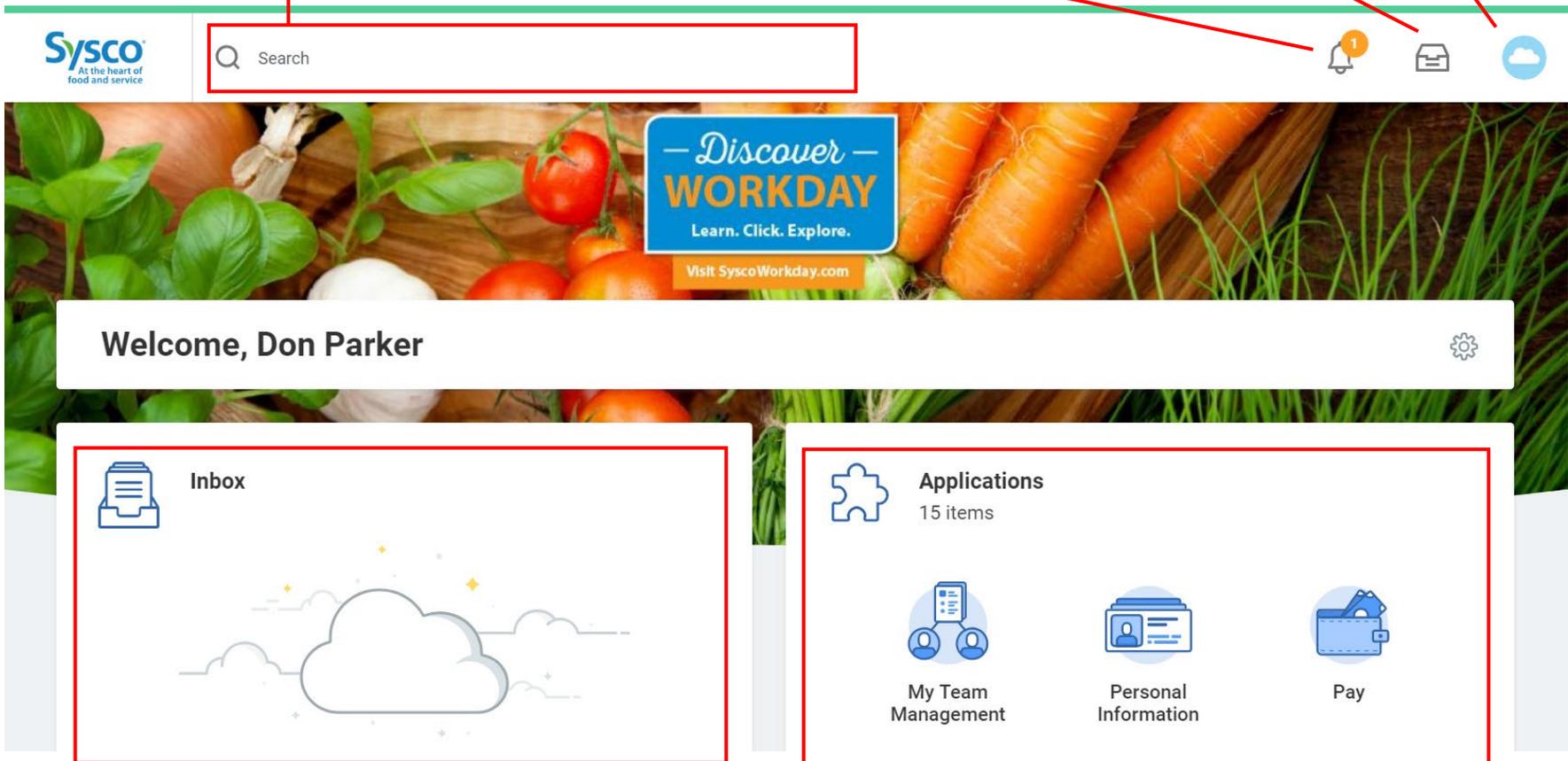
Important information that doesn't require action

Inbox

Items that require action

Profile

Your profile, settings, favorites, etc.



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.

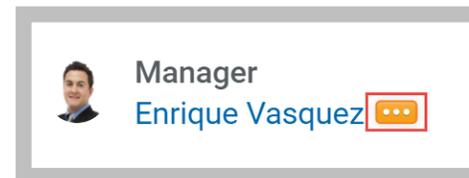
Actions

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:



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.



