



JWA Workday Computer or Kiosk

Basic Navigation

## JWA Workday – Basic Navigation

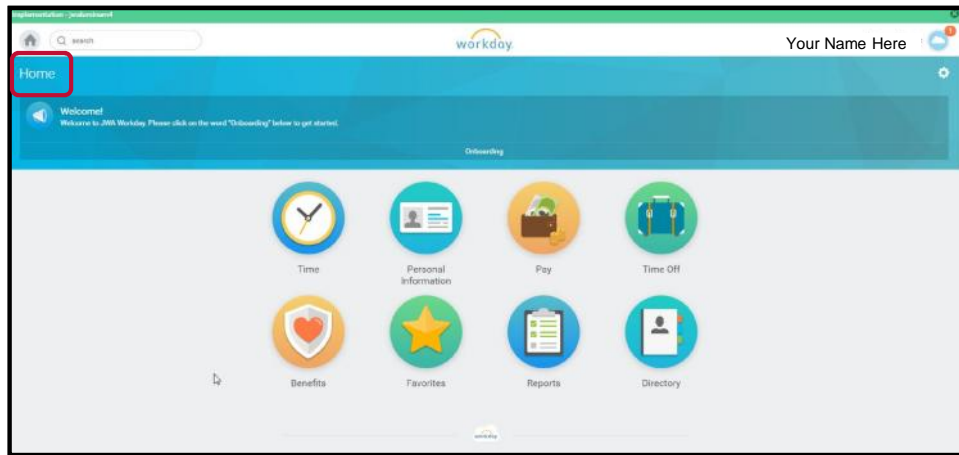
- This Basic Navigation Training Module Covers:
  - Home Screen
    - Home Buttons
    - Search Box
    - Profile
      - Notifications
      - Inbox
      - View Profile
      - Actions
  - Worklets
    - Worklet Links



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## JWA Workday Home Screen



General view of Home Screen



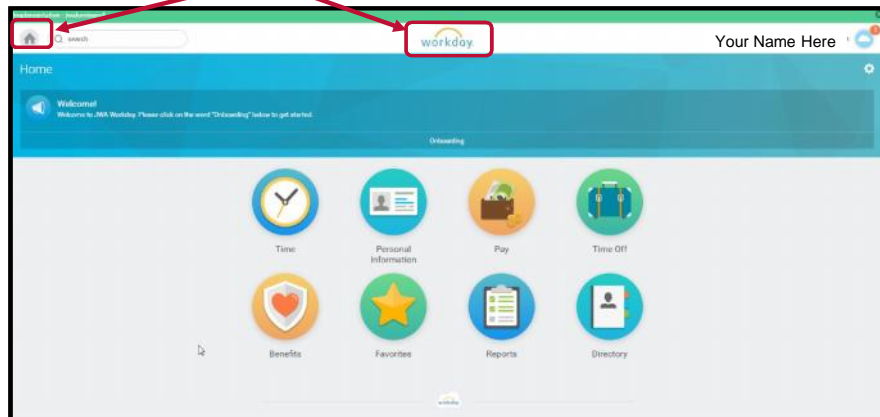
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Once Logged In, this is the general view of the JWA Workday Home Page. The **“Home”** indicated in the Red Box will change based on what page you are on, and is an indicator for any page the user might be on.

