

# ● ● ● WHAT'S NEW IN WORKDAY

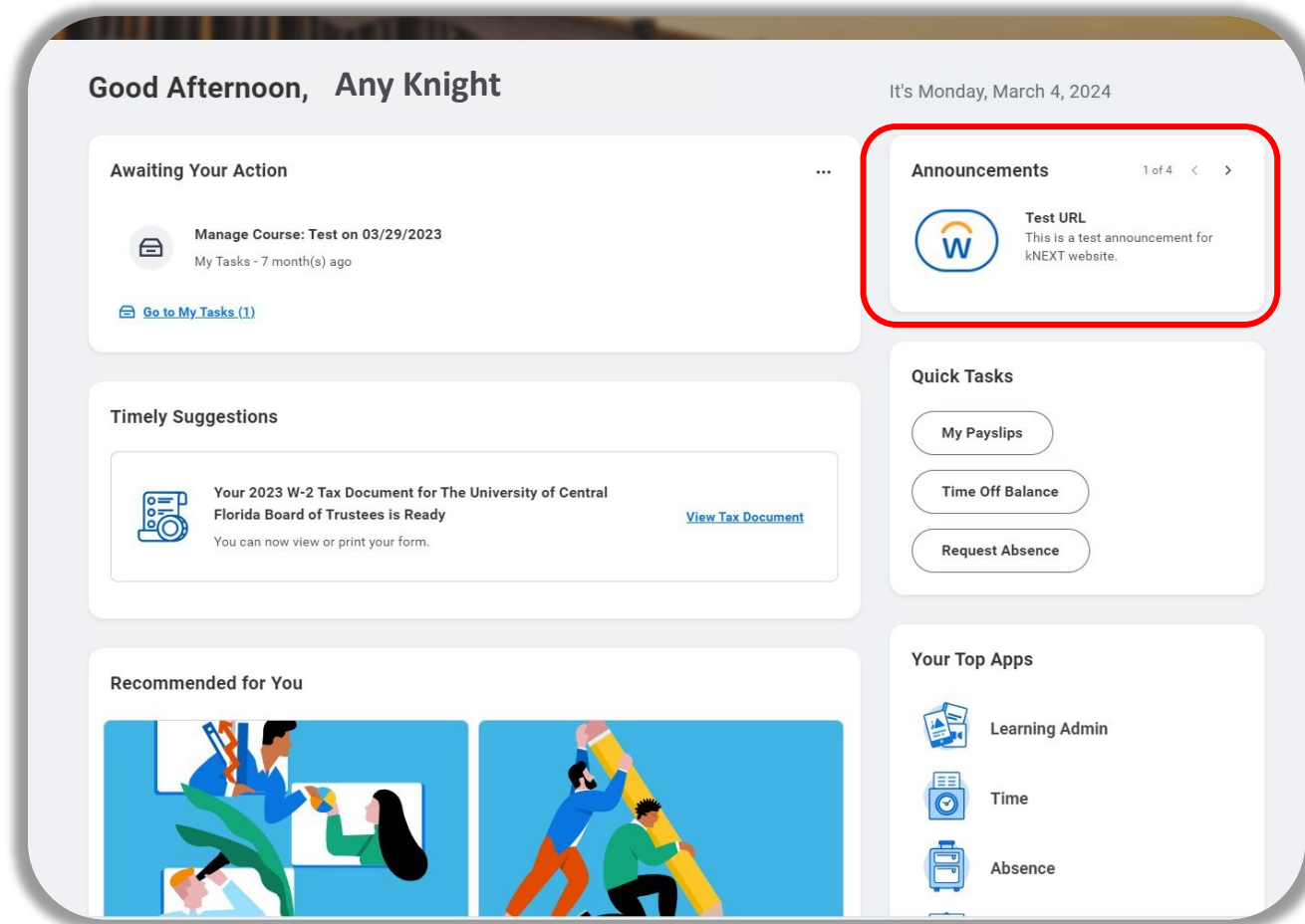


**Workday system releases**, also called system updates, install changes within Workday to make improvements and maintain the system. System releases occur every March and September.