Editable Information

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



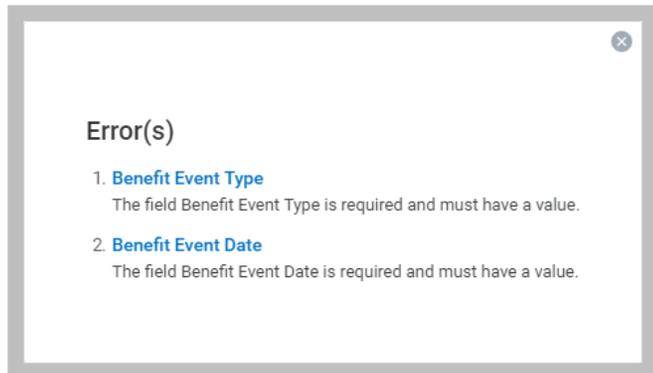
Getting Started

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.

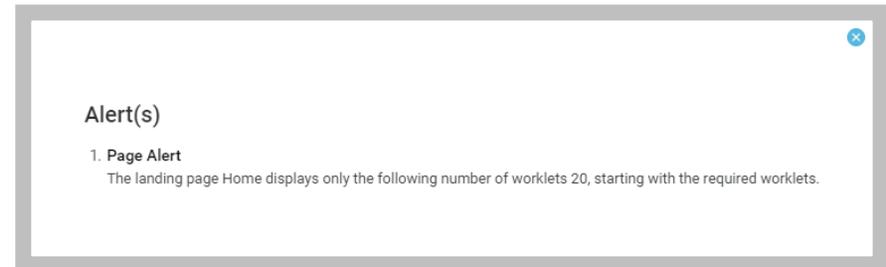


ALERT MESSAGES

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.



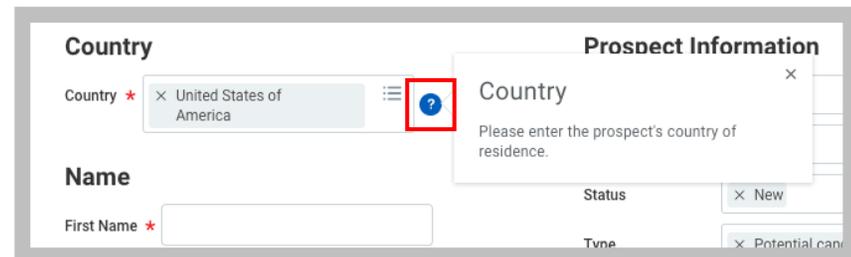
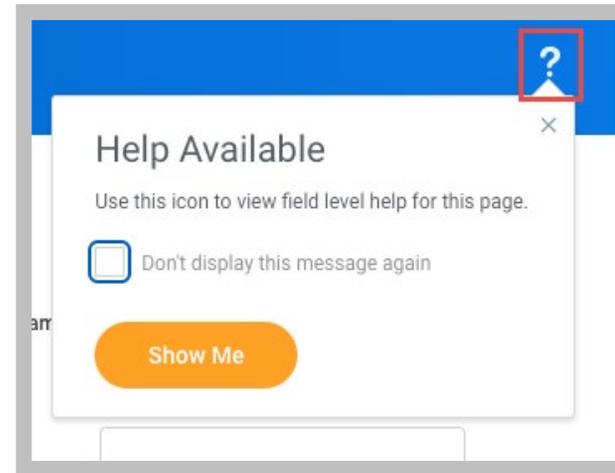
For example, to find another associate, type a name (first, last, or both) into the search bar and press Enter.

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

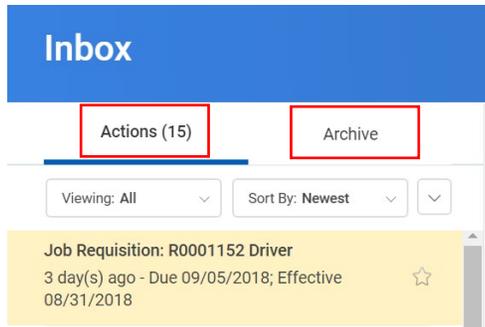
Question mark icons indicate that help is available for that topic or task.



