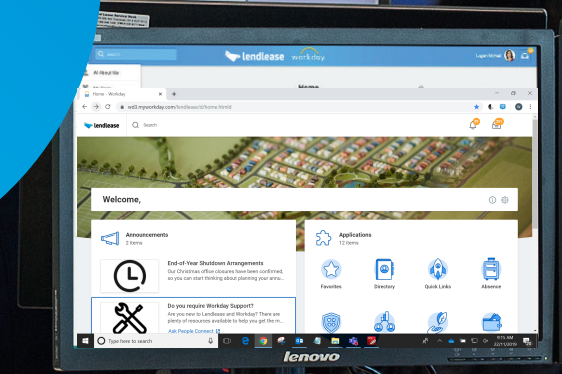


# WELCOME TO WORKDAY

EMPLOYEE TOOLKIT – 2019



**lendlease** workday®



A message from

## Alex Christie

Group Head of People & Culture

Welcome to Workday - our global people information system.

You can access Workday anywhere, anytime via most devices.

In this toolkit you will find instructions on managing people tasks, building your profile, and connecting with colleagues and opportunities across the business.

If you are a people manager, Workday will help you to support your team via improved processes, reports and dashboards.

We are committed to supporting your Workday experience. Getting help is easy, whether you reach out to People Connect, use the Help-text in-system support in Workday, or visit **People Portal**.

Thank you,

Alex

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# Getting started with Workday

As a new Workday user, please take the time to complete the getting started checklist.

STEP

01

Access Workday  
via Pulse, People Portal  
and download the App



STEP

02

Confirm that your  
personal information  
is correct



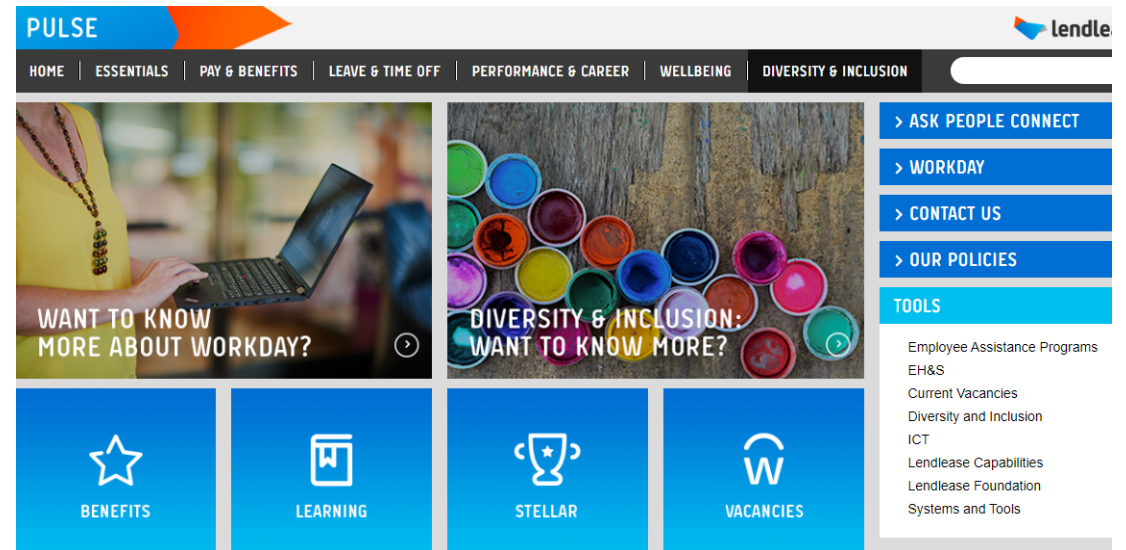
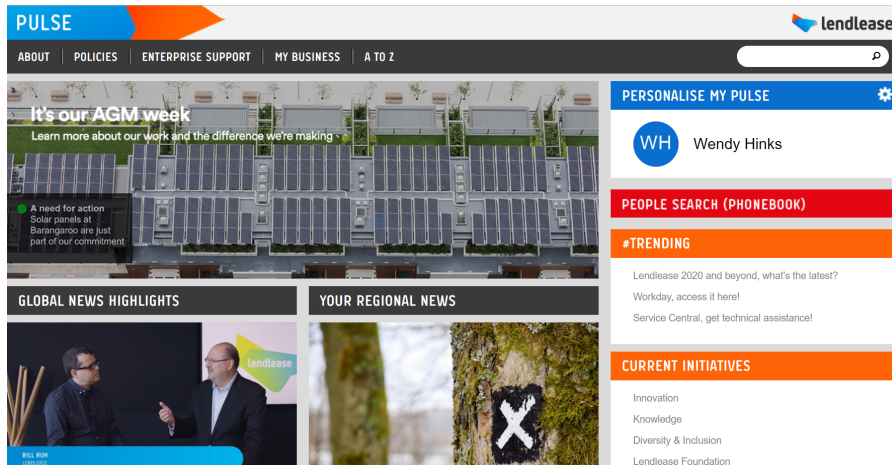
STEP

