

Workday Assistant is Here to Help

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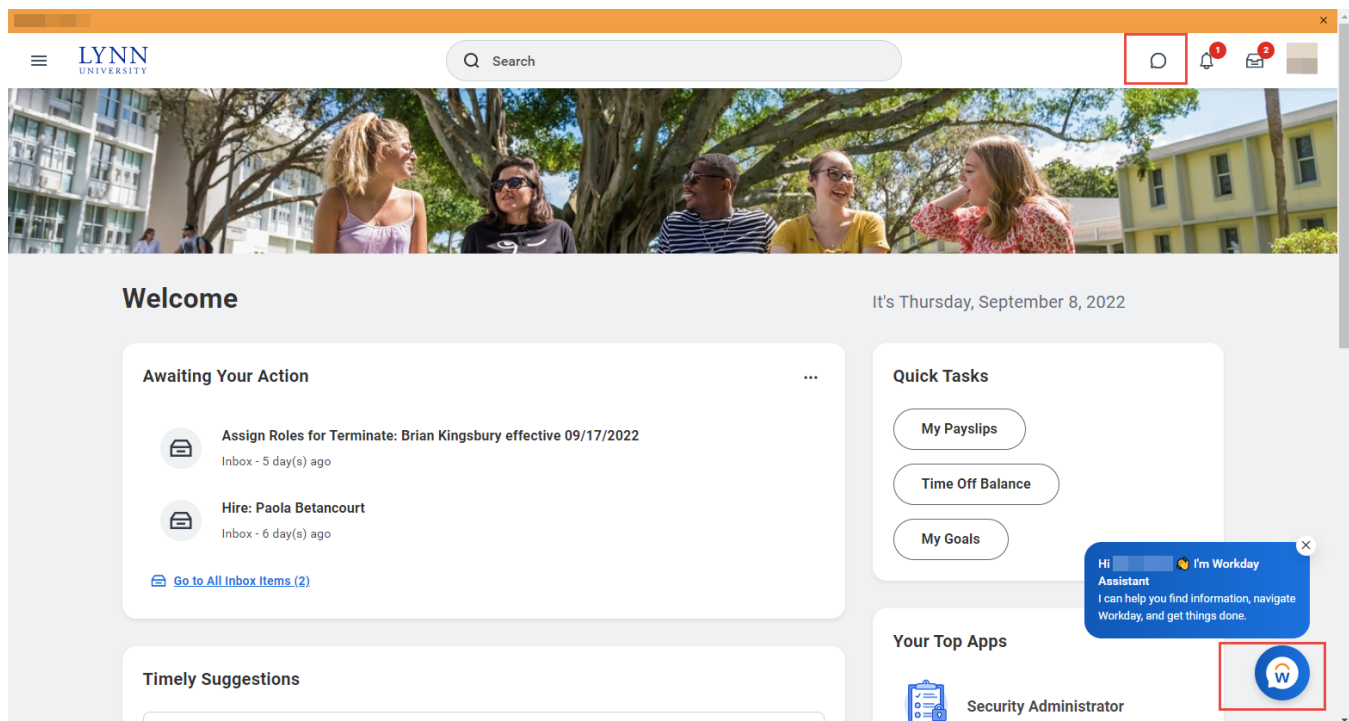
What is Workday Assistant?

Workday Assistant is Workday's purpose-built chatbot that can help you complete common tasks, answer questions, and navigate around Workday. It makes interacting with Workday as simple as starting a conversation!

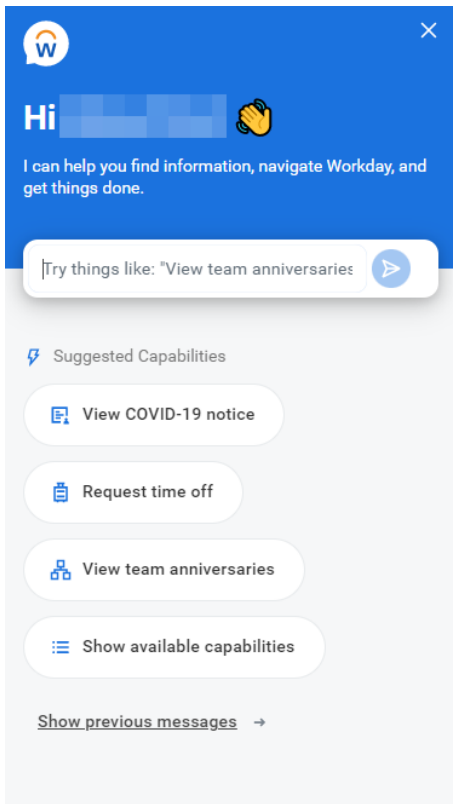
How does it work?

When you sign in to Workday, you will see a small blue icon in the lower right corner of your homepage; click it to open a chat window with Assistant and the icon next to the notifications bell. Workday Assistant is available in desktop or mobile.

[blocked URL](#)



Click or tap on any of the pre-configured tasks or type your request on the search box.



Workday Assistant Capabilities

The Workday Assistant is similar to most chatbots where you can type a phrase or string of words and receive results.

Currently Below is a list of the tasks the Assistant can help you with. We will update this list as new tasks become available.

All Employees Tasks	Manager Specific Tasks	Cost Center Manager Specific tasks
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<p>Benefits</p> <ul style="list-style-type: none"> • View dependents <p>Expenses</p> <ul style="list-style-type: none"> • View/Create expense reports <p>Human Resources</p> <ul style="list-style-type: none"> • Find a coworker • Find a coworker's email • Find a coworker's manager • Find a coworker's office location • Find a coworker's phone number • Find a coworker's title • View COVID-19 notice <p>Pay</p> <ul style="list-style-type: none"> • View retirement savings election • View direct deposit (Payment Elections) • View pay information • View tax forms • View W-4 (Withholding Elections) <p>Profile</p> <ul style="list-style-type: none"> • Change my contact info • Change my date of birth • Change my race/ethnicity • Change my legal name • Change my marital status • Change my personal information • Change my preferred name • Change my profile photo • View my anniversary • View my birthday • View my business unit • View my email • View my employee ID • View my hire date • View my location • View my manager • View my phone • View my time in position • View my title <p>Time Off</p> <ul style="list-style-type: none"> • Request time off • View time off balance 	<p>Team Management</p> <ul style="list-style-type: none"> • View direct report's anniversary • View direct report's birthday • View direct report's check in or out • View direct report's time off • View direct reports • View my team's check in or out • View team anniversaries • View team birthdays • View team hire dates • View team promotion dates • View team time off • View team's time in position <p>Time Tracking</p> <ul style="list-style-type: none"> • Review Time 	<p>Procurement</p> <ul style="list-style-type: none"> • Find your Requisitions
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Troubleshooting: Workday Assistant

Assistant is stuck in a conversational loop.

Solution: Type *Reset* to begin a new conversation with Assistant.

I need help with Workday

Solution: Type *Help* for a list of all Workday Assistant capabilities or a link to create a Workday support ticket.