

COMPLETE WORKDAY GUIDE

WHAT IS WORKDAY?

Workday = one cloud system for HR, payroll, and finance. Unlike old ERP that bolts together many tools, you get:

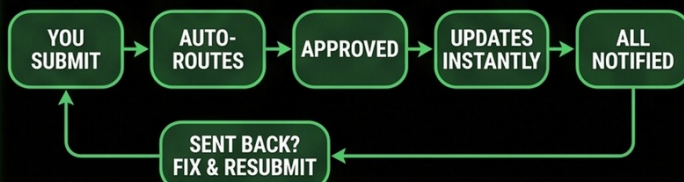
- ✓ One login
- ✓ One mobile app
- ✓ Real-time data
- ✓ Updates 2x per year
- ✓ Same version for all
- ✓ No servers to run



Old ERP: many systems, stale data

Workday: one system, live data

HOW EVERY TASK FLOWS

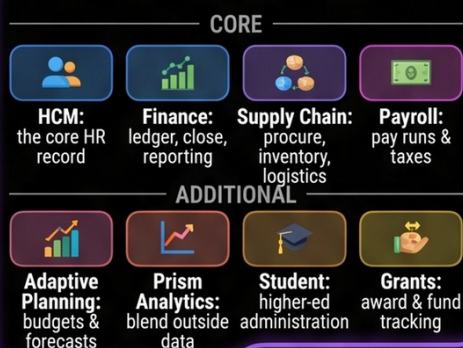


Every action is a **Business Process** — Workday's built-in approval engine.

WHO USES WHAT

Role	What they do in Workday
Employee	Pay, time off, benefits, profile
Manager	Approvals, team, hiring
HR & Finance Partner	Transactions, records, close
Analyst	Reports & dashboards
Administrator	Security, setup, releases
Executive	Dashboards, planning, cost

WORKDAY MODULES



EMPLOYEE VIEW vs MANAGER VIEW

Employee	Manager
See pay & payslips	Approve requests
Request time off	Team dashboards
Enroll in benefits	Start hires & raises
Update your info	Track team time

Same system — your role decides what you see.

5 TASKS TO MASTER FIRST

1. View your payslip — Pay app
2. Request time off — Absence app
3. Submit an expense — snap the receipt
4. Check My Tasks — your approvals inbox
5. Update personal info — Profile

Tenant: your company's own copy of Workday
Business Process: the approval flow behind every action
My Tasks: your inbox of to-dos & approvals
Cards & Worklets: the app tiles on your home page
Security Role: controls what you can see & do

PRO TIPS & BEST RESOURCES

PRO TIPS

The search bar does everything
Favorite your frequent tasks
Check My Tasks daily

SEARCH SHORTCUTS

'cre exp' = Create Expense Report
'req abs' = Request Absence
'view pay' = your payslips

LEARN MORE

Workday Community
In-app Workday Learning
Release notes 2x a year

GET HELP

Ask Workday Assistant
Help from any page
Your HR or IT partner

WHO RUNS ON IT

11,500+ customers
65% of the Fortune 500
80M+ users
800B transactions a year

EXEC SCORECARD

- ✓ Self-service rate
- ✓ Time-to-close
- ✓ Manager adoption
- ✓ Support tickets down

COMMON PITFALLS

- ✗ Rebuilding old processes
- ✗ Over-customizing
- ✗ Skipping training
- ✗ Dirty data at go-live
- ✗ Treating go-live as the finish

ROLLOUT CHECKLIST

- ✓ Executive sponsor
- ✓ Clean data first
- ✓ Champions network
- ✓ Role-based training
- ✓ Measure adoption

WHAT'S NEXT (2027-2030)

- AI agents join the workforce
- Skills matter more than job titles
- Ask Workday — don't click through it
- Planning goes continuous

ONE-LINE FORMULA

Workday = One Login + One Data Core + Every HR & Finance Task + AI Built In

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