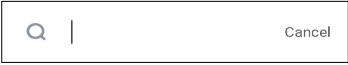
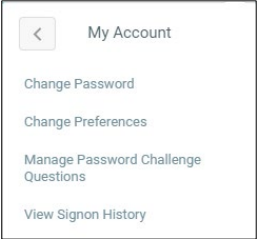
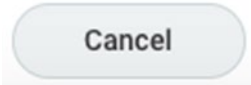
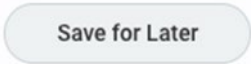


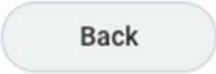
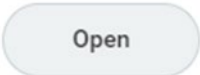
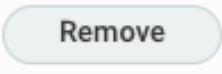
Workday Icons and Buttons

Icons and Buttons	Description
Navigation Menu 	Opens the Global Navigation panel. This menu intuitively enables users to navigate across the system. You can use the global navigation menu to consistently access tasks, reports, and applications, anywhere in Workday.
Personal Information Application 	Links you to common actions and views related to your personal information, including contact and personal information, emergency contacts, photos, and government IDs.
Directory Application 	Links you to common actions and views related to your organization's directory. You can view a list of your coworkers, your organizational chart, your management chain, and organizations to which you belong.
Absence Application 	Links you to common actions and views related to time-off, including time-off correction, leave of absence, view your time-off, and time-off balance.
Benefits Application 	Links to common actions and views related to benefits, including change benefits, beneficiaries, and dependents. View your benefit elections and current benefits cost.
Time Application 	Links you to common actions and views related to your time, including entering your time and viewing your time-off balance.
Workday Logo icon 	Brings you back to your Home page.

Icons and Buttons	Description
Search 	Enables you to find tasks, reports, business objects, and people within your organization.
Profile Image icon 	You can select your profile photo to access many options on the main navigation menu, such as Drive, My Reports, and My Account.
My Account 	Account information is in your main menu. This allows you to alter certain account information such as changing your email preferences.
Notifications icon 	Displays a badge count for your unread notifications and takes you to your Notifications page.
My Tasks (Inbox) icon 	Displays a badge count for your incomplete tasks and takes you to your Inbox.
Chart icon 	Used to view a report as a chart.
Change Selection icon 	Returns to the previous page, and allows you to return a report or task with new values.
Comments icon 	Used to leave comments for yourself and others on a page or task.
Gear icon 	Appears in applications, worklets, and landing pages, and acts as a menu or settings option.

Icons and Buttons	Description
Edit icon 	Used to add and remove information on the page.
Filter icon 	Used to narrow down data. Clicking this icon will create a row on your report where you can filter data to display from one or more columns.
PDF icon 	Used to view a page as a printable PDF file.
Excel icon 	Used to view a page as an Excel file.
Worksheets icon 	Sends the report to a Workday worksheet.
Column Preferences icon 	Freeze columns, similar to Excel.
Fullscreen icon 	View more data with full screen toggle.
Related Actions icon 	Enables you to perform additional actions for an object. Possible actions include viewing your current benefit elections, editing your contact information, and requesting time off.
Mark as Read 	Displays to the right of a notification. Click on the circle to indicate that you have read the message.
Asterisk icon 	Indicates that you must enter a value for this field before saving or submitting the page.
Menu icon 	Displays a list of available values sorted in folders, if applicable.

Icons and Buttons	Description
Calendar icon 	Opens a calendar to select a date.
Remove Row icon 	Removes the current row from a grid.
Add Row icon 	Adds a row to a grid.
Related Actions icon 	Gives you additional choices, depending on the user and the business process.
Progress Bar 	The bar tracks your progress working through a task. It also allows you to move forward or return to a previous page within the task.
OK button 	Accepts your changes.
Submit button 	Accepts your changes and moves you to the next step in the business process.
Done button 	Closes a confirmation screen and indicates that you have completed everything on the page.
Cancel button 	Disregards all changes.
Save for Later button 	Saves the item in your inbox until action is taken.

Icons and Buttons	Description
Save button 	Saves the item you are working on.
Back button 	Returns you to the previous page.
Continue button 	Advances you to the next page or the next step in your task's process.
Details 	Opens additional information relating to your task.
More button 	Displays several additional choices based on the business process.
Next button 	Advances you to the next page or the next step in your task's process.
Open button 	Opens the desired task.
Remove button 	Deletes an area.
Request Absence button 	Requests absence from the Request Absence application.