



Customized Cards

This How-To Guide explains the **customized cards** on the Workday homepage.

Start Here

1. Open **Google Chrome** and navigate to Workday.
 2. If prompted, login with your **College email** and **password**.
- **Customized Cards** tailor your homepage with information and tools you use most.
 - They are tile-like panels that provide **at-a-glance access** to **reports, tasks, and data**.

Awaiting Your Action

This card will appear on your homepage to alert you to any **pending action items** you may have in your queue. You can select an action item to view it and complete the task.

Timely Suggestions

These cards are timely alerts **personalized to your actionable insights** generated by your employee profile. You can select an item to review it. Examples include:

- Your paystub is available.
- Goals are due.

Recommended for You

These cards provide guidance on how to **change information on your profile**, as well as links to **additional resources**. Examples include:

- Adding skills.
- Opting in to receive paperless information.



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Your Team

This card is designed for **managers** and **supervisors** and displays a **list of employees** who report directly to you. Select a team member to view their **profile, contact details, and job information**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.