

Workday: Getting Started in Workday for Faculty & Staff

Document Information

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Subject: Getting Started in Workday for Faculty & Staff

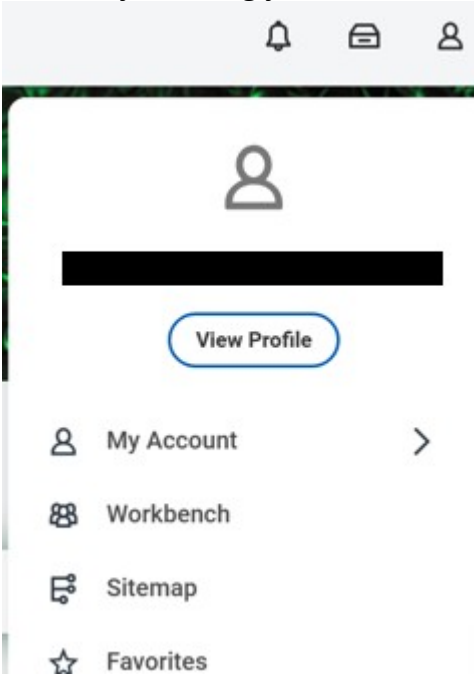
Purpose: To provide guidance on logging in and navigating the Workday homepage.

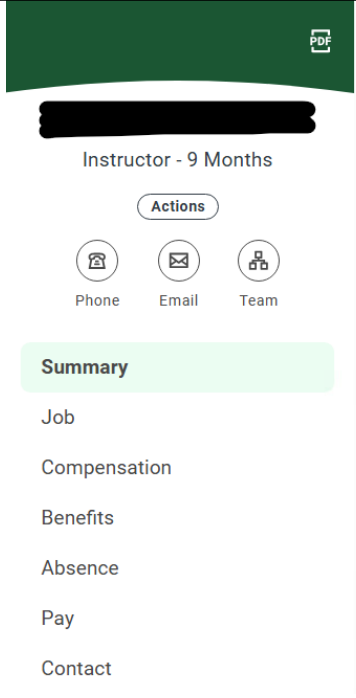
Related References:

Instructions

Step	Actions
1. Logging In	Employees will use Duo to access Workday. When you open Duo, there will be a new Workday tile available to select. You'll simply login using your credentials for the existing system.
2. Homepage Navigation	From the homepage, use these features as your starting point: My Tasks: Located in the upper-right corner and contains tasks awaiting your action. Notifications: Located next to My Tasks and contains messages awaiting your attention. Menu: Provides applications with grouped tasks and information for quick access. Search: Located in the upper-left corner. Use it to find tasks, reports, people, and other Workday information. Profile: Select your photo icon, then View Profile, to access your personal and employment information. Tip: Select the FAMU logo from any Workday page to return to the homepage

The screenshot shows the FAMU Workday homepage. Callout 1 points to the FAMU logo in the top left. Callout 2 points to the notification bell icon in the top right. Callout 3 points to the 'Home' icon in the left sidebar. Callout 4 points to the search bar in the center. Callout 5 points to the user profile icon in the top right corner.

Step	Actions
3. Worker Profile	a. By selecting your Profile icon, you can access your Worker Profile.  b. Select View Profile. c. You will see a summary of your personal and professional information, and a menu appears on the left side of the screen to help you navigate your records. d. The menu shows your contact details, job history, compensation, and other relevant employment data. Note that you may have to scroll down or select More to see all available tabs.

Step	Actions
	 e. You can also take action on yourself by utilizing the Actions  icon. This opens up quick access to key tasks related to your profile, such as updating personal information. f. You can see the org chart by selecting the Team icon.

Step	Actions
4. Common Workday Tasks	Personal Data • <i>Contact Information</i> • <i>Personal Information</i> • <i>Emergency Contacts</i> Time & Leave • Request Absence • Correct Absence • Enter Time Compensation • Payment Elections • Paystubs Talent & Performance • Request Feedback • Give Feedback Payroll • Tax Withholdings • W2s

For additional support, contact workday@famu.edu.