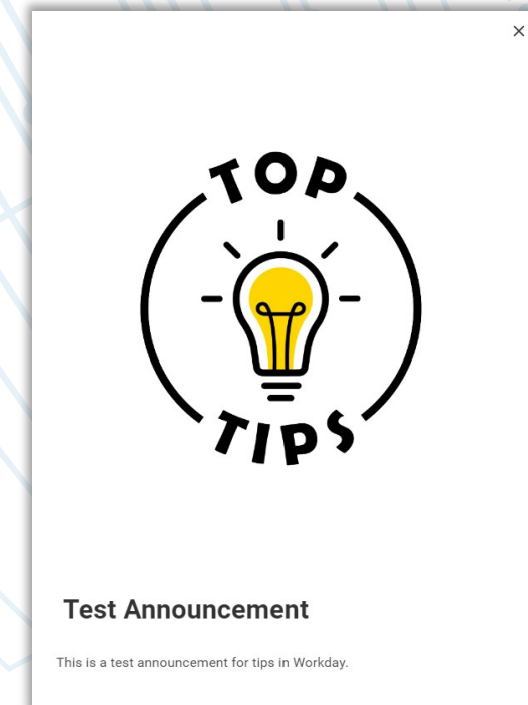
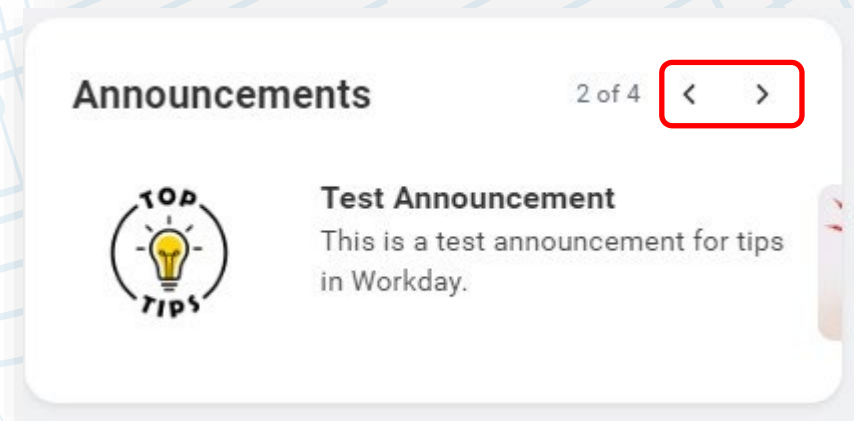
## What are the Workday Updates for March 2024?

### Item #1 - Announcements are relocated and with new navigation

**Location** - Announcements in Workday are now located in the upper right-hand corner of the home page.



**Navigation** – You can navigate through Workday announcements by clicking the navigation arrows. To expand an announcement to a larger pop-up window, click the image to expand the announcement.



