

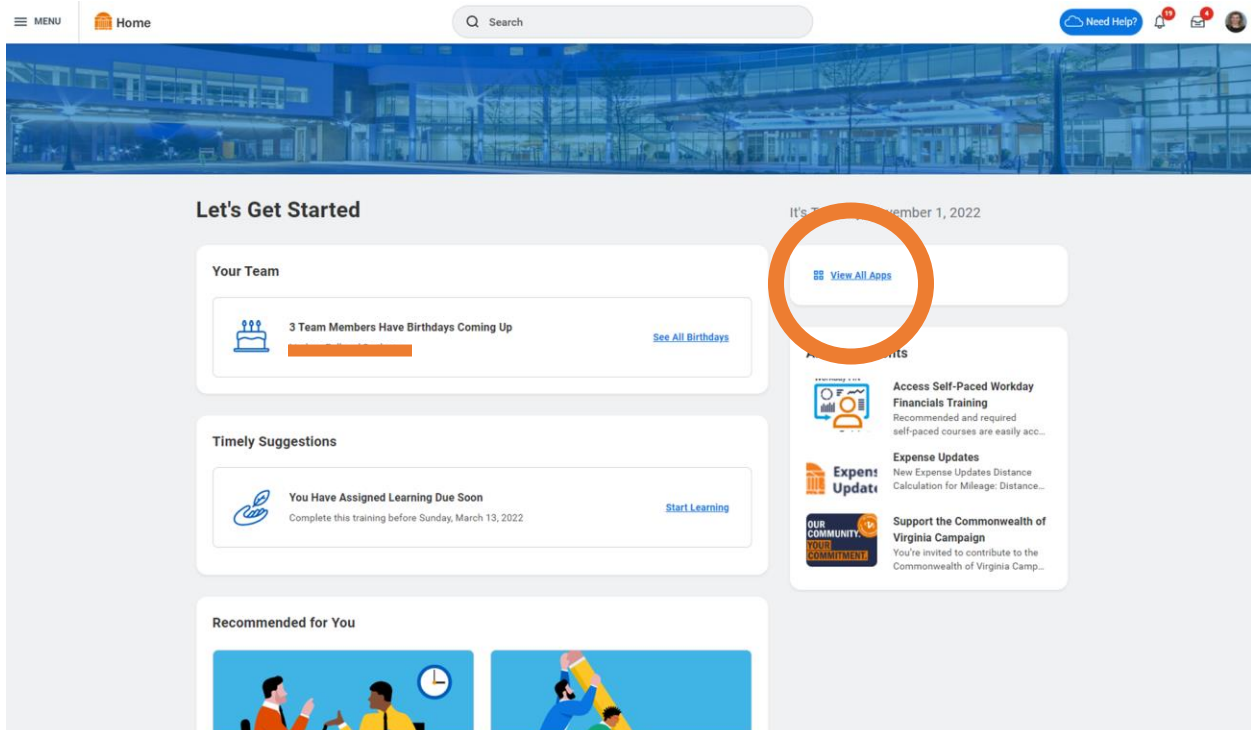
Job Aid: Adding Work Anniversaries and Birthdays to your Workday Homepage

Updated November 2022

Step 1: Go to UVA KnowledgeLink and click the Workday Icon, then log in.

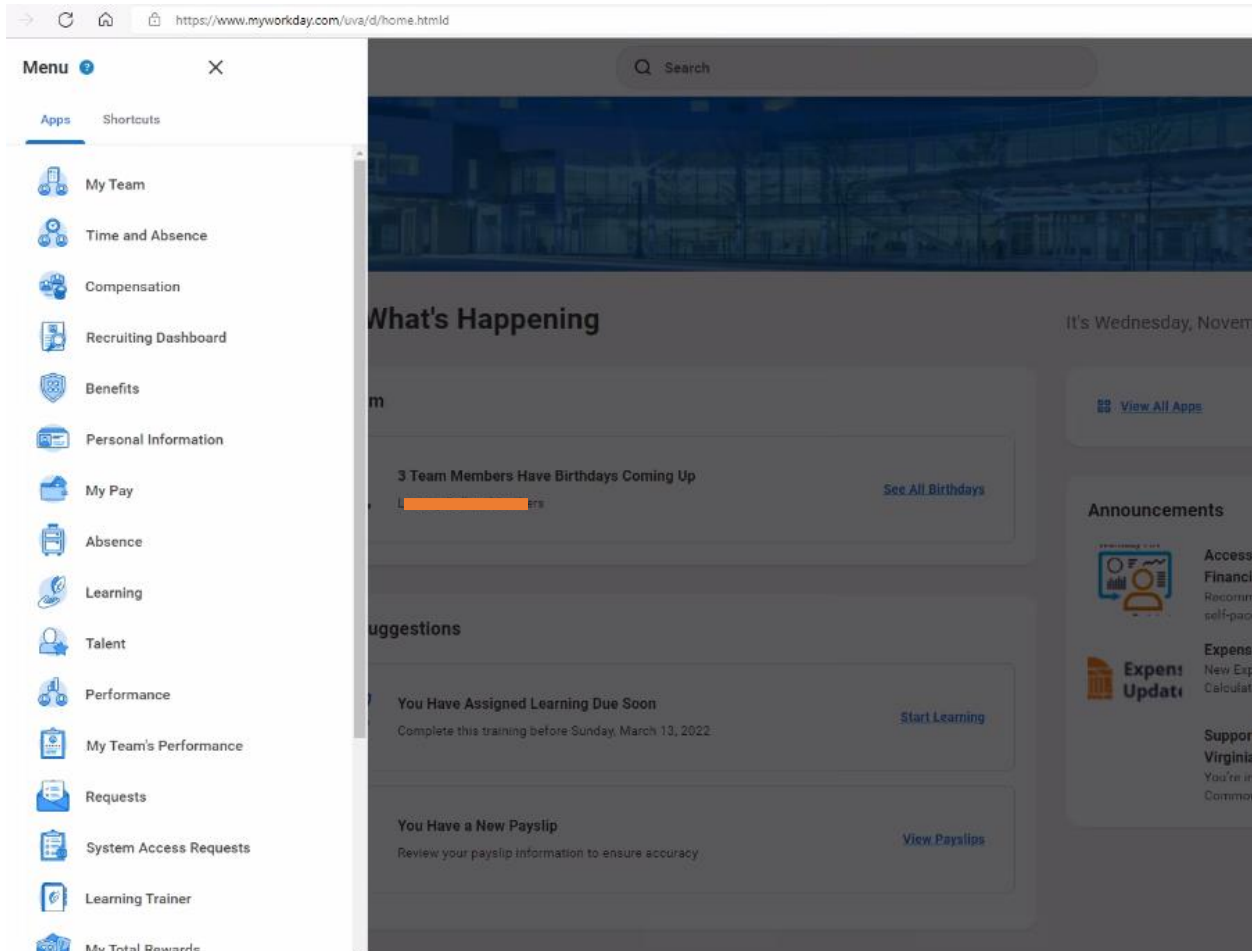
<https://www.healthsystem.virginia.edu/klink/>

