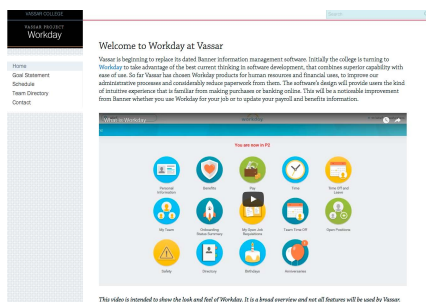


### Learn About Workday

Go to the college's Workday information site:

<http://workdayinfo.vassar.edu/>

Take a few minutes to check out the available resources (e.g., trainings, how-to guides, etc.) on this page.

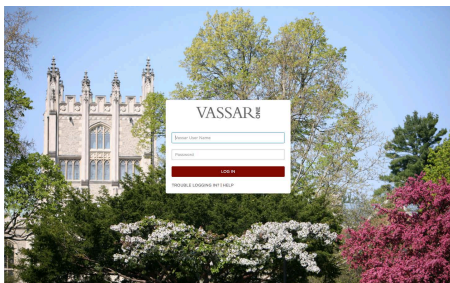


### Log into Workday

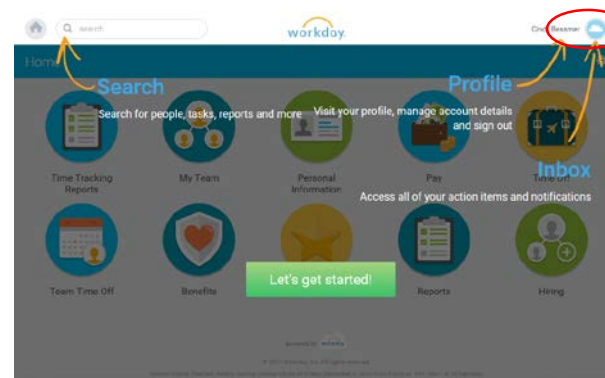


You will be able to log into Workday from several links and locations on the College website. You may want to add this URL as a personal bookmark.

1. Go to <http://workday.vassar.edu>
2. Enter your Vassar username and password. Press Enter or click on SIGN IN. For username and password issues, call 437-7224.

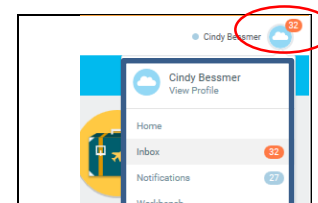


3. You will see the Workday dashboard with a few items indicating the location of SEARCH, PROFILE, and INBOX. Click on LET'S GET STARTED!



The colorful icons on your dashboard are called "worklets". You may have different worklets depending upon your job and responsibilities, but all employees will have Personal Information, Pay, and Time or TimeOff worklets.

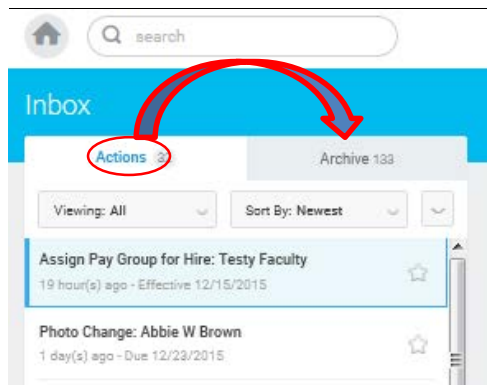
All employees also have a Workday inbox. Access your Workday inbox by clicking on your tiny photo (or cloud icon) to the right of your name.



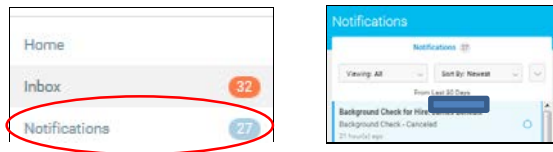
For assistance, call 437-7224 or email [servicedesk@vassar.edu](mailto:servicedesk@vassar.edu)



Your inbox may contain Workday Actions awaiting your attention. When an item flows into your Workday inbox, you will also get a message in your Vassar email inbox. You may view and sort Action items by date, due date, or other filters. Once an Action item is completed, it will move from the Actions portion of your inbox to the Archive section.




4. When you click on your photo or cloud icon to the right of your name, you will also see Notifications, Favorites, etc. and a button at the bottom of the list to Sign Out of Workday. If you receive a Notification, it may be part of a business process that does not require any action on your part -- HR or Payroll just wants you to be aware that the action has occurred.



5. Here are some handy reminders about working in Workday:


a. Any boxes or fields marked with a red asterisk (\*) are required fields and must be filled in.

b. Helpful icons

i. To enter or edit information in some fields click on the pencil 

ii. For date fields, click on the calendar icon to display a calendar to select a date.



iii. Some fields require you to choose your response from a list. To see the list, click the list icon 



**When you are finished using Workday, you MUST log out to protect your personal information.**

### To log out of Workday

1. Click on your tiny photo (or cloud icon) to the right of your name in the upper right hand corner of the Workday window.
2. Click the yellow Sign Out button at the bottom of the menu.