03

Build your professional  
and career profile

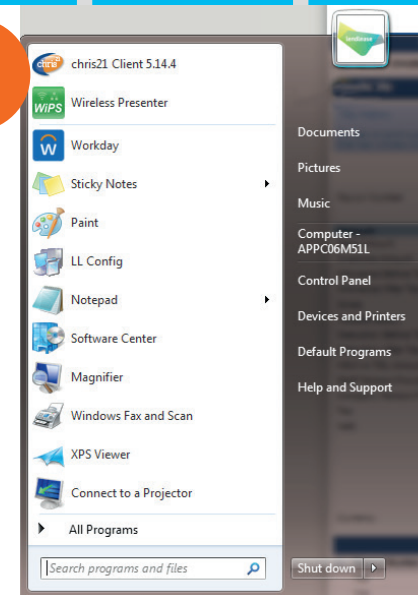


# Accessing Workday



## Accessing Workday through Pulse:

1. Search for Workday in A-Z or add Workday to 'My A to Z'
2. Click on the Workday button on People Portal
3. Via your start menu on the desktop of your Lendlease computer



# Installing the Workday App on your device



## Step 1:

From your device, access the App Store. Search for and download the free Workday app.

## Step 2:

Tap Get, and install. **DO NOT OPEN**

## Step 3:

Enter the Lendlease Workday address into Safari or on your device click on the link below.

This will automatically launch the app and populate the settings.

Lendlease Address:

<workday+https://wd3.myworkday.com/Lendlease>

## Step 4:

Select accept.

## Step 5:

Enter your Lendlease email address and password.\*

The Workday mobile App requires iOS 9.0 or higher.

The Workday App is only available on Apple and Android. People with work-issued Windows phones should use BYOD or Desktop.

\*You will need to enter your email address and password each time you use the Workday App on your device. If you have trouble logging on with your email address, try your network user ID (domain\username).



## Step 1:

From your device, access Google Play. Search for and download the free Workday app.

## Step 2:

Tap install and accept the application permissions.  
**DO NOT OPEN**

## Step 3:

Enter the Lendlease Workday address into Google or on your device click on the link below.

This will automatically launch the app and populate the settings.

Lendlease Address:

<https://myworkday.com/open-android//wd3.myworkday.com/Lendlease>





## Step 4:


Select launch via workday and accept the terms and conditions.

## Step 5:

Enter your Lendlease email address and password.\*

# What do I do with Workday? And where do I do it?

WHAT	WHERE
<p><b>Personal Information</b>                      Update your address and contact details                      Update your emergency contacts                      Upload your photo</p>	
<p><b>Inbox</b>                      Your Workday Inbox brings together all of your actions in one place                      Review notifications and important actions                      Once actions are completed they are automatically archived in Workday</p>	
<p><b>Career</b>                      Build your career profile                      View open roles                      Apply for a new role                      Refer a candidate</p>	
<p><b>Pay</b>                      View and manage your pay details                      Manage your bank account details (except China)</p>	

WHAT	WHERE
<p><b>Directory</b>                      Find a colleague and their contact information                      View teams and reporting lines                      View organisation charts</p>	
<p><b>Benefits</b>                      View your benefits (except US/UK)</p>	
<p><b>Performance</b>                      Set and view your goals                      Start development plan</p>	
<p><b>Absence</b>                      Apply for leave/PTO                      Check your leave balance                      Enter sick leave (except Italy and Japan)</p>	

# Homepage – navigating Workday is easy!

## Search

The search feature on the top left corner of the screen allows you to search for people, tasks, jobs, reports and much more.



