



Optional Applications

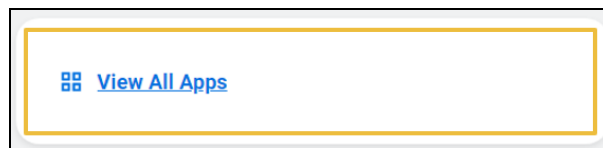
Overview

In Workday, employees will have the opportunity to add optional applications or to remove optional applications. Applications are shortcuts to specific topics, providing quick access to similar tasks such as your personal information or frequently used reports or tasks.

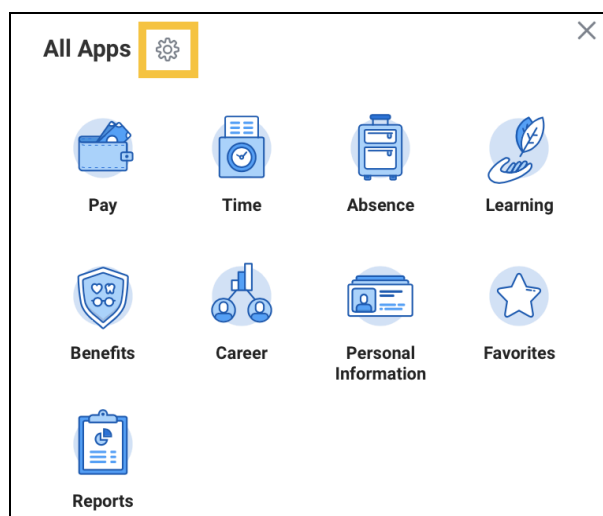
Add Optional Applications

Security Role(s): Employee as Self

1. After logging in, you will see the landing page. Selecting **View All Apps** will display icons, known as applications.



2. Required applications cannot be removed, but you can add or remove optional applications by selecting the **gear icon**.



- You will see Required Applications, also called Worklets, on the left side of the screen. The right side lists the Optional Applications. Select the **+** icon to add an Optional Application.

Configure Worklets

Required Worklets
The following worklets are required on your Home page.

8 items

Worklet	Worklet Title
Pay	
Learning	
Absence	
Time	
Benefits	
Personal Information	
Career	
Performance	

Optional Worklets
Select the optional worklets you would like to include on your Home page.

2 items

Order	*Worklet	Worklet Title
+	×	Favorites
+	×	Directory

OK Cancel

- You now have an additional row in the Optional Applications table. Click into the **Worklet** field. When you select the **Worklet field**, you can search for the name of the application you wish to add or click on the **menu** icon to view two options: **All** and **Default Worklets**. If you are adding an application referenced in another job aid, we recommend clicking into the field and beginning to type the name of the application you are searching for.

Configure Worklets

Required Worklets
The following worklets are required on your Home page.

8 items

Worklet	Worklet Title
Pay	
Learning	
Absence	
Time	
Benefits	
Personal Information	
Career	
Performance	

Optional Worklets
Select the optional worklets you would like to include on your Home page.

3 items

Order	*Worklet	Worklet Title
+		
+	×	Favorites
+	×	Directory

OK Cancel

5. Select the Application you want to add from the dropdown list that appears. In this example, we selected Reports. Notice an Alert appears, warning about how this application may display differently in mobile. Select **OK** to finalize adding the Application.

Configure Worklets

Required Worklets
The following worklets are required on your Home page.

8 Items

Worklet	Worklet Title
Pay	
Learning	
Absence	
Time	
Benefits	
Personal Information	
Career	
Performance	

Optional Worklets
Select the optional worklets you would like to include on your Home page.

3 Items

Order	*Worklet	Worklet Title
+	▼	×
+	▼	×
+	▼	×

Errors and Alerts Found
Alert - Grid Alert (Row 1)
This worklet may not display properly in Mobile applications.

OK **Cancel**

1 Alert

6. Select **Done**.

Configure Worklets

Required Worklets
The following worklets are required on your Home page.

8 Items

Worklet	Worklet Title
Pay	
Learning	
Absence	
Time	
Benefits	
Personal Information	
Career	
Performance	

Optional Worklets
Select the optional worklets you would like to include on your Home page.

