

Use the Work Instruction Worklet

Business Process Overview

Users can use the work instruction worklet to access the work instructions directly in Workday.

- Open Work Instruction.
- Open a second window of Workday and have the work instruction side by side with the task.

Prerequisites

- N/A

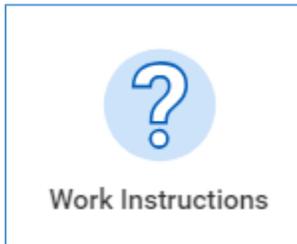
Policy Reference Material

- N/A

Use the Work Instruction Worklet

Steps – Use the Work Instruction Worklet

1. Starting on the homepage, click the **Work Instructions** worklet.

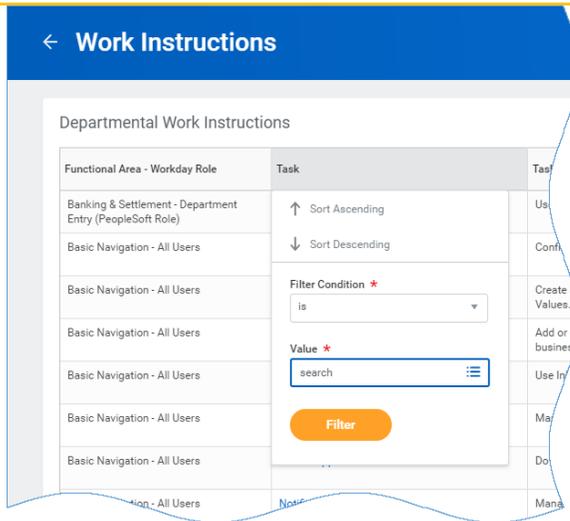


2. The **Work Instructions** page displays.

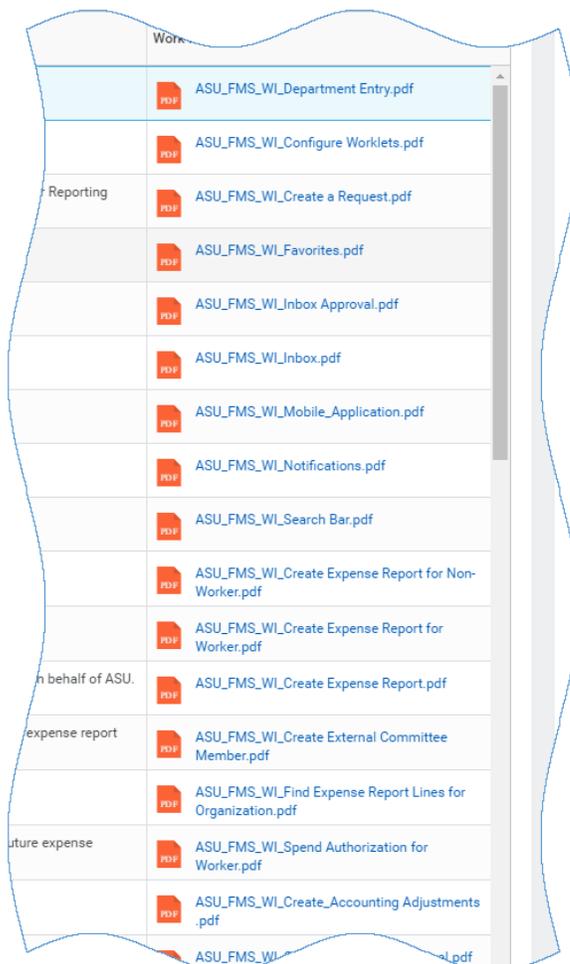
Functional Area - Workday Role	Task	Task Description	Work Instructions
Banking & Settlement - Department Entry (PeopleSoft Role)	Departmental Deposits	Use the Department Entry task in PeopleSoft CS to make departmental deposits.	ASU_FMS_WI_Department Entry.pdf
Basic Navigation - All Users	Configure Worklets	Configure Worklets to add, or remove worklets on your Workday homepage.	ASU_FMS_WI_Configure Worklets.pdf
Basic Navigation - All Users	Create a Request	Create a Request to create or modify a Cost Center, Gift, Program, Project, Recurring Invoice or Reporting Values.	ASU_FMS_WI_Create a Request.pdf
Basic Navigation - All Users	Add/Delete Favorites	Add or delete Favorites to save tasks, reports and business objects you use most often.	ASU_FMS_WI_Favorites.pdf
Basic Navigation - All Users	Inbox Approval	Use Inbox Approval to approve, deny or cancel items that require approval.	ASU_FMS_WI_Inbox Approval.pdf
Basic Navigation - All Users	Inbox	Manage items in your inbox and your archive.	ASU_FMS_WI_Inbox.pdf
Basic Navigation - All Users	Mobile Applications	Download Workday's mobile applications.	ASU_FMS_WI_Mobile_Application.pdf
Basic Navigation - All Users	Notifications	Manage notifications associate with a business step.	ASU_FMS_WI_Notifications.pdf
Basic Navigation - All Users	Search Bar Page	Use the Search Bar to search items and business processes.	ASU_FMS_WI_Search Bar.pdf
Expenses - Data Entry Spend Specialist	Create Expense Report for Non-Worker	Create an expense report to reimburse an interviewee or other non-ASU affiliate.	ASU_FMS_WI_Create Expense Report for Non-Worker.pdf
Expenses - Data Entry Spend Specialist	Create Expense Report for Worker	Create an expense report to reimburse an employee other than yourself.	ASU_FMS_WI_Create Expense Report for Worker.pdf
Expenses - Data Entry Spend Specialist	Create Expense Report	Create an expense report to reimburse yourself for expenses incurred while doing business on behalf of ASU.	ASU_FMS_WI_Create Expense Report.pdf
Expenses - Data Entry Spend Specialist	Create External Committee Member	Creates an external committee member which will be used to select the non-worker for the expense report for non-ASU affiliates.	ASU_FMS_WI_Create External Committee Member.pdf
Expenses - Data Entry Spend Specialist	Find Expense Report Lines for Organization	Find an expense report in Workday.	ASU_FMS_WI_Find Expense Report Lines for Organization.pdf
Expenses - Data Entry Spend Specialist	Create Spend Authorization for Worker	Create a Spend Authorization to do a cash advance or to encumber funds against which future expense reports will draw down the balance.	ASU_FMS_WI_Spend Authorization for Worker.pdf
Financial Accounting	Create an Accounting Adjustment	Create Accounting Adjustments for Supplier Invoices and Expense Reports.	ASU_FMS_WI_Create Accounting Adjustments.pdf
Financial Accounting	Create Accounting Journal	This process allows the user to create an Accounting Journal.	ASU_FMS_WI_Create Accounting Journal.pdf

