



Workday Essentials Course



Workday Essentials Course

This course is designed for **all** MiraCosta employees. It also serves as a prerequisite to all additional Workday courses. In this course, participants will learn and practice using the self-service features in Workday.

If you run into any issues and need assistance accessing Workday or any of the job aids, please send an email to workday@miracosta.edu.

Course Instructions:

Please progress through this course following the steps and resources outlined below:

- Watch the Training Videos.** Located along the right-hand column of this page. These are Workday-produced high-level preview videos. These videos provide a general Workday overview of targeted functionality.
- Review the Job Aids in the listed order.** These step-by-step guides walk you through Workday processes. Job aids include relevant information, instructions, and screen shots from our Workday.
- Practice in the Workday Training System** Practice using each Job Aid in the MiraCosta [Workday Training System](#), which will be available until August 31, 2020. You are welcome to make changes and explore. Do not worry about making mistakes. Changes in the training system will not affect the live system.

Training Job Aids

✓	📄	Name	Order	Description	Modified
		Workday 2020R2 New Features Screenshots	...	New feature updates for the Workday 2020R2 to production tenant as of 9/12/2020	September 14, 2020
		Accessing the Workday System	... 1	Learn how to log into the MiraCosta Workday System as of July 15, 2020.	July 28, 2020
		Learning Workday - Sandbox	... 2	Learn how to access the Workday Training Sandbox from any browser.	July 28, 2020
		Mobile App Setup	... 3	Need Workday on-the-go? You got it! Download the mobile app to your cell phone or tablet and enter your time or request an absence from any location.	July 2, 2020
		Mobile Setup - Training System	... 4	In the Workday Mobile app for the Training System you can safely test Workday's functionality on a mobile device. None of the performed transactions will impact the data in the live Workday system.	July 1, 2020
		Basic Workday Terminology	... 5	Find a selection of commonly used terms in Workday.	June 30, 2020
		Applications & Functional Icons	... 6	This job aid focuses on the most commonly used icons for applications and functions in Workday.	June 30, 2020
		Bookmarking Workday	... 7	Learn how to bookmark Workday in Chrome, Edge, or Firefox for easy access.	June 30, 2020
		Navigating the Search Function	... 8	Learn about Workday's powerful search feature, the search categories and how to customize your search function.	June 30, 2020



Please explore the Workday training videos below. New videos will be added as they become available.

The configuration in these videos might vary from your own Workday settings.

Training Videos

Name



Delegation of My Inbox 7 min



Supervisory Organizations 9 min



Changing My Contact Information 3 min















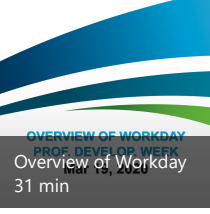








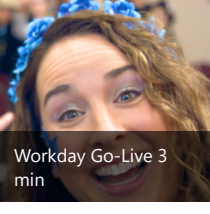























Changing My Emergency Contact 3 min



Changing My Marital Status 3 min




Changing My Profile Photo 5 min

✓	 Name	Order	Description	Modified	Name
	 Worker Profile & Related Actions Buttons	...	9  This job aid touches on your worker profile and what related actions are in Workday.	June 30, 2020	
	 Personalize Your Applications	...	10  Here you learn how to change the order of appearance of your apps on the homepage. Don't have all the apps you need? Learn how to add some more or how to delete the ones you don't use.	June 30, 2020	
	 Manage Your Favorites	...	11  Learn how to add tasks to your Favorites app on your homepage.	June 30, 2020	
	 Changing Your Account Settings	...	12  Change your login password, or other preferences such as in which category you want to begin your Workday searches, your clock settings, and more.	June 30, 2020	
	 Alerts & Error Messages	...	13  Errors and mistakes happen. Learn here how Workday alerts you and how to handle error messages.	June 30, 2020	
	 View & Delegate Your Inbox	...	14  Take your well-deserved vacation or time off, but don't let your work pile up! See how to access your Inbox, how to delegate all or specific upcoming tasks to a colleague, and how to add your delegation reports to your favorites app. Bon voyage!	June 30, 2020	
	 Manage MiraCosta Email Notifications	...	15  Getting too many notifications from Workday? Don't get your notifications in a timely manner? Here is where you can modify their frequency or turn some of them off altogether.	June 30, 2020	
	 Identify Your Place in the Org	...	16  Curious how your management chain works or to whom others report? Want to know where exactly they work? Learn your way around the organization chart.	June 30, 2020	
	 My Worker Profile Page	...	17  Learn how to access your profile in Workday and what actions you can initiate or which changes you can make.	June 30, 2020	
	 Manage Your Contact Info	...	18  It's important to keep your contact info up-to-date so we know how to reach you. Learn how to update your address, phone number, etc.	June 30, 2020	
	 Manage Your Emergency Contact	...	19  Learn how to add or update your emergency contact.	June 30, 2020	
	 Manage Your Preferred Name	...	20  Workday automatically uses your legal name in all transactions. Here you have the option to add a preferred name.	June 30, 2020	
	 Manage Your Marital Status	...	21  Learn how to change your marital status.	June 30, 2020	
	 Manage Your Profile Photo	...	22  Got a make-over? Show off the new you! Learn how to upload your photo to your profile.	June 30, 2020	
	 Manage Your Veteran Status	...	23  If you need to update your Veteran Status, here you learn how to do so.	June 30, 2020	
	 Manage Disability Self-Identification	...	24  This job aid walks you through the steps to manage your disability self-identification. If you require special accommodations, begin the process from here.	June 30, 2020	
	 Organizational Assignments and Costing Allocations	...	25  Learn more about the supervisory organization, view your organizational assignment and view the costing allocation assigned to your position .	July 24, 2020	
	 Submitting your Resignation	...	30  We hate to see you leave, but if you really have to... here is how to submit your resignation.	July 24, 2020	

Name



GETTING STARTED ON
MOBILE DEVICES
Getting Started on
Mobile Devices 7 min



VIEWING & PRINTING
PAYSLIPS
View & Print Payslips
3 min