FIRST LOGIN

For logging in at the "Kiosk" please follow these steps:

1. Click '**Workday Login Button**' on the desktop.
2. Enter your received username @Swarovski.com. **Next.**
3. At first logon use your initial password.
   IMPORTANT – Pay attention to upper and lower case.
4. Now set up your own password. Please comply to the following criteria:
   o Minimum of 10 characters (minimum 1 digit and minimum one lowercase and one uppercase letter)
5. Click on **Next** to complete the login process.

To protect your data please always log-out after using Workday.

CHANGE PASSWORD / RESET PASSWORD

To change your password or reset it, you need to have your mobile phone number maintained in the system (for questions contact HR).

Note: The new password must not be identical to one of the previously used passwords. Changing your password is only possible once per day.

CHANGE LANGUAGE

1. Click on your own name in the upper right corner and then click „**View Profile"**
2. Click on "**My Account/Change Preferences**"and update the language. Click **OK.** Click **Done.**
3. **Logout/Login.** The change of language will be effective after the next login on all your devices.

SUPPORT

1. „**Need help?"-Function** (Workday Tour, First Steps, Intelligent Help) can be accessed from any page in Workday from PC/Laptop in Internet Explorer.
2. In **SIA** you can view **training documents** for Workday.
3. In case of questions please contact the **Workday Champions or HR.**

WORKLETS

Worklets are **icons on the homepage** through which you can view information or initiate tasks easily. You can personalize your worklets by clicking on the settings wheel in the right corner.

SEARCH

Through the search function (search bar at the top) you can search for people, processes or reports. You have to enter at least 3 characters.

WORKDAY INBOX

1. Click on the Inbox symbol on the Workday homepage.
2. All tasks for you are listed in the inbox.

NOTIFICATIONS

Click on your name in the right upper corner and choose **Notifications.** Notifications inform about processes that are relevant for you but where you do not need to complete a task.

workday. | **LEARNING**

PROFILE

1. Click on your own name in the right upper corner and choose „**View Profile".**

2. You can keep your professional profile updated by editing your competences and skills regularly (you can also use the function "Upload my experience").

CHANGE PERSONAL DATA

1. Click on your own name in the right upper corner and choose **„View Profile".**

2. Click on the tab „Personal" on the left side:
   - Edit personal data
   - Change your name
   - Edit/add emergency contact
   - Edit contact information

     If your phone number is changing please use following format:
   - *Country Phone Code: chose country*
   - *Area Code: 5223 (without 0)*
   - *Phone Number: 6641234567 (without Area Code)*

3. Once HR has reviewed the submitted document and approved the changes they become visible on your profile.

4. In case your request is denied / approved you will receive a notification.

UPLOAD / EDIT YOUR PHOTO

1. Click on your own name in the right upper corner and choose **„View Profile".**
2. On the actions button click **„Personal Data" > „Change My Photo".**
3. Upload your photo, crop it if necessary and click **Submit. Done**.

EDIT BANK DETAILS

1. Click on your own name in the right upper corner and choose **„View Profile".**

2. Click on the **Actions button** (under the name) > **Personal Data > Maintain Payment Elections for Worker**

3. In the field "Accounts" click edit. Update your new Bank account in the field IBAN. The new IBAN also in the field "Account Nickname (optional)" enter. If necessary update the bank name.

4. Click **OK.**

5. Review in the Payment Elections if all changes were made appropriately.

VIEW PAYSLIP

You can view your payslip directly in Workday on your **Profile** by clicking on the tab "Pay".

LINK FROM WORKDAY TO SAP

There is a direct link from **Workday to ESS** via your Worklet „Time".

WORKDAY APP FOR YOUR SMARTPHONE

You can use Workday also through the **mobile Workday App** on your company or private smartphone or tablet.

1. Download Workday App (free of charge available in App/Playstore)

2. Open the App and enter *Swarovski* when asked for "Tenants".

3. **User name** is either your e-mail address or **USER@swarovski.com**. Use your **Workday (Network/Windows) password**

4. When you are not within the Swarovski network a second authentication method will be necessary. **Done.**

When setting the Workday App up for the first time you may optionally enable a faster way of authentication through **fingerprint** (needs to be activated on your device) or **PIN** (code of 6 digits):

- After set-up you will only need the PIN or fingerprint for logging in for the next 90 days (after that you'll have to repeat the entire login procedure).