



**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

---

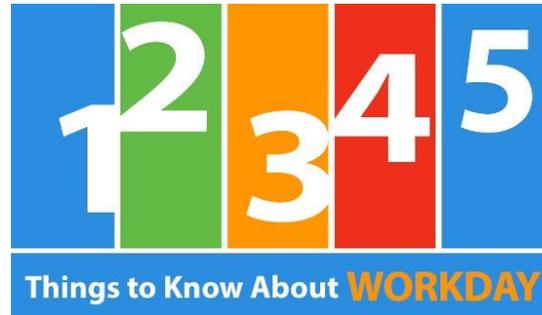
## LOGGING IN

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.  Search 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

**Search Bar** Search for people, reports, tasks, or processes

**Notifications** Information that requires no action

**Inbox** Items that require action

**Profile** Profile settings, preferences, and favorites

**Good Morning, Stephanie**

**Awaiting Your Action**

**Inbox Tasks** Shows timely tasks that require your action

- Set Content: Enter FY22 Goals: Stephanie [redacted]  
Inbox - 4 month(s) ago
- Onboarding for Stephanie [redacted]  
Inbox - 1 year(s) ago  
DUE 11/24/2019

**Timely Suggestions**

**Timely Suggestions** Suggestions to help complete various needed items in Workday

- Add Goal** Add a new goal to existing goals [View Goals](#)
- Keep Your Home Contact Information Updated** We would like you to review your Contact information and ensure it's up to date. [Update Contact Info](#)

**Worklet Apps** Quick access for major Workday tools and functions

**Quick Tasks**

- Create Request
- Request Absence
- Job Requisition Workspace

[View All Apps](#)

**All Apps**

- Talent and Performance
- Personal Information
- Pay
- Absence
- Directory
- Favorites
- Helpful Information
- External Links
- Career
- Recruiting Dashboard
- Recruiting
- REC Source Effectiveness
- REC Source Effectiveness
- Purchases

**Announcements**

- Sysco's COVID-19 Face Covering Policy**  
Sysco has revised the COVID-19 Face Covering Policy to align w...
- VOLUNTARY COVID-19 Vaccine Reporting**  
Sysco has enabled voluntary COVID-19 Vaccine reporting in ...

**Announcements** This area is used for any important organization communications

# 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.

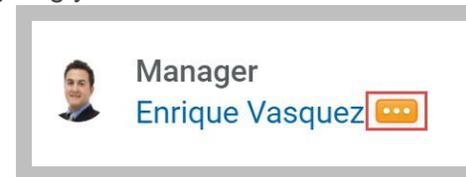
### Actions

**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.

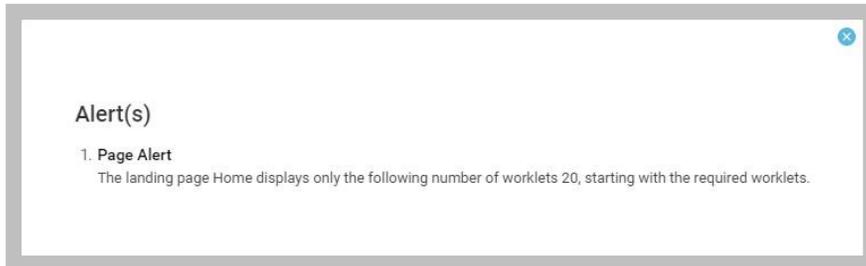


# Getting Started

---

## 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.



## USING SEARCH

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



# Getting Started

---

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.