## Home Screen

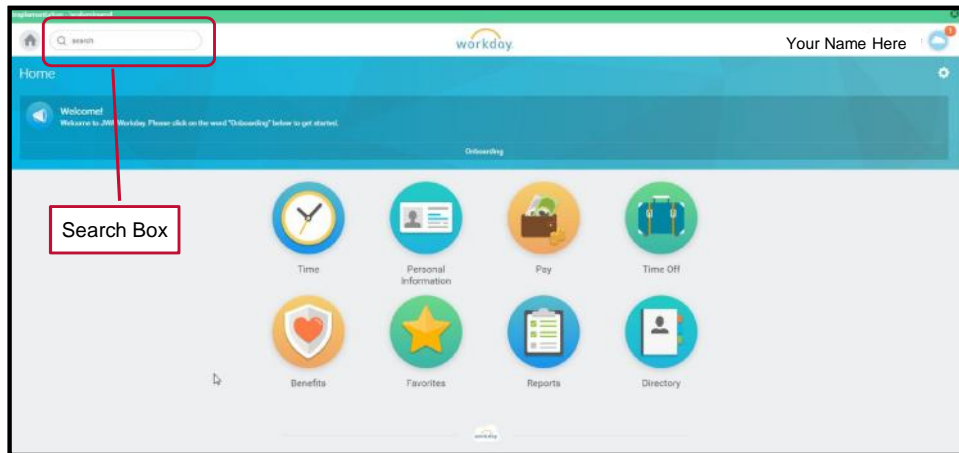
Navigation Buttons Back to Home Screen



Click HOME or Workday logo to return to the Home Screen

On every page, JWA Workday has **two ways** to navigate back to the home page – the **Home** Button and the **Workday logo**. Pressing either Home Button or the Workday logo will navigate you back to the Home Page

