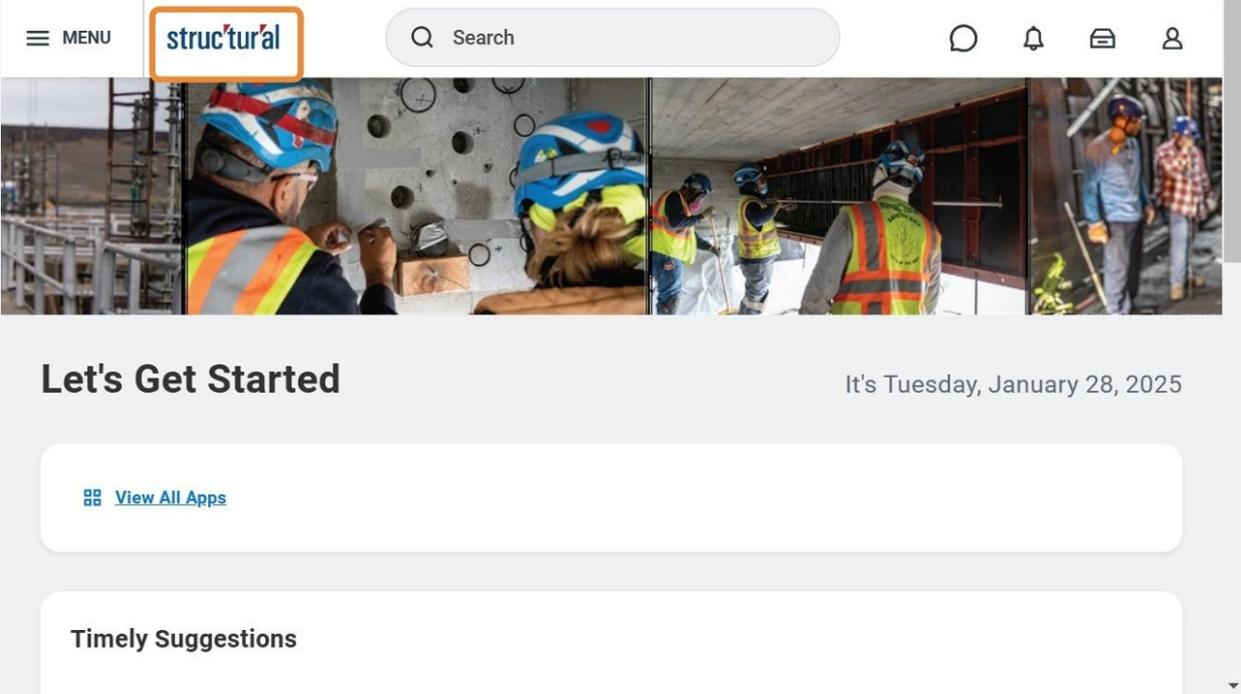


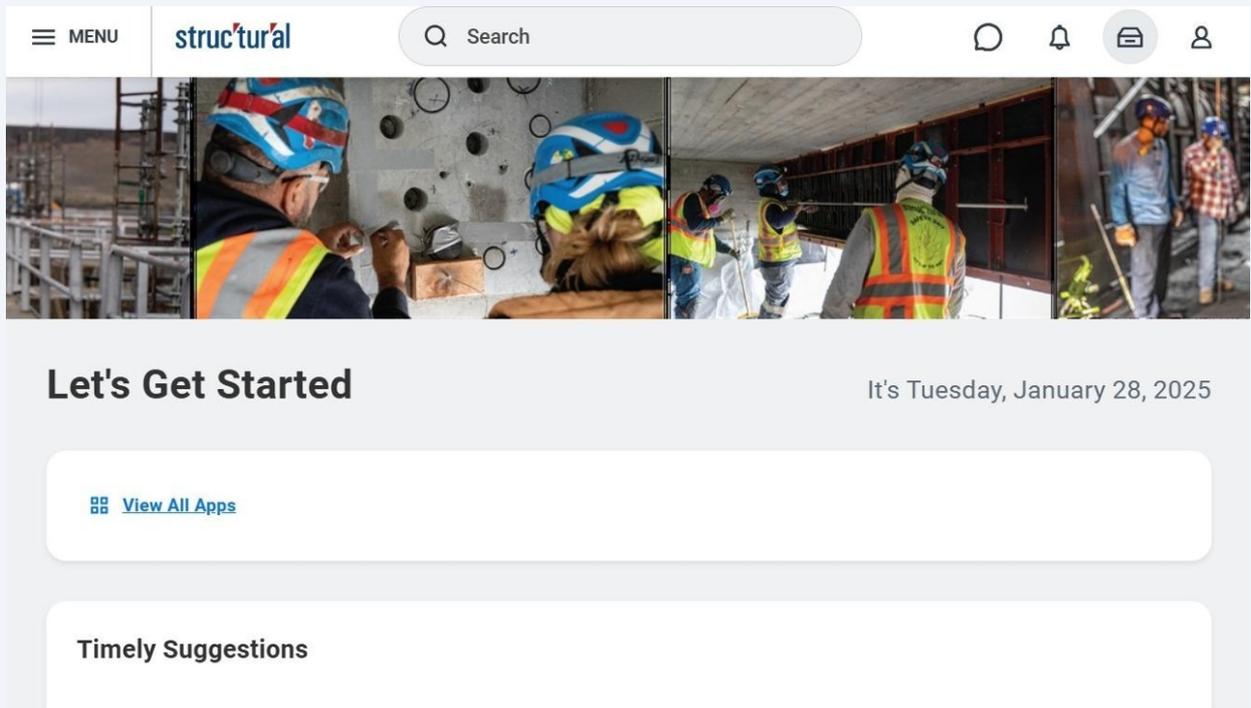
Workday - Navigation Basics

1 Workday Home page. Clicking the company logo will