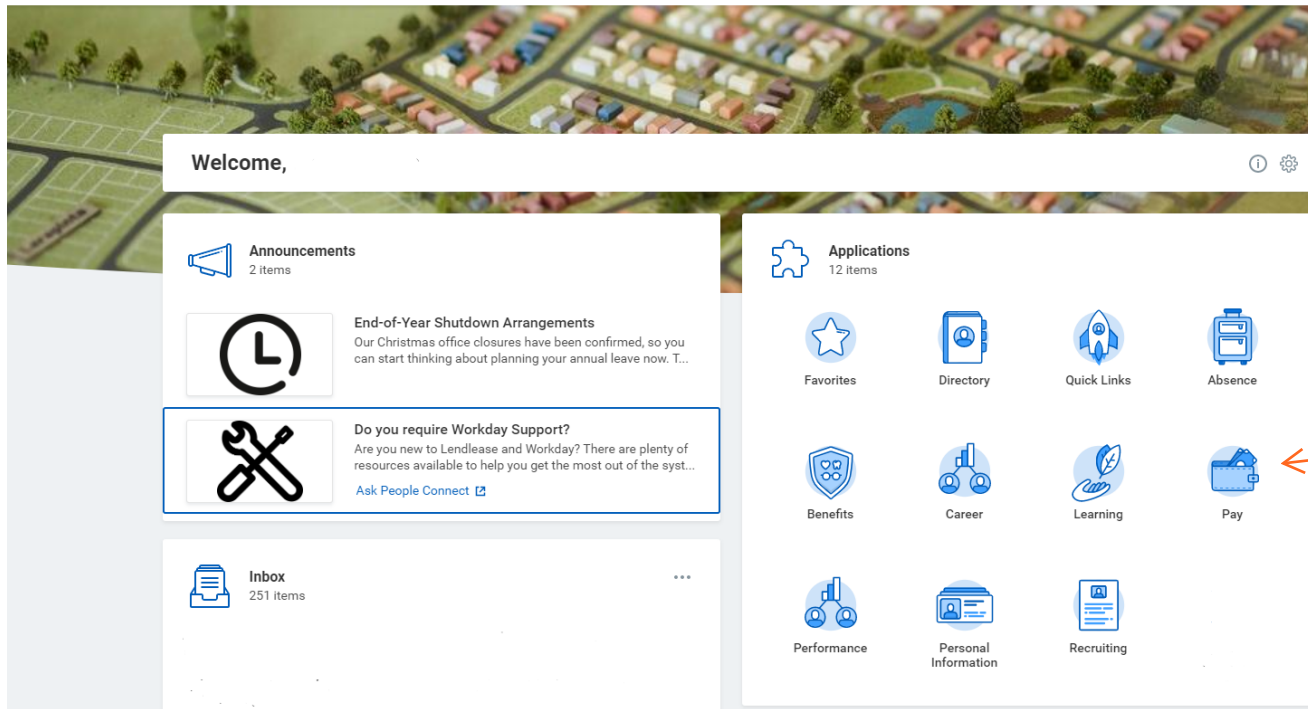
## Inbox

Access all of your action items and notifications.



## Profile

Visit your profile, view your job details, benefits, compensation and more.



## Worklet

A worklet is a compact report displayed as an icon providing easy access to tasks and information that are used regularly.