## JWA Workday Home Screen



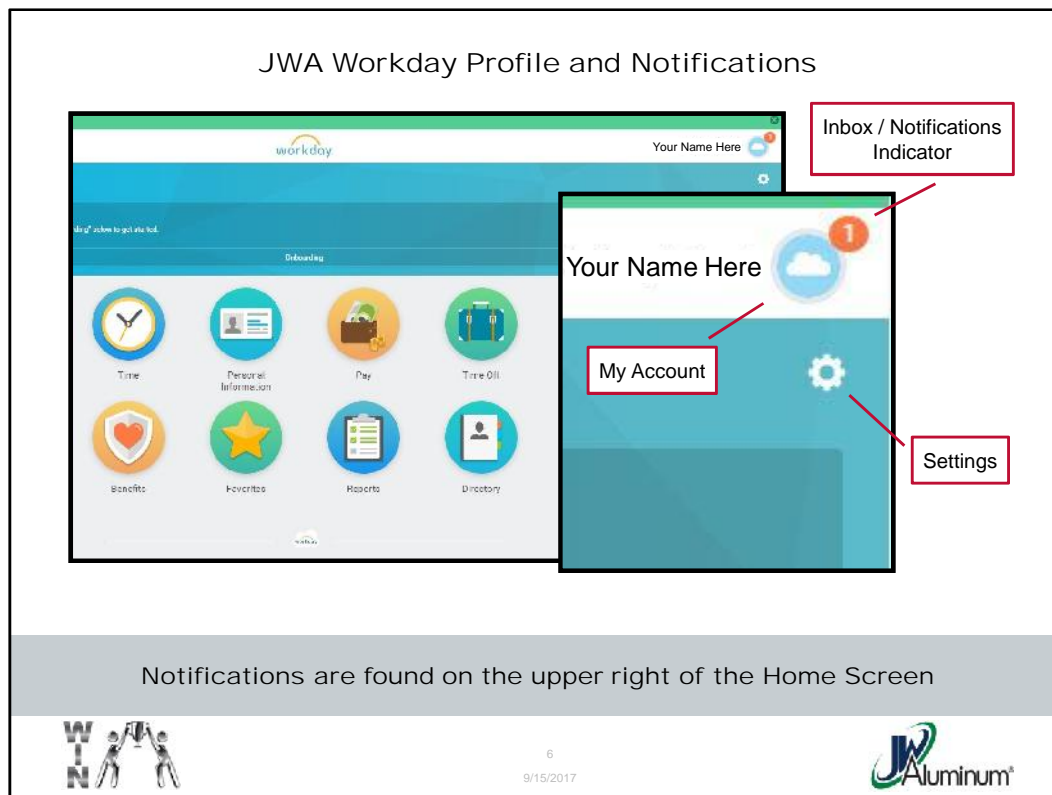
Easy search functionality



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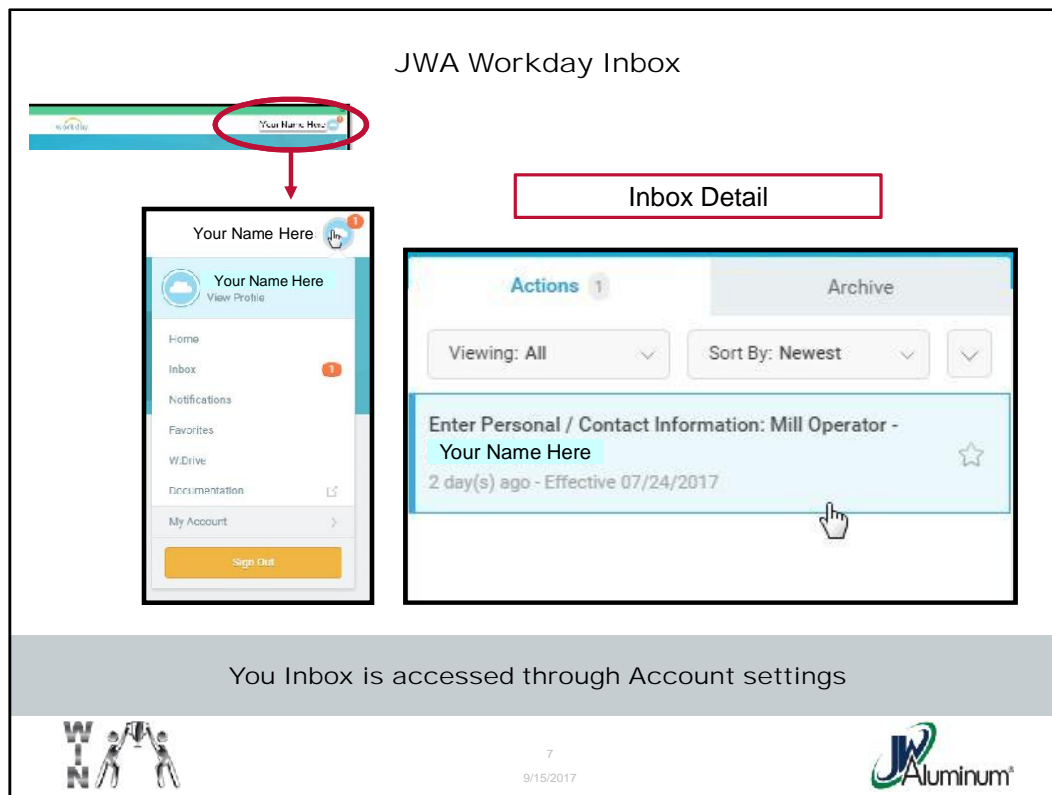


All pages, including the **Home Page**, includes a “**Search**” box. Similar to many Search Boxes on web pages like Google, you can type in words for a quick search. You do not have to type in the entire word. But, the search function will not perform as needed if you misspell the word. For ease of use you can type in the first 2 to 4 letters of the word and a list will appear. For example, if you are looking for John Smith, you can type in Jo Sm, or Joh Smi and John Smith will appear in a list. *The more letters you enter, the smaller the potential list, but caution, the higher probability of a spelling error and failed search.*