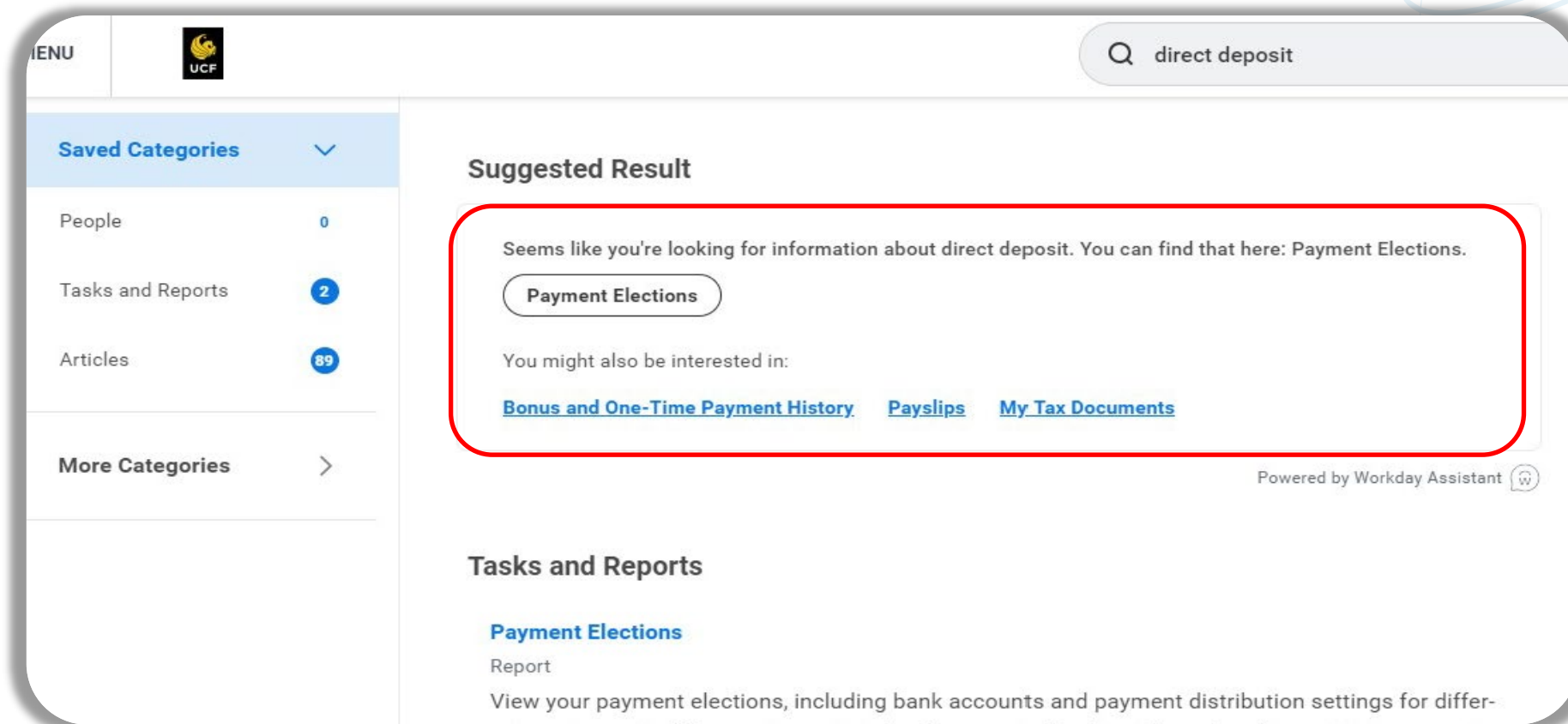
Expanded Announcement

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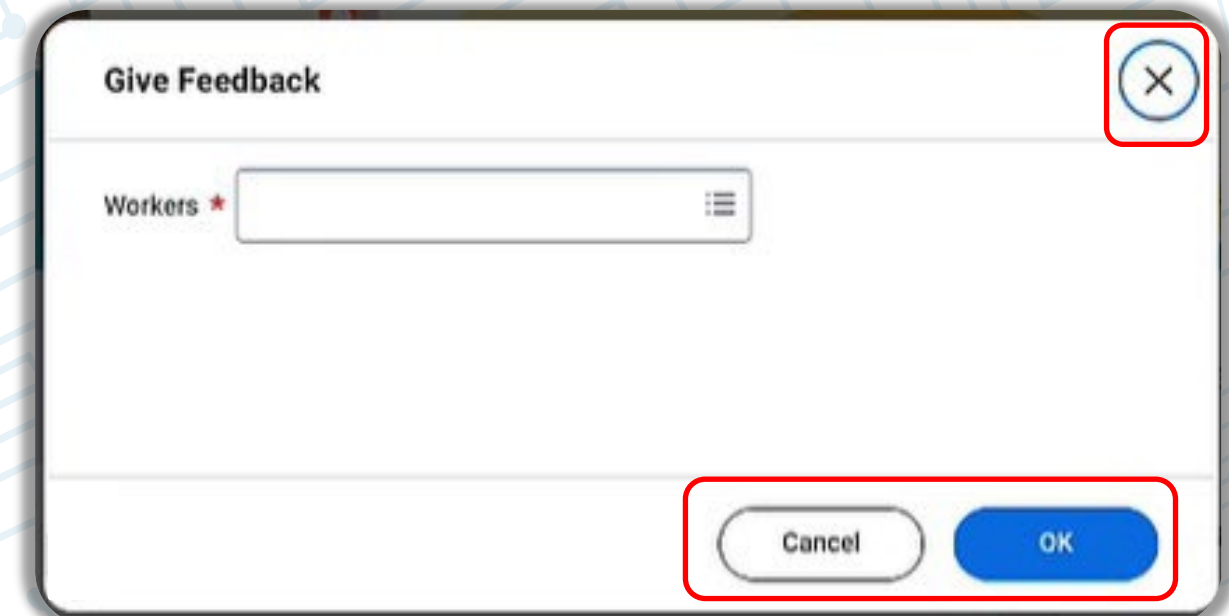
## Item #2 – Related Tasks in Searches

In addition to providing related People, Tasks and Reports and Articles, Workday search results now include related tasks. In the example search of Direct Deposit below, the results include links to Payment Elections, Bonus and One-Time Payment History, Payslips and My Tax Documents.



