



Pocket Guide



01

Logging In & Out

• **Type in your User Name and Password**

- Press Enter or click on the arrow
- To log out, click **Sign Out**



02

Changing Password

- Click on **My Account**
- Click **Change Password**
- Enter your current and new passwords
- Click **OK**
- Your password is changed

03

Update Contact Information

• Personal Information worklet / **Contact Information**

- Click **Edit**
- Click the **pencil icon** to update existing information
- To add new information click the **+** sign
- **Enter/amend your information** and click **Done**
- If you make a mistake, click the Undo button
- Click anywhere on the screen to move on
- Click **Submit** (or Save for Later)
- Note the message
- Click **Close**



04

Personal Information

• Personal Information worklet / **Personal Information**

- Click the pencil icon to update existing information or to add new information
- Click **Submit** (or Save for Later)
- Note the message
- Click **Close**
- On your All About Me page, click the Workfeed worklet to check if you have received a Notification
- If so, click View Message

05

Emergency Contacts

• Personal Information worklet / **Emergency Contacts**

- **Add (or Edit or Delete) Emergency Contact**
- Complete the information (NB you must **Add** a phone number), click **OK**
- Click **Close**

06

Photo

• Personal Information worklet / **Photo**

- Click **Attach**
- **Select your photo and Upload**
- Click **Submit**
- Click **Close**



You will need to have a photo on your PC or iPhone/iPad to do this.
Note the message: Photos route for approval.

07

Legal Name

• Personal Information worklet / **Legal Name**

- **Complete the fields, click Submit**
- Note the message: approval
- Click **Close**
- Check your Workfeed

08

Preferred Name

• Personal Information worklet / **Preferred Name**

- **Untick Use Legal Name**
- **Amend your details**
- Click **Submit**
- Note the message: approval
- Click **Close**



09

Bank Details

• Pay worklet / **Payment Elections**

- **Change Account**
- Amend your details
- Click **OK**
- Click **Close**
- Click All About Me, check your Workfeed

What is meant by...



Checking Account
Current Account

Bank Identification Code
BIC / SWIFT Code

IBAN
You will find this on your Bank Statement

What is meant by...

City

City, Town or Village:
e.g. Dublin 3, Navan,
Tralee.

Postal Code

Leave this blank.

Submit

Sends your changes
through.

Save for Later

Saves the changes
but doesn't send them
through until you complete
them at a later stage.

Workfeed

Contains Actions
& Notifications.

Notifications

Important messages
connected to actions you
have taken in Workday.

Action

A task you must perform
in the Workday system.

Given Name

First Name.

Family Name

Surname.

Click **All About Me** to
return to your landing
page at any time.



10

Holiday / Service Day Request

- Time Off worklet / **Time Off**
- **Select your dates:**
Click Sunday through
Saturday to select a full week
- Click **Request Time Off**
- **Type:** Holiday
- **Daily Quantity:** enter 0.7
- Click **Submit**
- Note the message
- Click All About Me or Sign Out
- Your Line Manager's
response will come through
to your Workfeed

Holidays

Will route to your Line Manager for approval.

Service Days

Should be requested in the same way:

Type: Service Day

Daily Quantity: Enter 1

Single Day Holidays

Speak to your Line Manager. Select the dates.

Type: Holiday

Daily Quantity: Enter 1



11

Leave of Absence

- Discuss the leave with the
person responsible for HR
- Time Off worklet /
Leave of Absence
- **Enter the dates and Leave
Type as discussed with HR**
- Complete any additional fields
- Click **Submit**
- Note the message
- Click **Close**



Follow similar steps
when returning
from Leave.

12

Skills & Experiences

- Click on **your name**
- Click on the **Career icon**
then choose the skill or
experience you wish to
update e.g. Certifications
- Click **Add / Edit**,
complete the fields
- Click **Submit**
- Note the message
- Click **Close**



Certifications refers
to EHS only and this
will route to your Line
Manager for approval.

Top Tips

To return to your Landing Page:
Click All About Me



To change the Language:
Click My Account /
Change Preferences

To see information about yourself: Click on your name

Looking for a task or piece of information?
Type in the first 3 letters into the Search Box



Forgot Password:
Click Forgot Password on the login page;
you can also change your password from here

Comments:
Only required
for record or explanation
Where there are two comment
boxes always use the larger one

Red asterisks:
Mandatory fields (Workday requires
this information to process the task.
You must complete these fields)

Remember:
Workday does not
replace conversations!