Getting Started

THE INBOX ARCHIVE

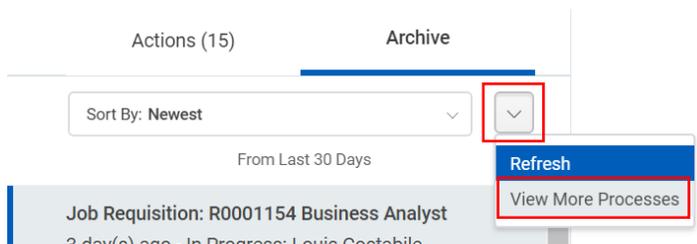
On the left side of your Inbox, you'll see two tabs: **Actions** and **Archive**.



The **Actions** tab shows current items that require your attention.

The **Archive** tab shows a history of the business processes you've initiated or been involved with. Every Workday process you have been involved in (process approvals, information changes, time off requests, etc.) is stored in the archive.

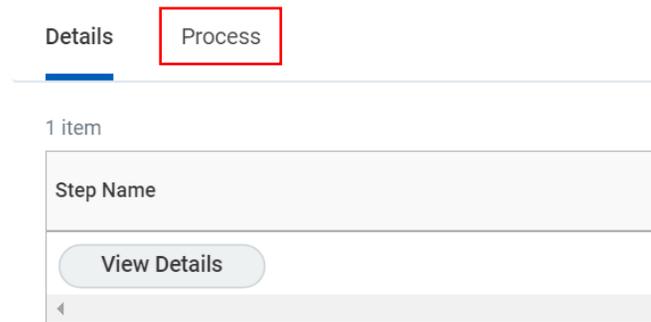
Items from the past 30 days are shown by default, but you can specify any date range by clicking the down arrow and selecting **View More Processes**.



Viewing Approval Status

You can use the Archive to view the status of business processes.

1. Select an item from your Archive.
2. Click the **Process** tab.

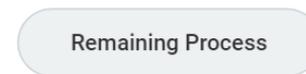


3. The **Process History** chart shows what steps have been completed.

Process History 2 items

Process	Step	Status	Completed On	Due Date
Job Requisition	Job Requisition	Step Completed	08/31/2018 05:18:22 PM	09/05/2018
Job Requisition	Approval by Manager's Manager	Awaiting Action		09/01/2018

4. Click the **Remaining Process** button to see the steps that still need to be completed.



Getting Started

APPROVALS

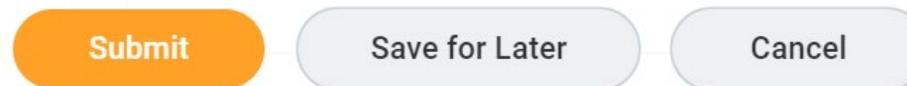
As a manager or HRBP, you will approve a variety of processes in Workday: time off requests, job changes, etc.

When you receive an approval request in your Inbox, you will see several options:



- Click the **Approve** button to approve the request/process.
- Click **Send Back** if you want the sender to make changes before you approve. Then explain what needs to change in the **Reason** field of the **Send Back** pop-up window.
- **Deny** deletes the entire request/process. The sender will not have a chance to make changes. He/she must start the process over.
- If you are not ready to respond, click **Cancel**. The approval request will remain in your Inbox until you approve, send back or deny.

For some Inbox items, such as forms and questionnaires, you will see different options:



- Click the **Submit** button to submit information so it can move to the next stage.
- Click **Save for Later** if you plan to take action but aren't ready to do so yet. The item will stay in your Inbox, and any fields you've already filled out will be saved.
- If you click **Cancel**, the item will stay in your Inbox, but any fields you've filled out will be erased and you will have to start over.

IMPORTANT NOTE FOR HR: If there is more than one person in the HRBP role, tasks go to each of their Inboxes. When one HRBP approves or submits an item, it is removed from all Inboxes. If an HRBP clicks **Save for Later**, the item remains in that person's Inbox ONLY and is removed from the Inbox of all other HRBPs. This action indicates "I want to act on it, and I will act on it later." **If this person does not act on it, no one else will be able to either, causing bottlenecks in processing.**

Getting Started

INTERNATIONAL/MINIMASTER ASSOCIATES

While you will be able to see non-U.S. associates, please **do not start any task or business process** on any Canada/International or Minimaster associate. These associates can be recognized by viewing their profiles. In the **Job Details** section, the **Job Profile** will show **HCM Minimaster Exempt**.



Job Profile	HCM Minimaster Exempt
Job Family	(empty)