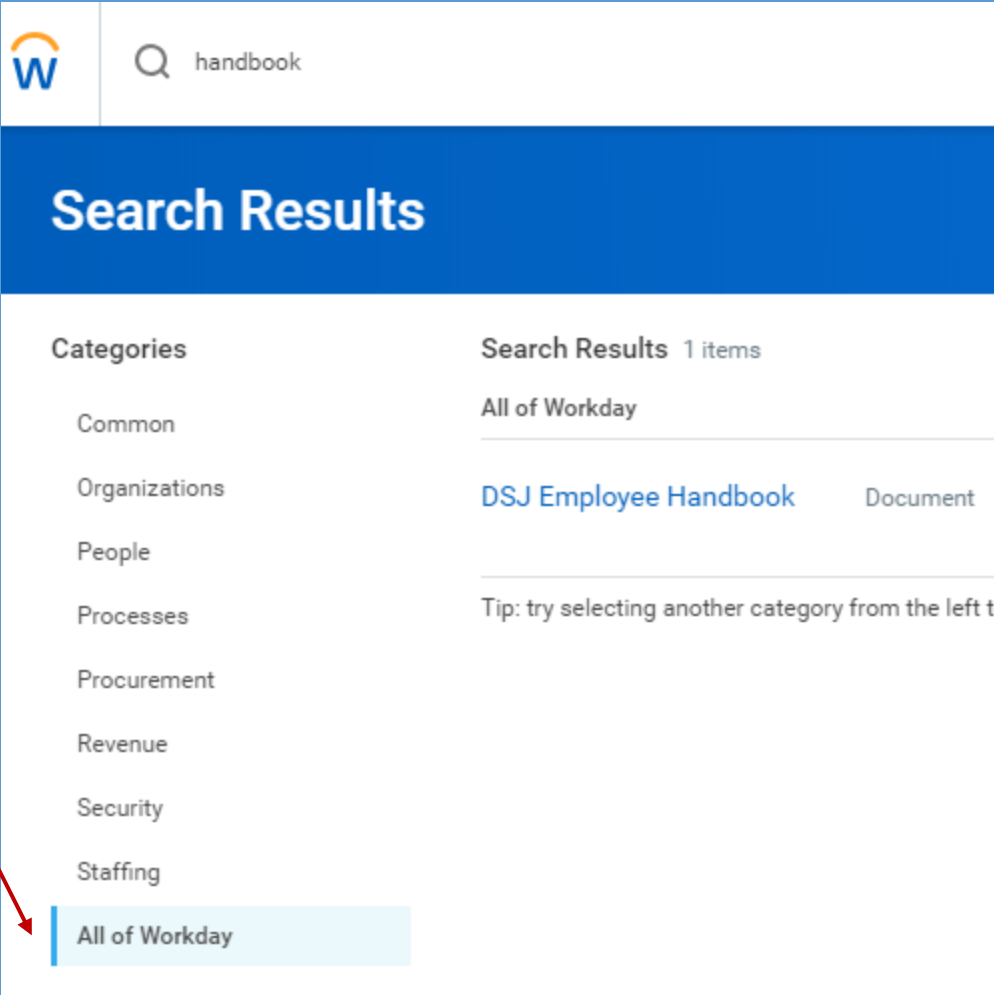


DSJ Employee Handbook

- Log into Workday.
- Search for **Handbook**.
- From the Categories menu, select **All of Workday**.
- Select the **DSJ Employee Handbook**.



The screenshot shows the Workday search interface. At the top left is the Workday logo (a blue 'W' with an orange arc above it). To its right is a search bar containing the text 'handbook'. Below the search bar is a blue header with the text 'Search Results'. Underneath, there are two columns. The left column is titled 'Categories' and lists: Common, Organizations, People, Processes, Procurement, Revenue, Security, Staffing, and 'All of Workday'. The 'All of Workday' category is highlighted with a light blue background. A red arrow points from the text 'All of Workday' in the instructions to this highlighted category. The right column is titled 'Search Results 1 items' and shows a single result: 'All of Workday' with a sub-item 'DSJ Employee Handbook' and the label 'Document'. Below the results is a tip: 'Tip: try selecting another category from the left t'.