3. Search for a specific task using the search feature on the task column.

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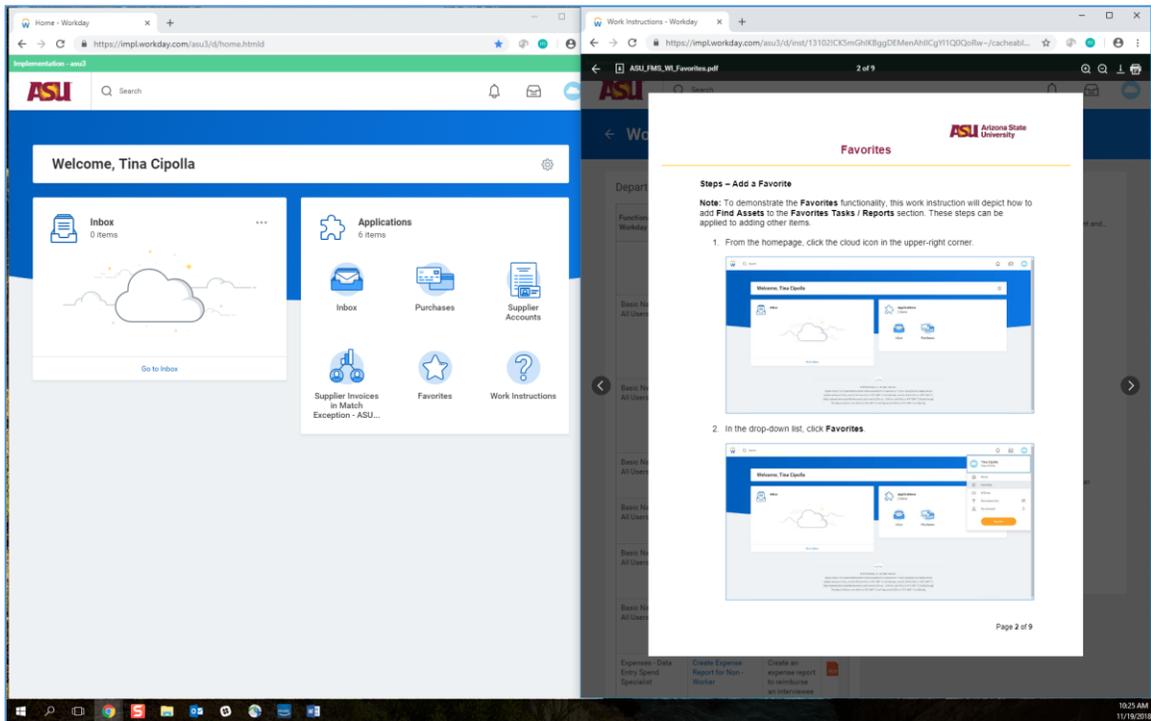