always take you back to this page.



2

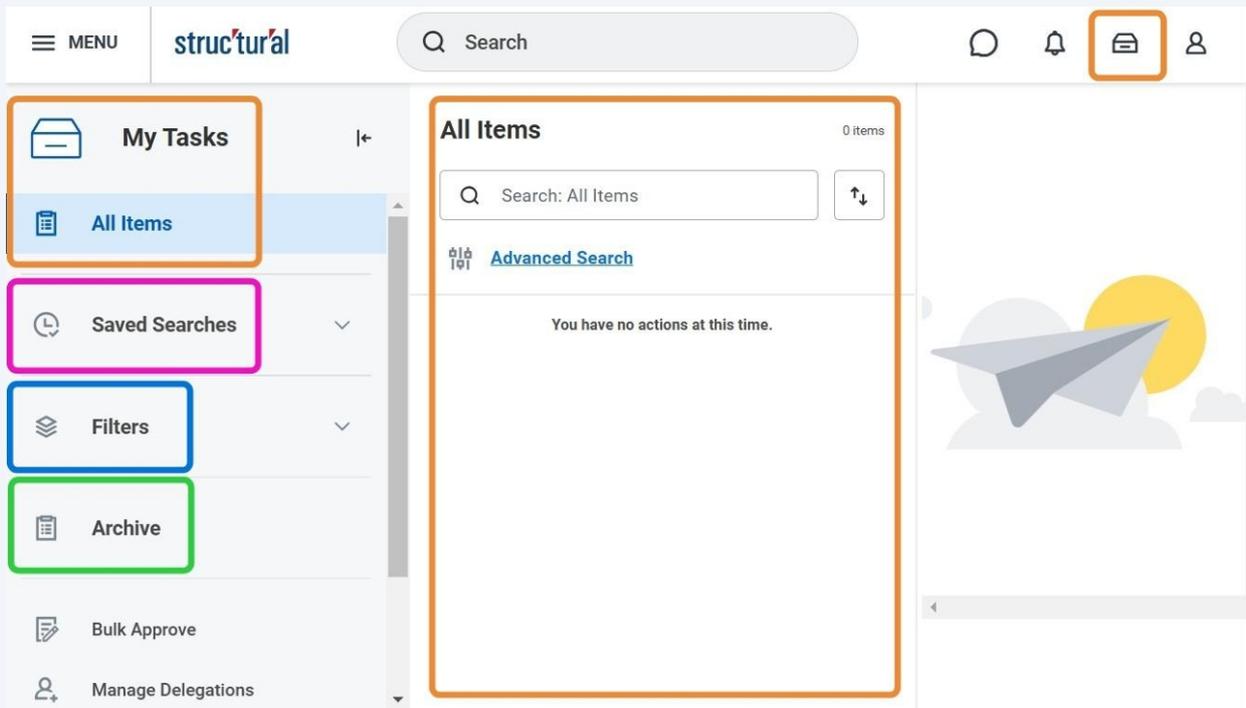
Click the inbox icon in the top right corner to access your Workday Inbox Tasks.