# What should I do first?

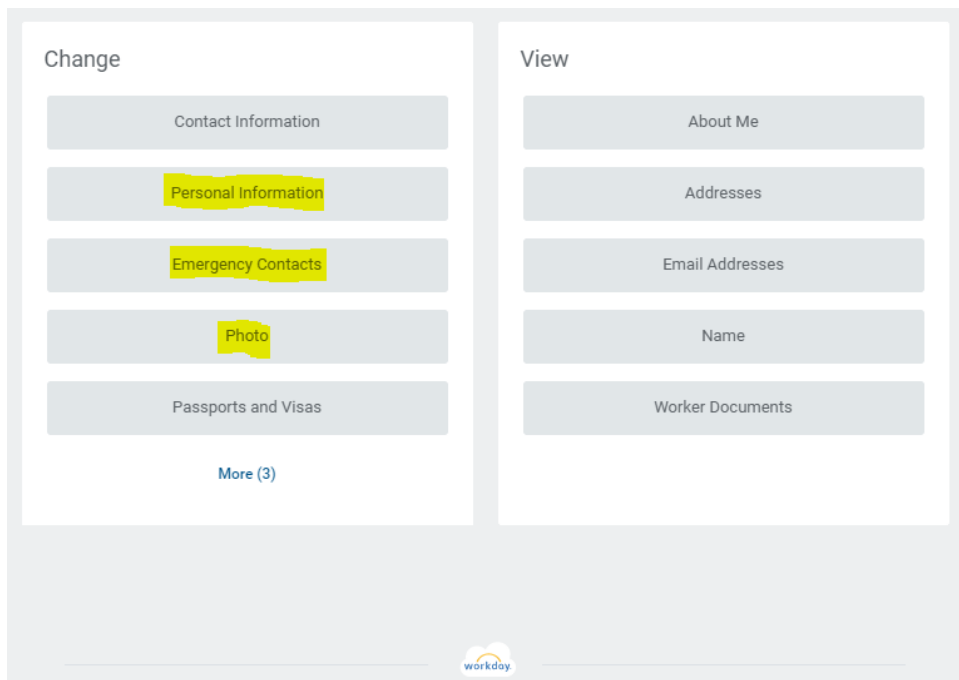
## Verify and/or update your personal information such as contact details, home address, email addresses and preferred name

Visit the Personal Information worklet > visit each action to change or verify your details

## Verify and/or update your emergency contact details

Visit the Personal Information icon > Change > Emergency Contacts and follow the instructions

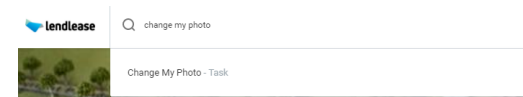
If your information is incorrect, first try to update it yourself.  
If you cannot update it contact People Connect.



## How to upload a photo

All employees are encouraged to upload a photograph in order to better connect our global team.

To upload your photo select the 'Personal Information' icon or go to the search field in the top left corner of the screen and enter "Change My Photo".



From here, follow the steps to upload your photo. When selecting your photograph, remember to keep it professional. As a guide, think LinkedIn, not Facebook.

## Aspect Ratio

Use square images for best results. Images typically display as circles within Workday, images in any other shape don't fit properly, resulting in white spaces in the circular area.

An image about 200 x 200 pixels produces good results for most applications.

## Image background

A transparent background (available with PNG images, but not with the JPG format) is optimal. However, a solid white background also produces good results.

## File format

Workday supports JPG, PNG, and GIF formats for worker images. However, PNG and JPG images produce the best results in terms of size and quality.

## Size

The maximum image size (in terms of storage) is 10 MB.



# Build your career profile

Update your career profile with your skills and experience. This can be regularly updated as you develop and further plan your career with Lendlease.

You can also apply for a new job to take the next step in your career at Lendlease, and refer a candidate.

Access via the 'Career' icon or click your name and then "View Profile" in the top right corner of Workday beneath your name.

The screenshot displays two columns of buttons. The 'Actions' column contains three buttons: 'Refer a Candidate' (highlighted in yellow), 'Start Development Plan', and 'Withdraw Application'. The 'View' column contains six buttons: 'Find Internal Jobs', 'CJF Library', 'Career Interests', 'Skills and Experience' (highlighted in yellow), 'My Applications', and 'My Referrals'.

