Applications & Favorites

The MyURHR Workday Home Page displays icons (applications) for the tasks, information, and reports a user can access. Workday is used for HR, Finance, and Student processes, meaning that users will see applications for all three areas. Users can change the way these icons are displayed on their Workday Home Page within each area. The Applications are meant to provide easy access and organization based on functions such as payroll, HR, and expenses. Workday also offers the ability to add reports and tasks to your **Favorites** application for easier access.

Configure Applications on Menu

Note: Applications are grouped by Category (i.e. UR Financials, Student, HR, etc.). Applications can only be re-ordered within their specific category

1. From the Workday Home Page, select **Menu**.
2. To sort Applications, select the **Sort** icon and select one of the dropdown values. Checkmark indicates the sort currently used.
3. To add an Application, select **Add Apps**.
   A. Search for the desired Application.
   B. Select the Add icon.
4. To remove or manually reorder Applications, select Edit.
   A. Select the Remove icon.

Note: Only optional applications may be removed.
   B. Drag and drop an Application to the desired location using the 6 dotted icon.
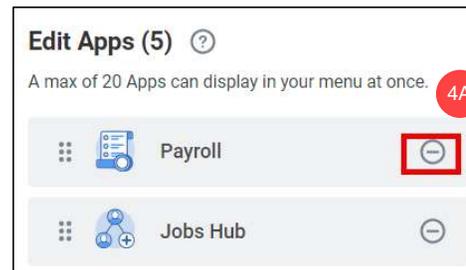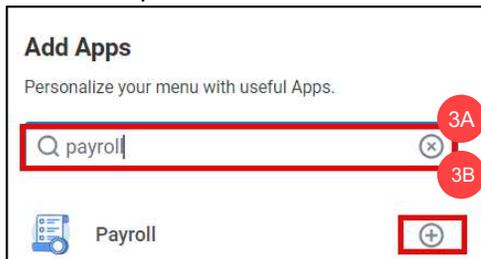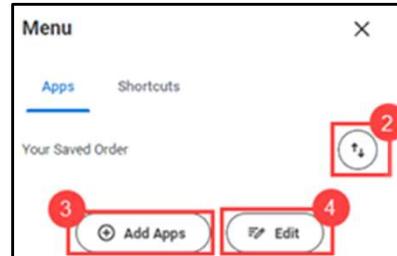
My Top Apps & App Categories

myURHR shares Workday with UR Financials & UR Student. Because of this, all Applications are sorted to exist within specific categories. The order of the categories cannot be adjusted, so in most cases, your **Top Apps** will show the top 4 myURHR applications. For those with Advising or Teaching responsibilities, this category will be listed first.

Applications can be reordered within a category. To access all available applications, the user should select either **View All Apps** below the top apps, or the **Menu** icon in the top left of the screen.

The most common Application Categories are as follows:
- Advising and Teaching
- HR Administration
- UR Financials
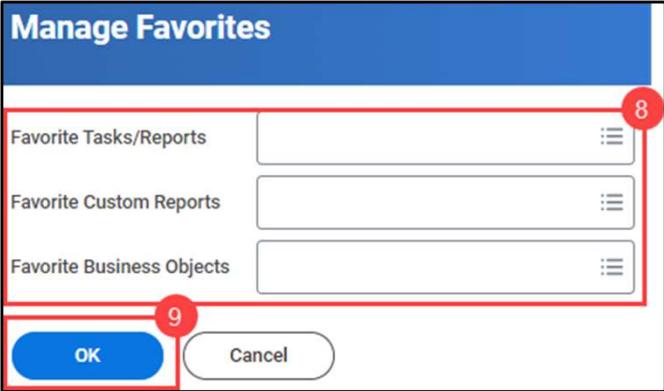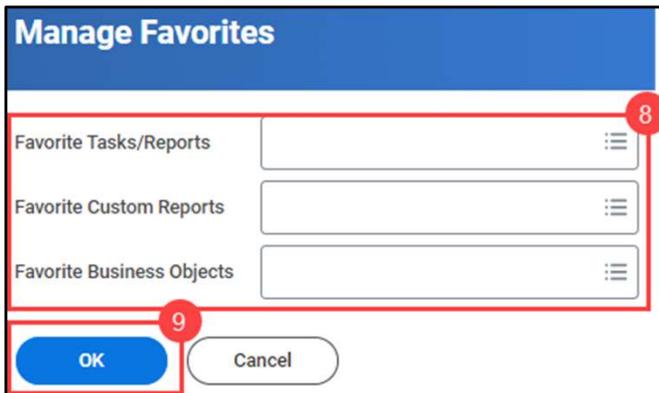- UR Student
- Personal
- Organization
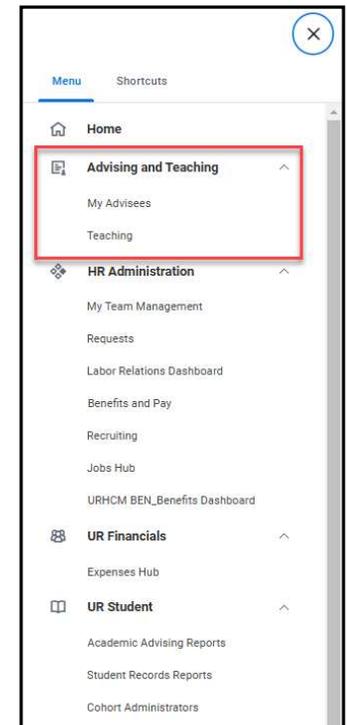
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Configure Applications on Favorites

5. From the Workday Home Page, select the **Profile** icon.
6. Select **Favorites** from the menu.
7. Select **Manage Favorites**.
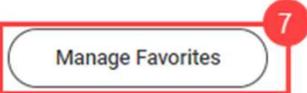
8. For each of the fields, search for the name of the task, report, or object to be saved as a favorite. Multiple tasks, reports, or objects may be entered into each field.
   A. Favorite Tasks/Reports include tasks and Workday-delivered reports
   B. Favorite Custom Reports include custom reports.
   C. Favorite Business Objects include Dashboards and specific Worktags like Program or Cost Center. Note: When adding Worktags, they will appear under My Favorites when selecting reports and tasks.

9. Select **OK** to save changes.