The screenshot displays the top navigation bar of the Structural Workday interface. On the left, there is a 'MENU' icon. The 'structural' logo is centered. To the right of the logo is a search bar with a magnifying glass icon and the text 'Search'. Further right are icons for chat, notifications, a mailbox (the inbox icon), and a user profile. Below the navigation bar is a banner image showing construction workers in safety gear. Underneath the banner, the text 'Let's Get Started' is on the left, and 'It's Tuesday, January 28, 2025' is on the right. Below this is a white button with a grid icon and the text 'View All Apps'. At the bottom, there is a section titled 'Timely Suggestions'.

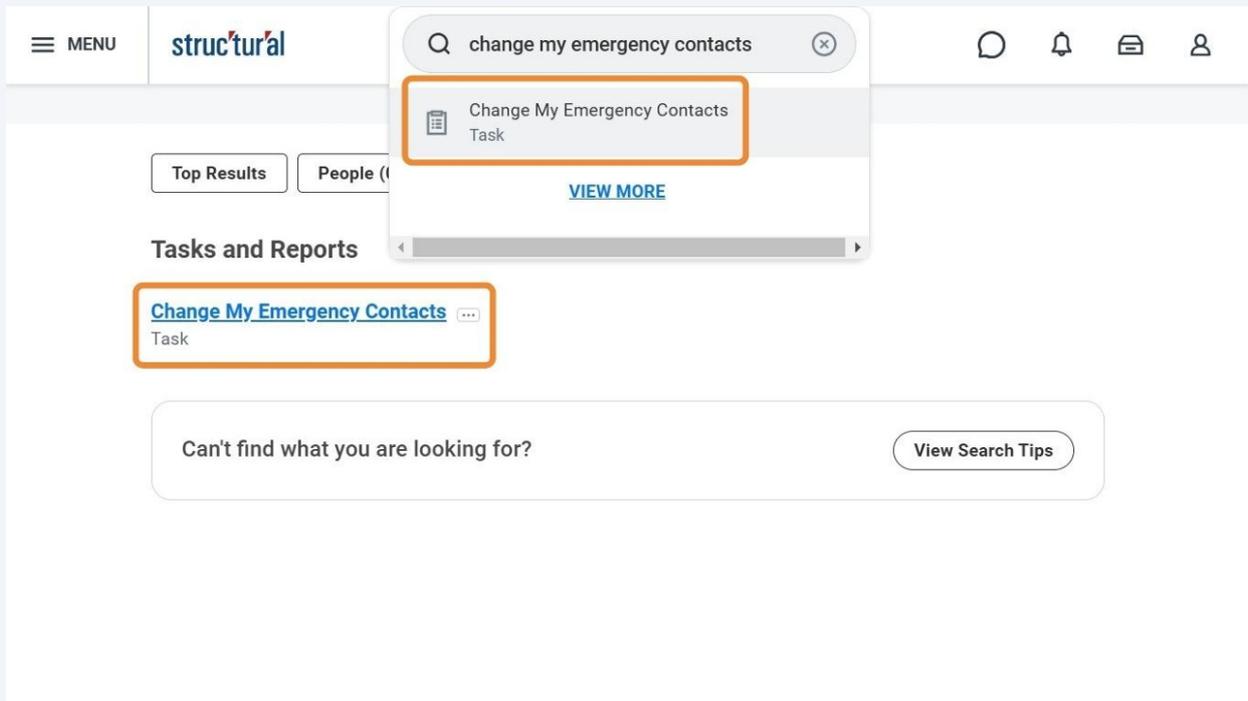
3

- Workday Inbox Tasks are items that you need to take action on.
- Pink box: Saved Searches: You can set up saved searches to assist you with searches you perform frequently.
- Blue box: Filters allows a user to
- Green box: Archive folder will show all of the Inbox Tasks you have previously taken action on.