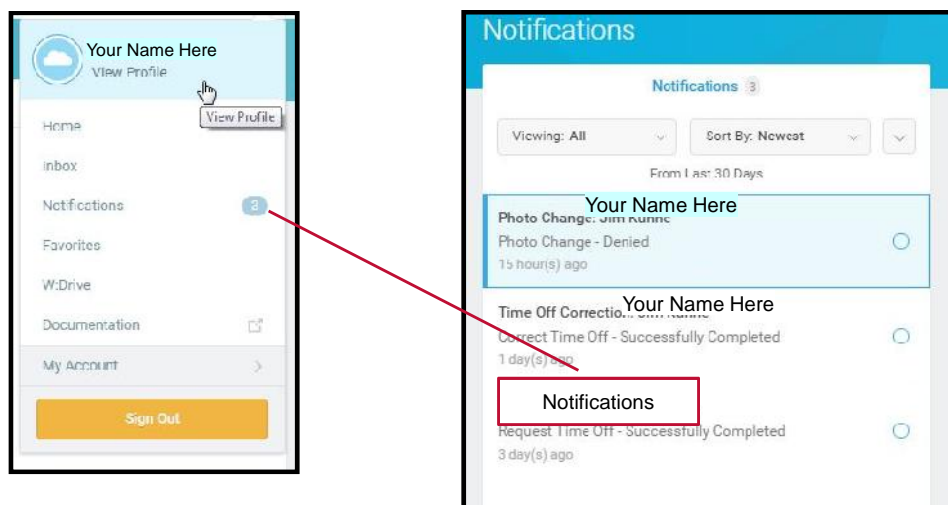
On the Upper Right Corner of the Home Page, the *Round Cloud* icon is the **“My Account”** or **“Profile”** icon. Located to the upper right portion of the cloud is a numeric indicator if you have an item in your Inbox or a Notification. Note, the number is there only when there are unopened messages (**Inbox or Notification**). Also located below the **“My Account”** icon is a **“Settings”** icon shaped like a **gear**.

Note: The **“My Account”** and **“Inbox / Notification”** icons appear on every page and every view. However, the **“Settings”** does not. Whereas the **“Settings”** does appear on certain screens, it is also either replaced with a different icon, based on the page (example a **“Print”** icon) or there is no icon present.



This is an example where the user has a message in his or her Inbox. Clicking on the Word **"Inbox"** or the Number in orange will open the Inbox. Note, there are Two Tabs, one for **"Actions"** and one for **"Archive."** Only the pending messages appear in the **"Actions"** Tab. Unread messages are indicated by being **Bold** and having the **Star** beside it.

## JWA Workday Notifications



Click the notifications button to view



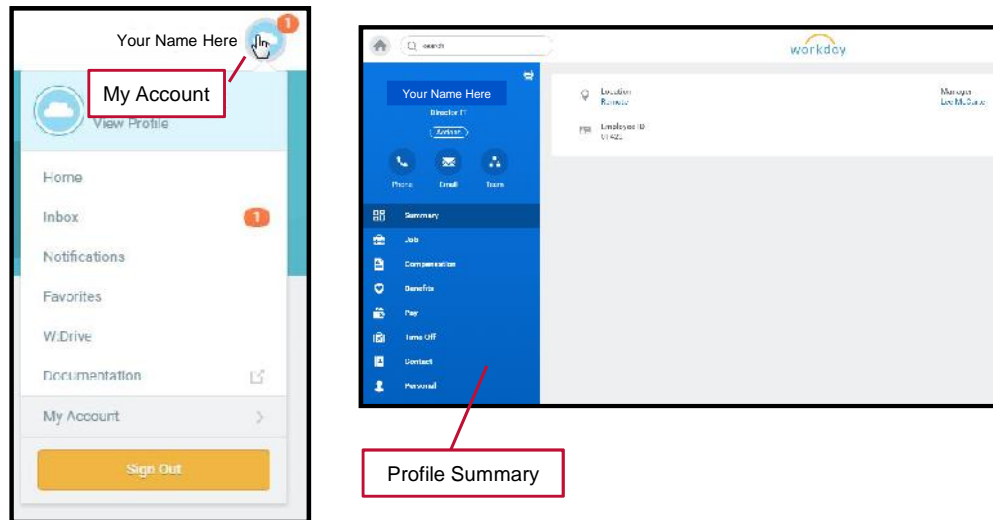
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Similar to Inbox, clicking on the “**Notifications**” section will open a dropdown list of any Notification.



