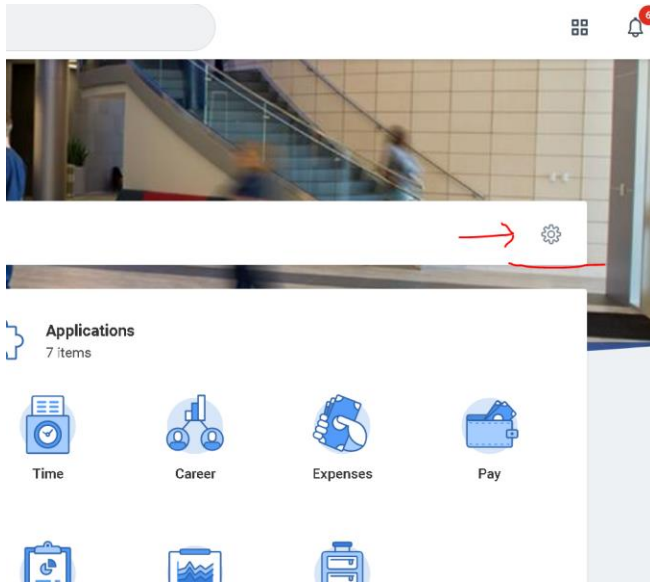## ADDING WORKLETS TO YOUR WORKDAY DASHBOARD

If you don't have the "Time" Worklet available in your applications Section in Workday follow the below steps:

1. Click on the setting wheel above the applications section:

2. Click on the "+" Symbol in the top right of the "optional worklets" section.
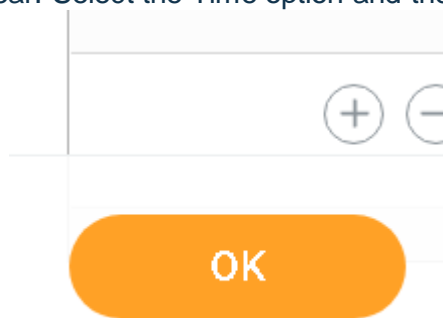
3. After clicking the "+" Symbol a blank box will appear under the Worklet column. Type in "Time" and press enter on your keyboard.

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

8 items

	Order	*Worklet
⊕		
⊕ ⊖	▼ ▼	time
⊕ ⊖	▲ ▼	**Search Results**
⊕ ⊖	▲ ▼	● Time
⊕ ⊖	▲ ▼	○ Time Off
		○ Time Off and Leave

4. A time option should appear. Select the Time option and then select the Orange "Ok"

⊕ ⊖

OK

Symbol in the bottom left: ▆▆

5. Next select Done in the bottom left and you should have the "Time" worklet in your applications now.