## Item #3 – Reformatted Pop-Up Windows

Workday Pop-Up Windows have been reformatted and now contain a larger header with a more distinctively placed close button at the top of the window. On the bottom of the window, the buttons are right aligned and are in a reversed order.

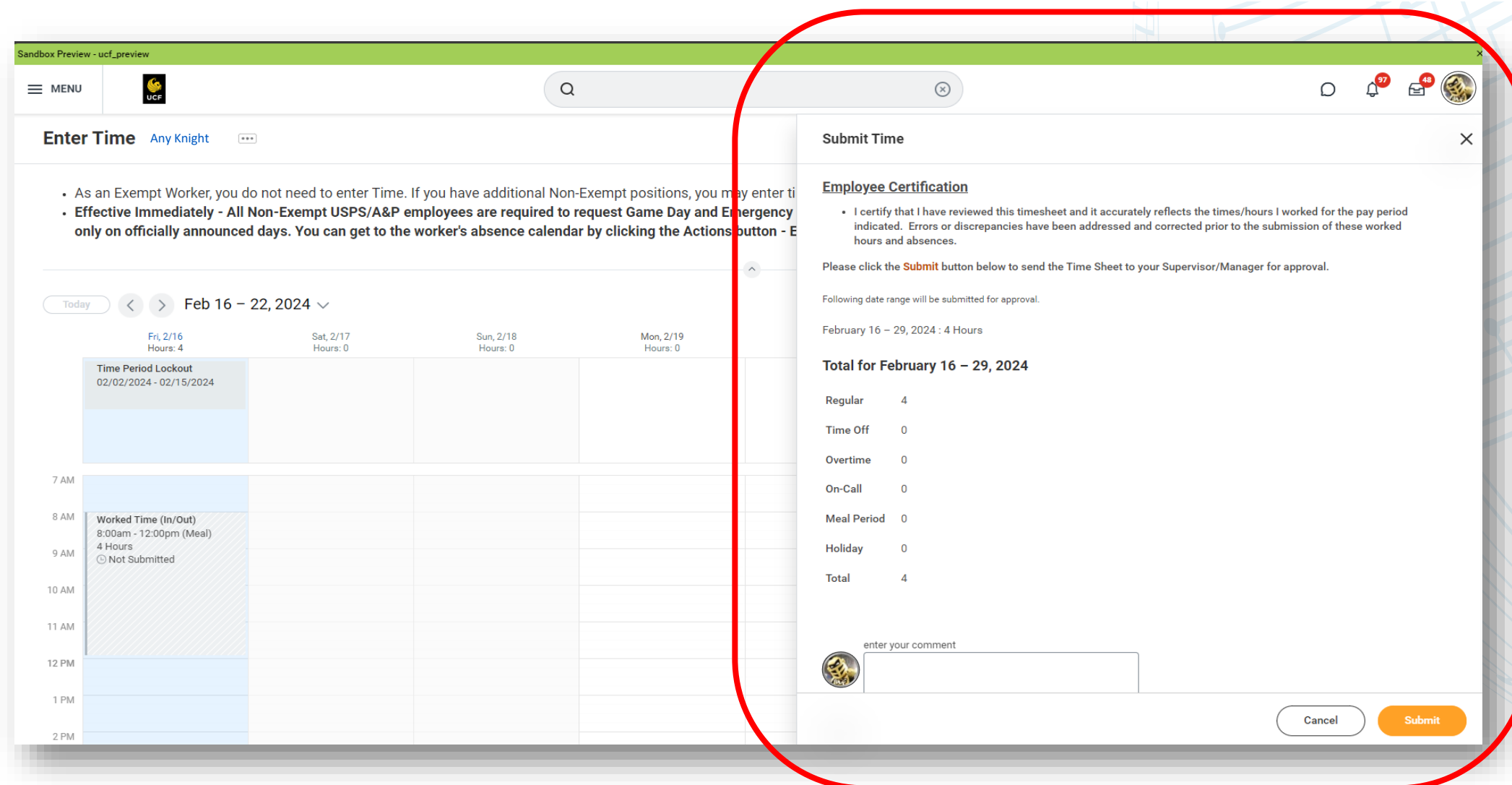


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## Item #4 - Improved the Time Entry User Experience – For Hourly (Non-Exempt Employees)