## JWA Workday View Profile



View your profile settings by clicking the Account icon



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If you click on the **“My Account / Profile”** Cloud icon the Dropdown box to the right appears. This is a master menu that contains a variety of links to other views and commands.

If you click on **“View Profile”** a **“Worker Profile”** page appears (example on the right, details on next slides).

## JWA Workday View Profile – Job Details

Your Name Here

Job Details
Manager History
Management Chain
Organizations
Support Roles
Work History

Your Name Here  
Furnace Operator

(Add icon)

Phone icon    Learn icon

- Summary
- Job**
- Compensation
- Benefits
- Pay
- Time Off
- Contact
- Personal
- Career
- Overview

### Job Details

Employee ID	33
Organization	JWA Aluminum -> Shanks Duty (On Location) Midway Mine
Position	Furnace Operator
Business Title	Furnace Operator
Job Profile	1049 - Furnace Operator
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full Time
FTE	100.00%
Location	7 - Tusculville
Hire Date	07/27/2017
Original Hire Date	07/27/2016

### Contact Information - Public

Phone: 1 (123) 555-1212 (Mobile)

Email: SS.maryjane@jwaaluminum.com

### Work Address

777 Tyler Road Tusculville, AR 72082-1506 United States of America

Job Details shows contact information along with a job summary

This screen is the “**Job Details**” that has contact information, job title, length of service, and other general information.

Note also there is a column of Profile Tabs the user can Tab on for various functions. For each Profile Tab, there are additional Subset Tabs in a row at the top of the profile screen. The subset tabs depend on the functions of the selected Profile Tab.

## JWA Workday View Profile – Benefits

Profile Tab - Subset

Profile Tabs

Benefits shows your collective benefits, including costs and coverages

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This screen is the “**Benefits**” that has Benefits, My Retirement Savings, My Dependents, and My Beneficiaries.

JWA Workday Actions

The diagram illustrates the 'Actions' button and its expanded menu. The button is located in the upper left of a user profile card. The expanded menu lists various actions categorized by area:

- Benefits**
  - Change Benefits
  - View My Current Benefit Elections
  - View My Benefit Elections History
- Business Process**
  - View My Benefit Elections
  - View My Benefit Elections History
- Compensation**
  - View My Benefit Elections
  - View My Benefit Elections History
- Job Change**
  - View My Benefit Elections
  - View My Benefit Elections History
- Manage Work**
  - View My Benefit Elections
  - View My Benefit Elections History
- Personal Data**
  - View My Benefit Elections
  - View My Benefit Elections History
- Talent**
  - View My Benefit Elections
  - View My Benefit Elections History
- Time and Leave**
  - Enter My Time
  - Request Time Off
  - View Time Off
  - My Schedule
  - View Time Off Balance
  - View Time Off Results by Period
  - View Carryover Balances
  - Request Leave of Absence
  - Request Return from Leave of Absence
- Workday Account**
  - Enter My Time
  - Request Time Off
  - View Time Off
  - My Schedule
  - View Time Off Balance
  - View Time Off Results by Period
  - View Carryover Balances
  - Request Leave of Absence
  - Request Return from Leave of Absence
- Worker History**
  - Enter My Time
  - Request Time Off
  - View Time Off
  - My Schedule
  - View Time Off Balance
  - View Time Off Results by Period
  - View Carryover Balances
  - Request Leave of Absence
  - Request Return from Leave of Absence
- Favorite**
  - Enter My Time
  - Request Time Off
  - View Time Off
  - My Schedule
  - View Time Off Balance
  - View Time Off Results by Period
  - View Carryover Balances
  - Request Leave of Absence
  - Request Return from Leave of Absence
- Preferences**
  - Enter My Time
  - Request Time Off
  - View Time Off
  - My Schedule
  - View Time Off Balance
  - View Time Off Results by Period
  - View Carryover Balances
  - Request Leave of Absence
  - Request Return from Leave of Absence

Actions Button provides easy access to perform tasks in multiple areas

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Another feature allowing for easy navigation is the “**Actions**” button. The Actions button appears when you click on “**View Profile**” and is located in the upper left portion of the page. Note, not every page has the “**Actions**” button.