## Skills and Experience

Actions

Position Systems Advisor V -

Skills Job History Education Languages Achievements Professional Affiliations

Edit Skills

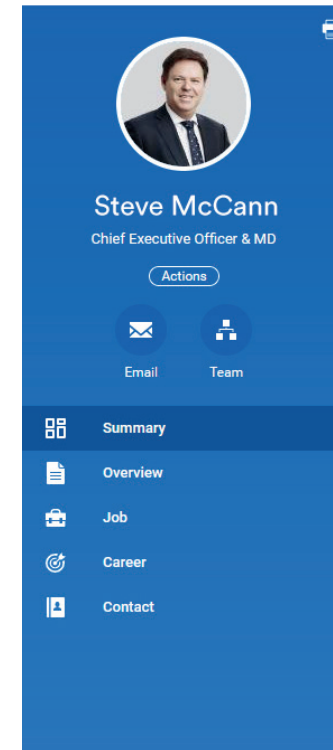
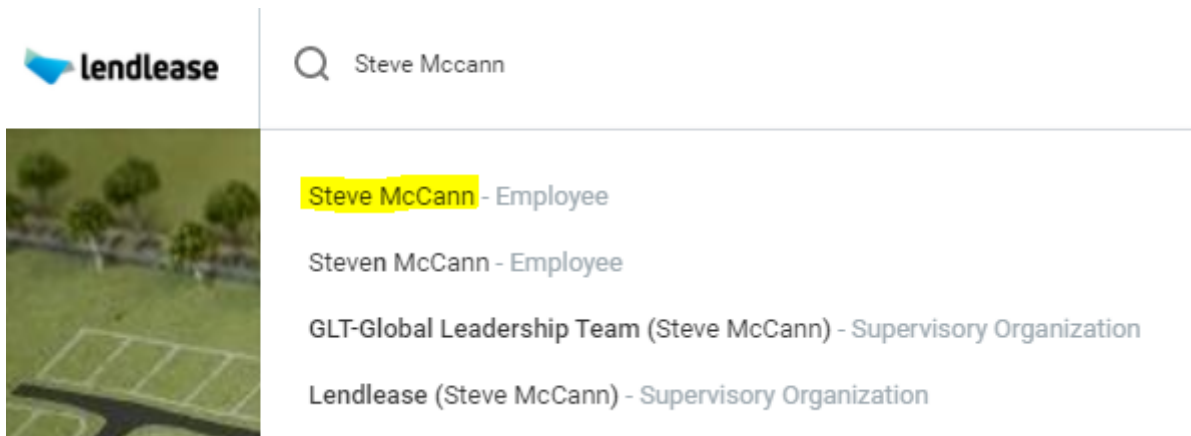


# What else can I do in Workday?

## Find and connect with colleagues through a global employee directory.

To find a colleague on Workday use the 'Directory' tools or simply enter their name in the search field in the top left corner of the screen.

Workday provides the most up-to-date employee information and will become Lendlease's source of truth for employee data.





# Organisation charts

## Find and connect with colleagues through global organisation charts.

Select 'My Org Chart' to explore people and teams across functions and businesses at Lendlease.

You can navigate org charts by using the arrows to move up and down and /or select a manager to explore their team.



You can export to excel

**Org Chart**

☰ ▾

```

graph TD
    Steve[Steve McCann  
Group Chief Executive Office...  
Sydney - Barangaroo]
    Andrew[Andrew Wilson  
Group Chief Commercial & R...  
Sydney - Barangaroo]
    Bill[Bill Ruh  
Chief Executive Officer - Digi...  
Sydney - Barangaroo]
    Denis[Denis Hickey  
Chief Executive Officer  
New York - 200 Park Ave]
    Hans[Hans Dekker  
Group Head of Engineering ...  
Sydney - Barangaroo]
    Karen[Karen Pedersen  
Group General Counsel  
Sydney - Barangaroo]
    Kylie[Kylie Rampa  
CEO Property- Australia  
Sydney - Barangaroo]
    Michael[Michael Vavakis  
Chief People Officer  
Sydney - Barangaroo]
    Neil[Neil Martin  
Chief Executive Officer, Euro...  
London - Regents Place]
    Tarun[Tarun Gupta  
Group Chief Financial Officer  
Sydney - Barangaroo]

    Steve --- Andrew
    Steve --- Bill
    Steve --- Denis
    Steve --- Hans
    Steve --- Karen
    Steve --- Kylie
    Steve --- Michael
    Steve --- Neil
    Steve --- Tarun
  