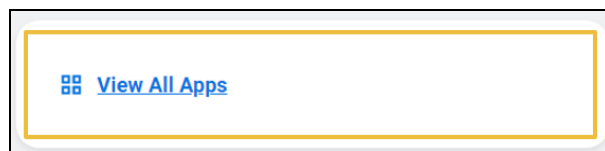
3 Items

Worklet	Worklet Title
Reports	
Favorites	
Directory	

Done

Turn on the new tables view ☐ Turn on the new tables view ☐

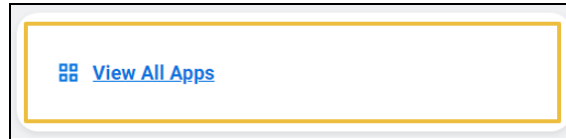
7. This will return you to the Landing Page. Select **View All Apps** to confirm your optional applications were added successfully.



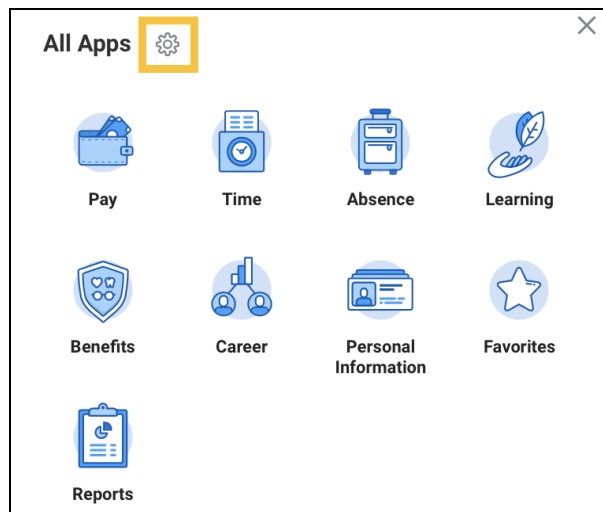
Remove Optional Applications

Security Role(s): Employee as Self

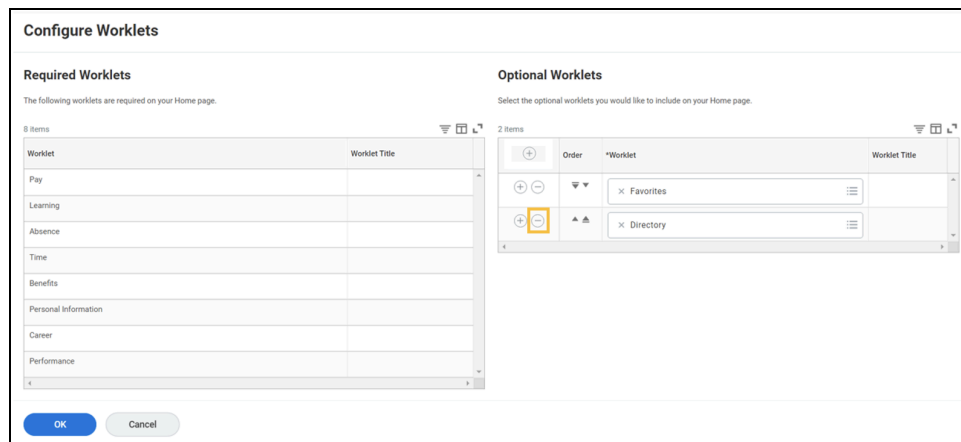
1. From the landing page, select **View All Apps**.



2. Required applications cannot be removed, but you can add or remove optional applications by selecting the **gear icon**.



3. You will see Required Applications, also called Worklets, on the left side of the screen. The right side lists the Optional Applications. Select the **- icon** to remove an Optional Application.



4. Select **Ok** to save your changes. The Application will no longer appear on your Applications list. However, you may add the Application back at any time by following the Add Optional Application process noted above.

Configure Worklets

Required Worklets

The following worklets are required on your Home page.

8 Items

Worklet	Worklet Title
Pay	
Learning	
Absence	
Time	
Benefits	
Personal Information	
Career	
Performance	

Optional Worklets

Select the optional worklets you would like to include on your Home page.

2 Items

Order	Worklet	Worklet Title
	X Favorites	

OK

Cancel