



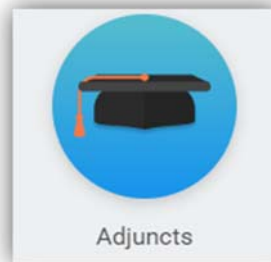
## How to Configure the Adjuncts Worklet

Worklets allow you to view multiple reports in one central location. The Adjuncts Worklet contains reports that will provide you with information about the adjuncts within the supervisory organizations you support. Follow this guide to complete the setup of your Adjuncts Worklet.

**Please follow steps 2-4 for all reports within the Worklet.**

### STEP 1

Click on the Worklet called **Adjuncts** and wait for it to load.



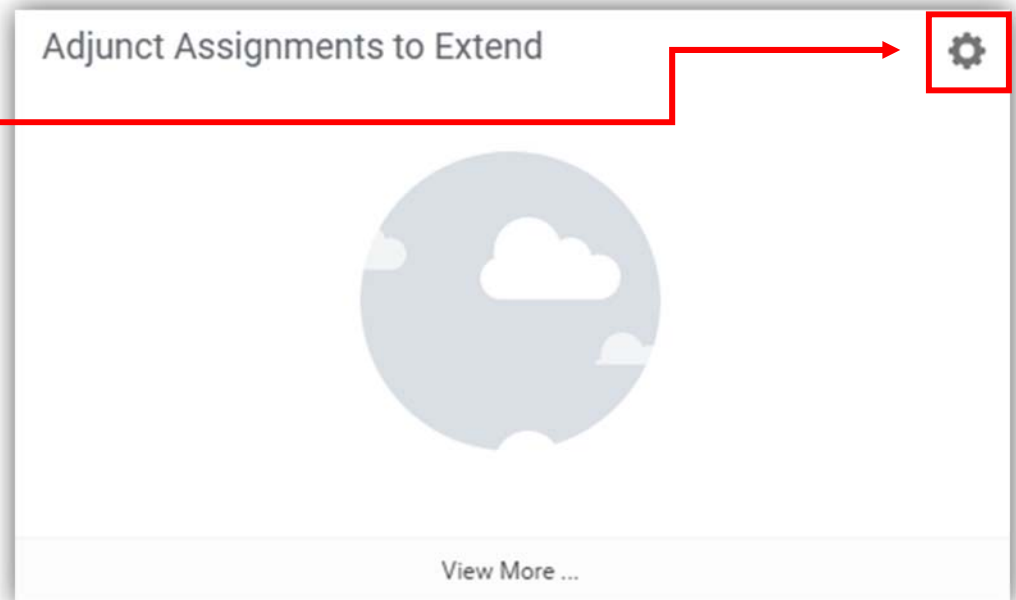
If you do not see the Adjuncts Worklet icon on your Workday Home screen you need to

manually add it by clicking on the gear icon in the upper right hand corner of your homepage.



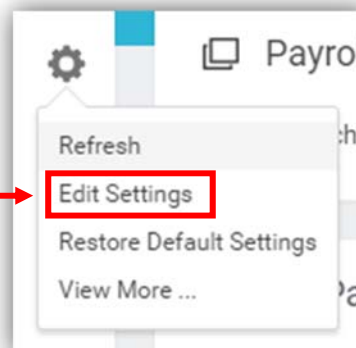
### STEP 2

Configure your settings by clicking on the gear icon for each report in the Worklet.



### STEP 3

Click "Edit Settings".



# HOW TO GUIDE

## **STEP 4**

Search for the supervisory organizations you want to view.

Adjuncts will only be in (Temporary) supervisory organizations.

You can select more than one supervisory organization

Click **OK** when you are finished.

Click **Done**.

The report will now show the data for the supervisory organizations you selected.

## **STEP 5**

Repeat these instructions for the other reports within the Adjuncts Worklet.

Edit Worklet Settings Adjunct Assignments to Extend

Edit Settings

Supervisory Organization

OK Cancel

Edit Worklet Settings Adjunct Assignments to Extend

Edit Settings

Supervisory Organization

- ☐ Human Resources (David Vernon)
- ☒ Human Resources (Temporary) (David Vernon (Inherited))
- ☐ Human Resources Systems (Temporary) () (inactive)
- ☐ Human Resources/Facilities (Lynarkah Stephen)

search

× Human Resources (Temporary) (David Vernon (Inherited))

OK Cancel

Edit Worklet Settings

The task was completed successfully.

Done