4

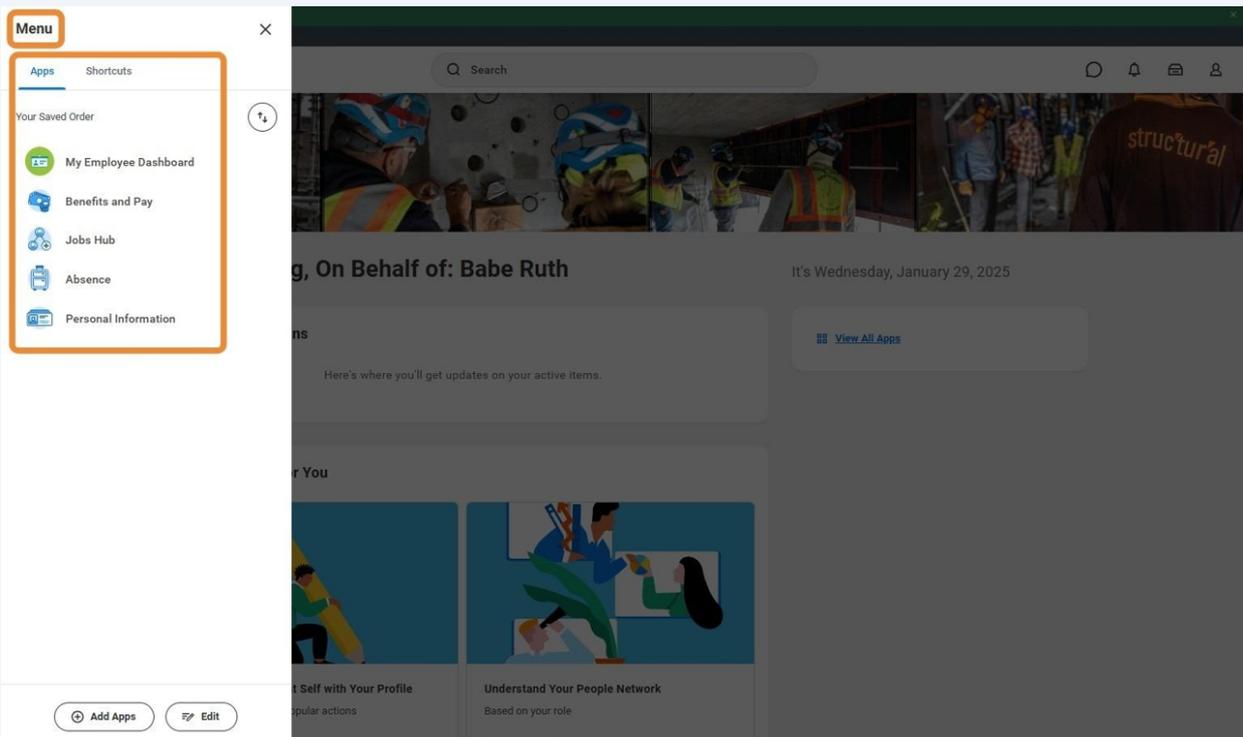
Search Bar allows you to look for People, Tasks & Reports. Begin typing something and potential search result matches will appear



5

Clicking the Menu button will allow the worker to see the Apps available to the worker.

- **My Employee Dashboard:** displays information related to "My Career" & "My HR Data"
- **Benefits & Pay:** shows information regarding a worker's Benefits, Pay and Compensation. *Note: paystubs will not display until Workday Payroll goes live October 2025*
- **Jobs Hub:** allows a worker to browse available job opportunities within the Company
- **Absence:** future enhancement to request time off
- **Personal Information:** provides the opportunity to change or view a worker's information (updating personal information, emergency contacts, etc)



6

A useful Workday App is **Benefits and Pay**. A worker can click in to Tasks and Reports to dig deeper in to a specific area. **Note: paystubs will not display until Workday Payroll goes live October 2025**