Step 2: Click the “View All Apps” widget in the top right of the dashboard

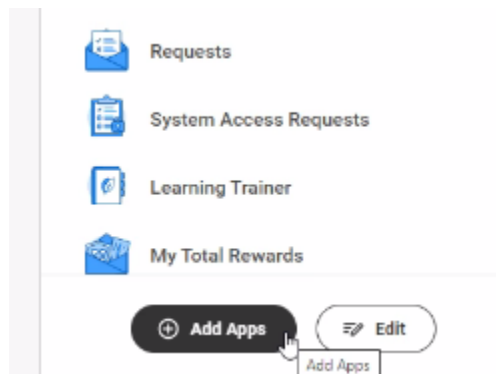


The screenshot shows the Workday dashboard interface. At the top, there is a navigation bar with a 'MENU' icon, a 'Home' icon, a search bar, and a 'Need Help?' button. Below the navigation bar is a large blue banner image of a hospital building. The main content area is titled 'Let's Get Started' and includes several widgets: 'Your Team' with a birthday notification, 'Timely Suggestions' with a learning due soon notification, and 'Recommended for You' with two icons. A red circle highlights the 'View All Apps' widget in the top right corner of the dashboard.

Step 3: In the Menu, scroll down to “Add Apps”



A screenshot of the MyWorkday application interface. On the left, a 'Menu' sidebar is open, showing a list of application categories under the 'Apps' tab. The categories listed are: My Team, Time and Absence, Compensation, Recruiting Dashboard, Benefits, Personal Information, My Pay, Absence, Learning, Talent, Performance, My Team's Performance, Requests, System Access Requests, Learning Trainer, and My Total Rewards. The main content area on the right is dimmed, showing a search bar and a 'What's Happening' section with various notifications and announcements.



A zoomed-in view of the bottom of the menu. It shows the following items: Requests, System Access Requests, Learning Trainer, and My Total Rewards. Below these items are two buttons: a dark button with a plus sign and the text 'Add Apps', and a light button with a pencil icon and the text 'Edit'. A mouse cursor is pointing at the 'Add Apps' button.

Step 4: Type in “Birthdays” in the Search Bar. Repeat with “Anniversaries”.

Add Apps

Personalize your menu with useful Apps.

Step 5: Click “OK, then “Done” to save your preferences.

Your “Menu” tab will now show how many upcoming birthdays and anniversaries you have on your team for the month. These number will repopulate on the 1st of every month.



Birthday Example:

Birthdays	
Worker	Birthday
D. [REDACTED]	8/13
C. [REDACTED]	8/15
C. [REDACTED]	8/23


Anniversary Example:

Anniversaries	
Worker	Next Anniversary including Date
O [redacted]	3 Year(s) on 08/12/2022
M [redacted]	4 Year(s) on 08/13/2022
D [redacted]	6 Year(s) on 08/15/2022
T [redacted]	7 Year(s) on 08/17/2022
J [redacted] (On Leave)	1 Year(s) on 08/18/2022
T [redacted]	1 Year(s) on 08/23/2022
S [redacted]	1 Year(s) on 08/24/2022

Note: your main Workday homepage screen will only reflect birthdays and anniversaries in the next 14 days.

Hello There

Your Team



3 Team Members Have Birthdays Coming Up

[redacted] 2 others

[See All Birthdays](#)