

Getting Started With Workday for Student Supervisors

ABOUT WORKDAY

Workday is Lewis & Clark's Human Resources (HR) information system designed to help you manage your HR information online.

WORKDAY LOGIN

You can log in to Workday from any computer with internet access.

Your Lewis & Clark network user name and password is also your login for Workday.

1. Go to:
http://www.lclark.edu/offices/human_resources/workday/
2. Click the Workday icon
3. Enter your Lewis & Clark user name and password when prompted

SEARCH

Once you are logged into Workday, you can click any link on your landing page or enter text in the Search Box to find information in Workday.

To use the Search Box:

- Click in the search field in the top left corner of the screen
- Enter part or all of what you are searching for
- Press enter on your keyboard or click the arrow icon in the Search Box to display results

The screenshot shows the Workday interface for a Student Supervisor. The top navigation bar includes a search box and a menu icon. The left sidebar contains links to 'All About Me', 'My Team', 'My Workday 2.0', 'Dashboards', 'Sitemap', 'Favorites', 'Audit', and 'W:Drive'. The main content area is titled 'My Team' and displays several icons: 'Process Status' (person with refresh), 'My Team' (group of people), 'Headcount' (group of people with equals sign), 'Favorites' (star), 'Reports' (clipboard), and 'My Team's Time (Students)' (rocket). Callout boxes provide descriptions for these features:

- ALL ABOUT ME**: Access to your personal information. See *Getting Started - Staff* for details.
- MY TEAM**: Quick access to your direct reports, including organizational chart views.
- FAVORITES**: Quick access to favorite searches, reports, information.
- PROCESS STATUS**: Check the status of your transactions.
- REPORTS**: Access all available system reports.
- MY TEAM'S TIME**: View the hours and status of your direct report's time for the current week.
- HEADCOUNT**: View details about the number of positions in your supervisory organization.

SUPPORT

Workday job aids, learning materials, login link

http://www.lclark.edu/offices/human_resources/workday_faq.php

Workday Help - complete a service request for assistance in navigating the Workday system

http://www.lclark.edu/offices/human_resources/workday/

System, network and technical issues

consult@lclark.edu