- The Work Instruction names are hyperlinked. To open a Work Instruction, click the appropriate hyperlink.



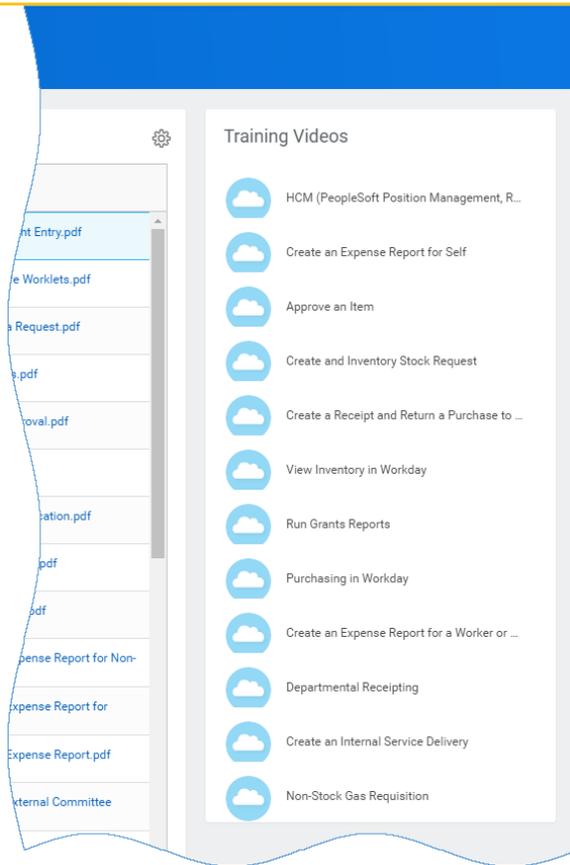
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TIP: you may find it helpful to have two instances of workday open side by side; one showing the work instruction and one showing the work space in which you can complete the transaction.

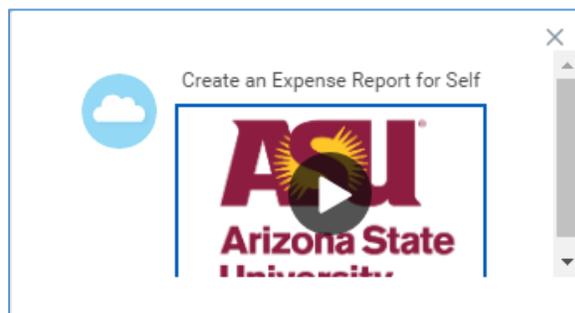


5. Training Videos are hyperlinked in a separate column on the right of the window.

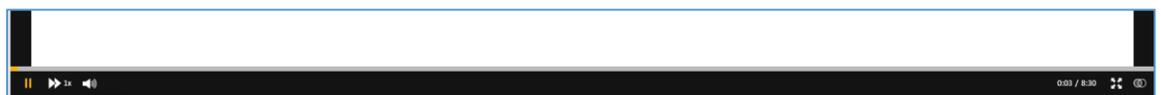
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- a. Click the hyperlink for a video you wish to see.
- b. A small window opens with a play button. When you click this play button the video will open in a separate tab.



- c. Control the video playback using the controls at the bottom of the page.



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Follow-up Actions

- N/A

Result

- N/A

Next Steps

- N/A