This slide shows the “Actions” that appear when clicking the button, and in this example, sub-menus for “**Benefits**” and “**Time and Leave**” and Using this feature is essentially the same as going through other menus or the Worklets, just provides the convenience of multiple menus, functions, and commands in one quick view.

## Command at the Bottom of the Screen

The screenshot shows a web form titled "Request Time Off Your Name Here (max)". It includes fields for "When" (Wednesday, August 2, 2017), "Type" (Vacation), "Daily Quantity" (8), "Unit of Time" (Hours), and "Comments". Below these is a "Just a Test" button and an "Attachments" section with a "Drop files here" area and a "Select files" button. At the bottom, there are "Submit" and "Cancel" buttons. A red arrow points from the yellow text box to the "Submit" button, which is highlighted with a red dashed border.

Many functions require a command at the end of the tasks.

For Some Screens you will need to scroll down to see the command button at the bottom left portion of the screen.

It is important you scroll down whenever there are multiple screens to ensure you do not miss a critical command.



Many functions require more than one screen to accomplish the task. Additionally, many tasks have a required command to complete the task. In those cases the Command might not be visible on the first screen and may require scrolling down to view the command.

## Error Messages

A screenshot of a web form with a table at the top and a comment box below. The table has columns: Date, Day of the Week, Type, Requested, and Unit of Time. The first row contains: 6/05/2017, Wednesday, Variation, 8, Hour. Below the table is a text input field with the placeholder text "enter your comment". To the right of the input field is a small orange box with a red "X" icon and the text "Errors: 1". Red dashed boxes highlight the "Errors: 1" box and the comment input field. A red arrow points from the "Errors: 1" box to the comment input field.

Date	Day of the Week	Type	Requested	Unit of Time
6/05/2017	Wednesday	Variation	8	Hour

enter your comment

Errors: 1

A close-up of the comment input field. It is a rectangular text box with a light blue cloud icon on the left and the placeholder text "enter your comment". The entire input field is framed by a red dashed border, indicating an error.

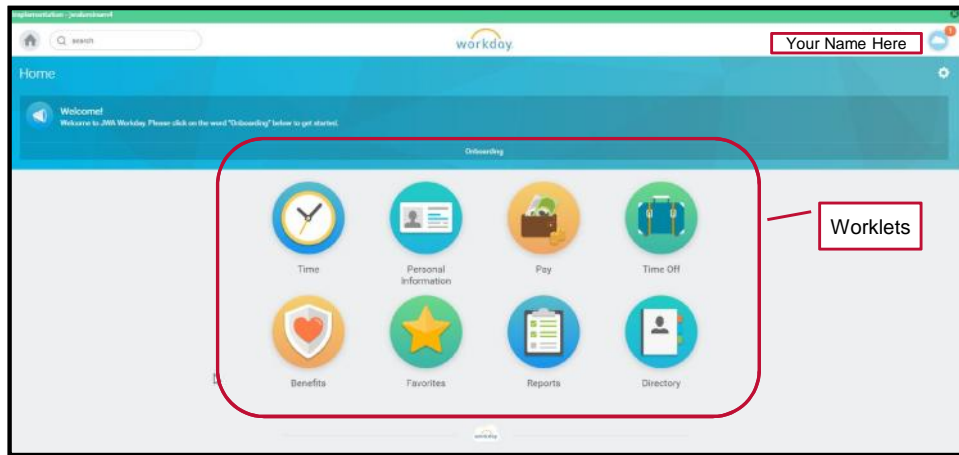
enter your comment

Error Messages will appear, and the area of the error will be framed in orange, when you omit required information or have a Data Error. The Error must be Corrected before you can continue



If you press “**Submit**” *without entering a comment*, the system will trigger an **Error Message**, highlight the area in question in orange, and will not allow you to proceed until corrected.

