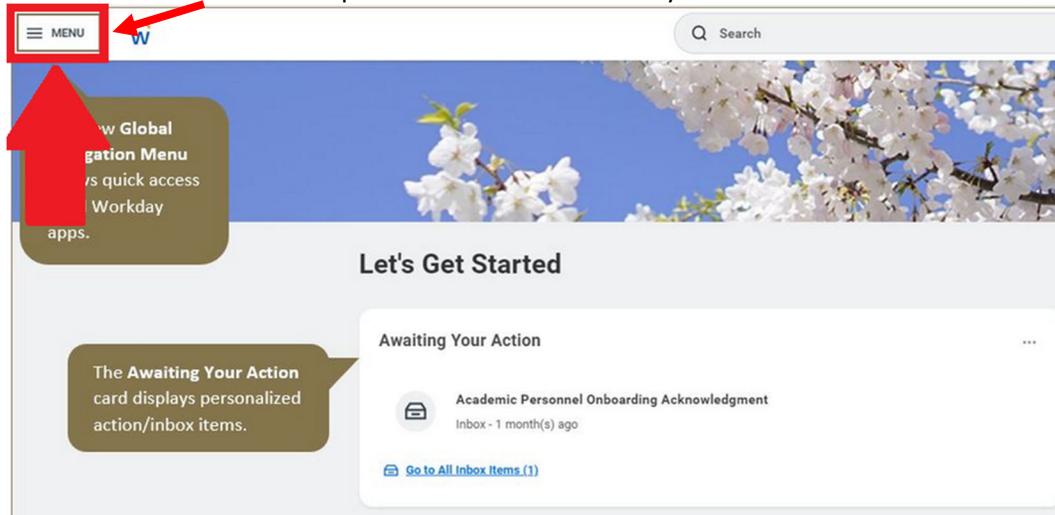


Accessing Time & Absence Icons

On 9/12/22 the Workday homepage update will be live. Please follow the steps below to access the Time or Absence screen. After you click on Time or Absence, you will follow the normal process to submit time or leave. Only the location of the Time, Absence and other Workday icons has changed.

1. Click **Menu** in the top left corner of the Workday home screen.



2. Then click on the **Time**, **Absence** or other icon you wish to use. After that, there will be no change in the steps you need to take.