```

The screenshot displays an organization chart interface. At the top, a blue header reads "Org Chart". Below it is a navigation menu with a hamburger icon and a dropdown arrow. The main content area shows a hierarchy starting with Steve McCann (Group Chief Executive Office, Sydney - Barangaroo) at the top. Below him are nine direct reports, each with a profile card containing a photo, name, title, location, and a team size indicator in a yellow circle. The team sizes are: Andrew Wilson (8), Bill Ruh (10), Denis Hickey (7), Hans Dekker (9), Karen Pedersen (16), Kylie Rampa (9), Michael Vavakis (4), Neil Martin (7), and Tarun Gupta (13). Each card has a small downward arrow at the bottom, suggesting further drill-down options.



# Annual Leave/PTO

## View your time off (annual leave/PTO) balances and request time off with Workday.

Access your leave information anywhere, any time with Workday.

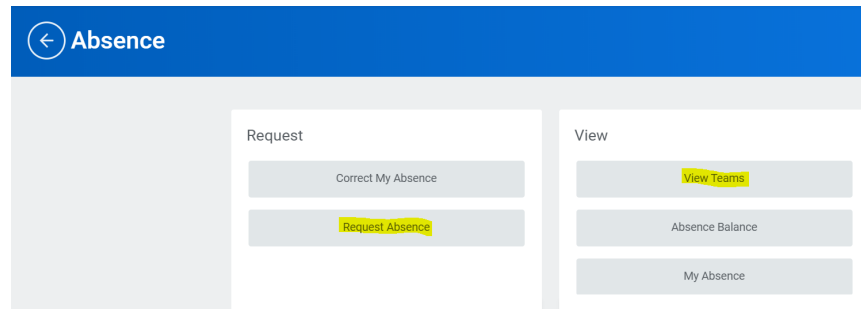
When submitting a time off request for annual or sick leave, select 'Request Absence'.

You can also view your annual leave, and your team's leave, in a centralised calendar.

## Request Leave of Absence vs Request Time Off

Request Leave of Absence is used for long periods of time off such as parental leave, unpaid leave and sabbatical leave.

Request Time Off is used for short periods of time off such as annual leave/PTO, sick and compassionate leave, well being days authorised time off and partner leave.



### Available Balance as of Today

Does not include future absence requests

88.1446 Hours - Annual Leave
86.2092 Hours - Long Service Leave
0 Hours - Purchased Leave
192.9965 Hours - Personal (Sick) and Carer's Leave
7.5 Hours - Wellbeing Leave

Select Date Range View Teams

### Balances

Balance as of 22 / 11 / 2019

Per Plan

Annual Leave (Hours)	88,1446 Hours
No Eligible Time Offs - AUS Long Service Leave	86,2092 Hours
Personal (Sick) and Carer's Leave	192,9965 Hours
Purchased Leave (Hours)	0 Hours

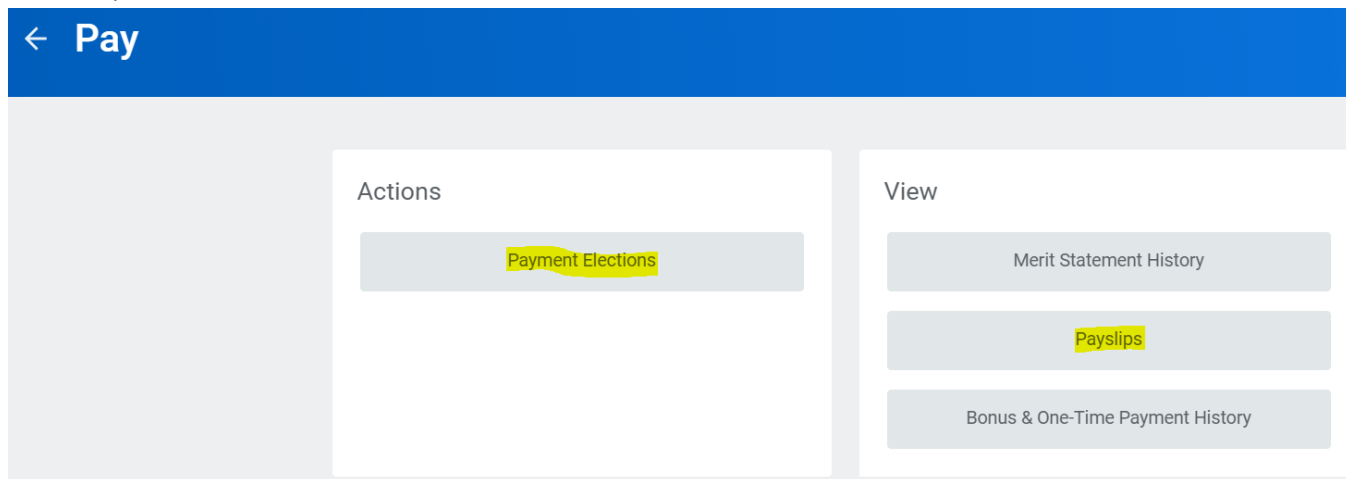
Today < > November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14

