The Home Page

(1) **Home Icon**: Click here to go back to the Home Page.

(2) **Search Box**: Use the Search window to locate information. For example, typing “address” in the search window brings up a series of reports that display a history of your address changes and a list of email addresses. Some of these reports are actionable by clicking on the **Edit** button.

You can also access information about other Cornell employees via the search. If you have no support or managerial responsibilities, the information you can bring up about other workers is restricted to their available contact information, including phone, email and instant messenger ID. **Note**: For more specific searches (by NetID or their department), you may need to click on the specific sub-category, such as **People** or **Organization**.

(3) **Home**: Similar to the Home Icon, you can also click on the Workday logo to return to the Home Page view.

(4) **Worker Profile**: Click here to navigate to your complete worker profile (click View Profile), access your Inbox or Change your preferences with the **My Account** link (such as notification delivery preferences) and to Sign Out of Workday. More information on the Worker Profile is located below.

(5) **Inbox**: Your Inbox will display your action items.
More about the Home Page

Self-service icons are organized by category and represent different kinds of actions and views that can be performed. Actions and Views are displayed under the icon when clicked.

Below is a list of the available icons and the information associated with each:

<table>
<thead>
<tr>
<th>Click this Icon:</th>
<th>Type of information you will find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>View and/or change Contact Information (addresses, phone), Emergency Contacts, Legal and Preferred Name, and Marital Status. You may also make some of these same changes via the Employee Profile page (see details below).</td>
</tr>
<tr>
<td>Benefits</td>
<td>You may change Retirement Savings at any time, however, changes to other benefits options are only possible during open enrollment periods or in the case of a qualifying event (ex. Birth of a Child).</td>
</tr>
<tr>
<td></td>
<td><strong>Important Note:</strong> While it appears that you can add <strong>Beneficiary data</strong>, this task cannot and should not be performed in Workday. All beneficiary changes, including additions, need to be updated directly with the Cornell vendors. Please contact your provider (ex. Fidelity, Aetna, etc.) to view, add or modify your beneficiary information. <strong>Dependent data</strong> may be updated via Workday but is only a record of dependents and does not necessarily reflect insurance coverage levels.</td>
</tr>
<tr>
<td></td>
<td>Click on <strong>View Benefit Elections</strong> to display current benefits plans, coverage dates and level as well as the current cost.</td>
</tr>
<tr>
<td>Pay</td>
<td>View Payslips and tax documents (W-2). Update withholding, payment elections and tax forms.</td>
</tr>
<tr>
<td>Time Off</td>
<td>View the available time off balance of sick and vacation days and to request time off and certain leaves of absence requests.</td>
</tr>
<tr>
<td>Important Links</td>
<td>Helpful links to external websites (Kronos, Payroll calendars, etc.)</td>
</tr>
</tbody>
</table>

Additionally, icons may be added or removed from your **Home Page** by clicking on the **Configure this Page** gear in the upper right hand corner.
Your Employee Profile

Your Employee Profile is accessed from the View Profile link in the upper right hand corner of the Home Page. This page contains your photo and detailed information about you, including home and work contact information, job details and history, and time off and benefits.

Job Details

The Job tab provides relevant information about your current job including the Job Profile, Location, Hire Date and Organization. The information is not modifiable but several of the fields including Organization, Position and Job Profile have a related actions arrow and a hyperlink, so that more information can be accessed on them and actions can be taken.

Compensation

The Compensation tab in the Compensation category displays compensation by plan, such as Salary, Hourly or Allowances. Base hourly or salary rates and frequency are also displayed.

Benefits

There are three sub-tabs: Benefits, My Dependents and My Beneficiaries. Your Retirement Savings and Dependents can be edited from this view. However, benefit elections cannot be changed from here. To change benefit elections use the Benefits icon on the Home page or the related actions arrow next to your name.

Important note: While it appears that you can add Beneficiary data, this task cannot and should not be performed in Workday. All beneficiary changes, including additions, need to be updated directly with the Cornell vendors. Please contact your provider (ex. Fidelity, Aetna, etc.) to view, add or modify your beneficiary information.
Pay

There are also two sub-tabs within Pay: Pay Elections and Tax Elections. Pay Elections allow you to view direct deposit information. **Note:** For more details, you may click on the related actions icon next to your name.

Time Off

The Time Off tab only displays the time off balance. To take action, either use the Time Off icon on your Home page or click on the related actions icon to your name. For more detailed instructions, please see the How to Request Time Off job aid.

Contact

The Contact tab has two sub-tabs; Contact and Emergency Contact. The Contact sub-tab stores your address, phone, email, and instant message contact information, as available. Work contact information is always visible. Home information is visible to you, but never visible to others unless it is tied to a work related responsibility. Emergency contacts are stored on the Emergency Contacts tab. For detailed instructions please see the How to Update Your Personal Information job aid.

Personal

This tab contains three sub-tabs; Personal Information, IDs and Documents. The information here is a little different from the Personal Information icon on the Home page. The Personal Information tab contains general personal information about you, such as Gender, Date of Birth, Marital Status, etc. The Edit button gives you the ability to change limited information. The Personal tab also has sub-tabs to view ID’s (such as your NetID), and other documents that may be on file. These are not editable by employees.

Related Job Aids:

- [How to Change Personal Information](#), which includes:
  - Change Home and Work Addresses/Phone
  - Change Emergency Contacts
  - Change Legal Name
  - Change Preferred Name
- [Requesting Time Off (exempt employees only)](#)
- [View & Update Benefits](#)
- [How to Update Your Federal and State Withholding Allowances](#)