## JWA Workday Home Screen



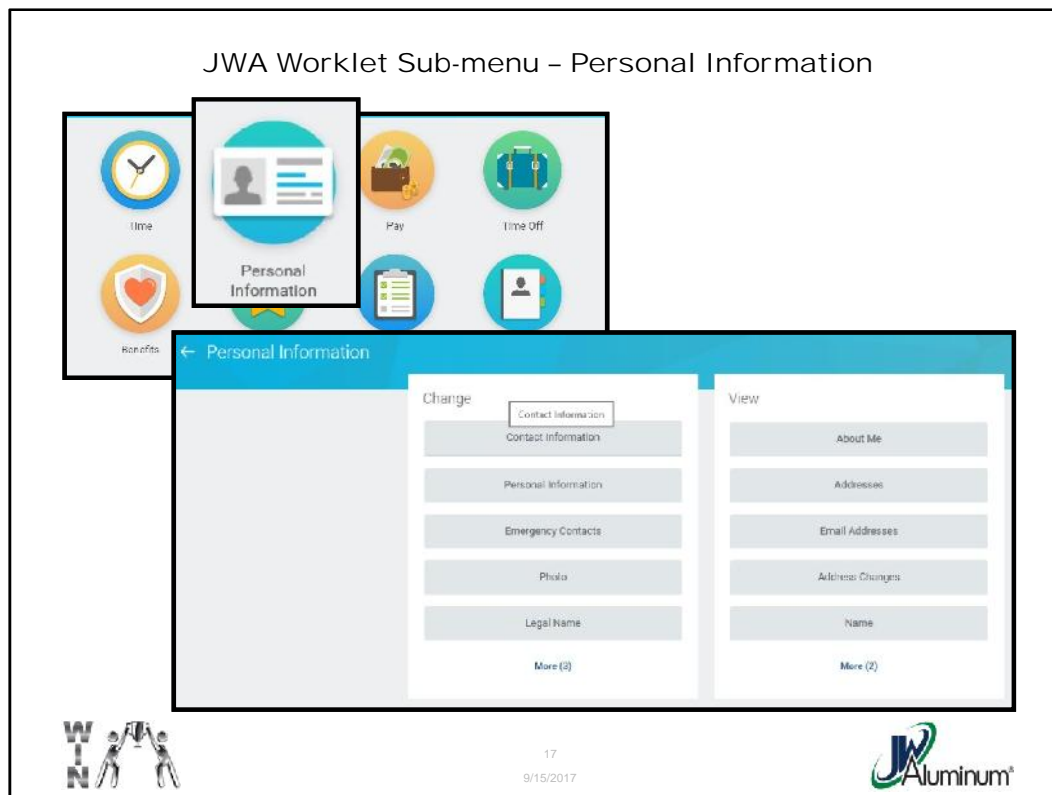
Worklets allow quick access to enter time, time off, view pay and more.

The Home page contains “**Worklets**”. The **Worklets** are basically links to a set of sub-menus, views, and commands. Note, the quantity and collection of **Worklets** will vary for each user, depending on their area of responsibility and any customizing performed by the user (customizing discussed separately).



This is another example of a sub-menus. In this case the **“Time”** Worklet was chosen and the actionable menu is listed as **“Enter Time.”**





This is another example of **Worklet sub-menus**. In this case the “**Personal Information**” Worklet was chosen and the actionable menu is listed as “**Change**.” The actionable command indicator (“**Actions**” or “**Change**”) or other command will vary depending on the function of that menu.



Back to the **Home** Page, each **Worklet** is a link to a specific function and when clicked, opens a set of sub-menus. The example in this slide is for the **“Pay”** Worklet and the sub-menus. Note, the menus are in two sections. The right menu **“View”** only allows the user to view information. If the user desires to perform a task he or she must use the **“Actions”** menu on the left.

Note, due to space considerations often a compressed menu will appear. In those cases the bottom of the menu will contain **“More (#).”** Clicking on **“More”** will expand the menu.