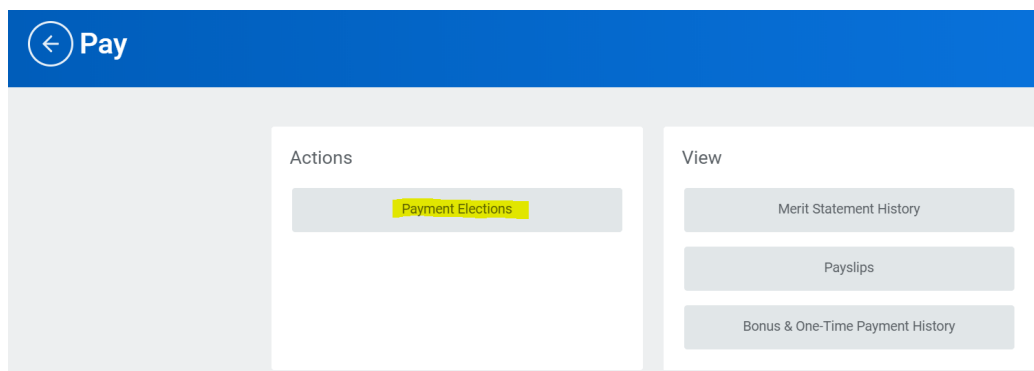


# View and manage your pay details

Click the Pay icon to manage payment elections, view your payslips, and compensation details.  
For historical payslips, please contact People Connect.



Update and manage your bank details (N/A for China - will be maintained in the payroll system).



### Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Worker Wendy Hinks  
Account Country Australia

**Account Information**

Account Nickname (optional)

BSB Number \*

Bank Name \*

Bank Identification Code

Account Type \*  Checking  Savings

# Getting help is easy

## 01

### Refer to the support materials:

- Employee toolkit
- People Manager toolkit
- FAQs

Available on Pulse

## 02

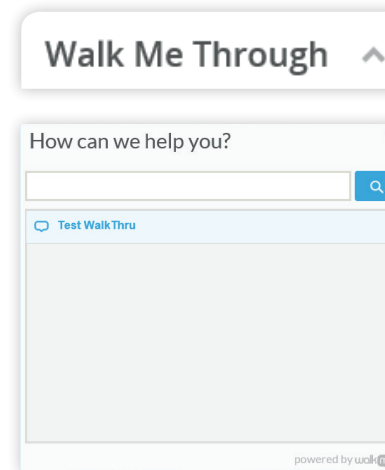
### Contact People Connect:

People Connect can help you with almost all enquiries.

## 03

### Walk Me:

Real time, in-system support tool to guide you in Workday.



## Key contacts

People Connect contact info:

[peopleconnect@lendlease.com](mailto:peopleconnect@lendlease.com)

24 hours Monday to Friday

AUSTRALIA | 1800 554 044

EUROPE | +44 (0) 20 8271 8444

| Italy: Please contact your People & Culture Representative

AMERICAS | +1 866 848 1200

ASIA | Malaysia +603 2385 9911

| Singapore 800 1811 071

| China & Japan: Please contact your People & Culture Representative