Employees that are required to submit their time worked weekly will no longer be navigated to a new page to submit their time worked. Instead, a new pop-up window displays that allows users view the time entry calendar while reviewing and submitting time which appears in the background. A sample of the new display is shared below:



### FRIENDLY REMINDERS

- [Download the Mobile App!](#) Most Workday tasks can be completed in the Workday Mobile App.
- [Visit the Workday News Blog!](#) Get the latest in Workday news, updates and communications.
- Learn about available training and our knowledge base in our new [Workday Training Catalog](#).
- [Learn your business center!](#) Each college or division has dedicated finance and HR staff committed to outstanding customer service.

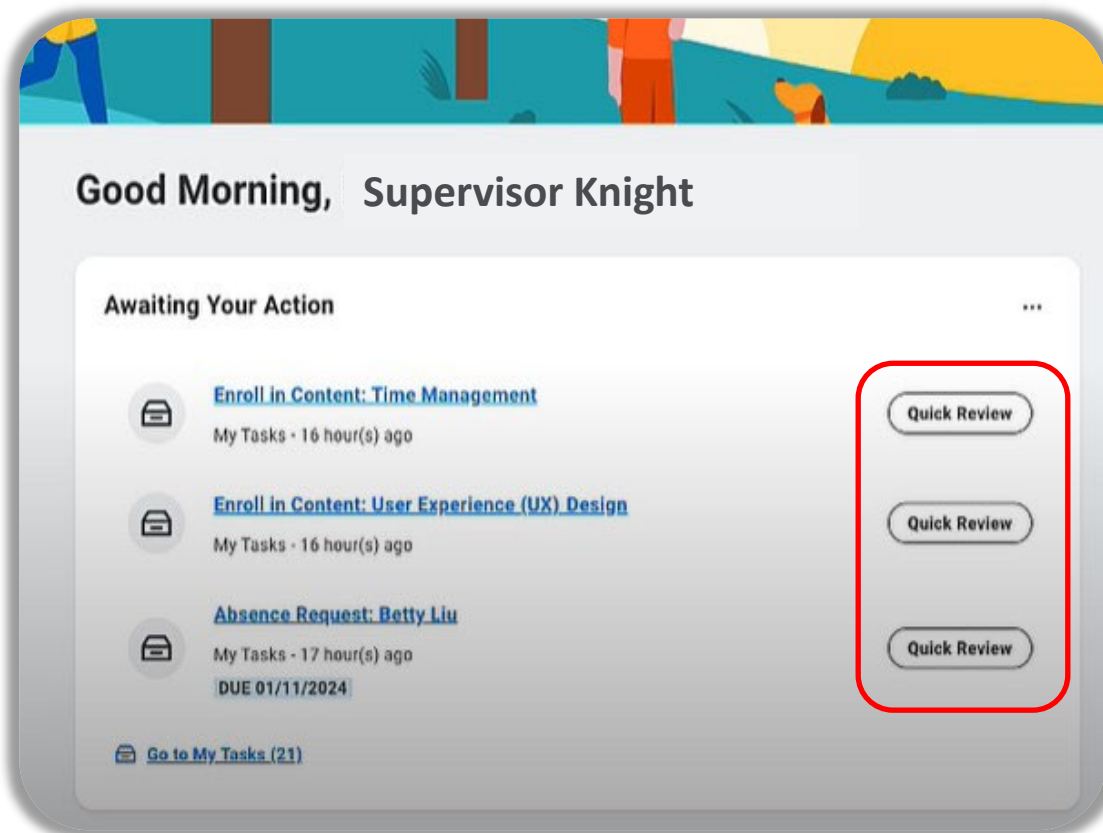
View Page 4 - 6 to learn more about the new  
“Updates for Managers in Workday”

# ●●● WHAT'S NEW FOR MANAGERS

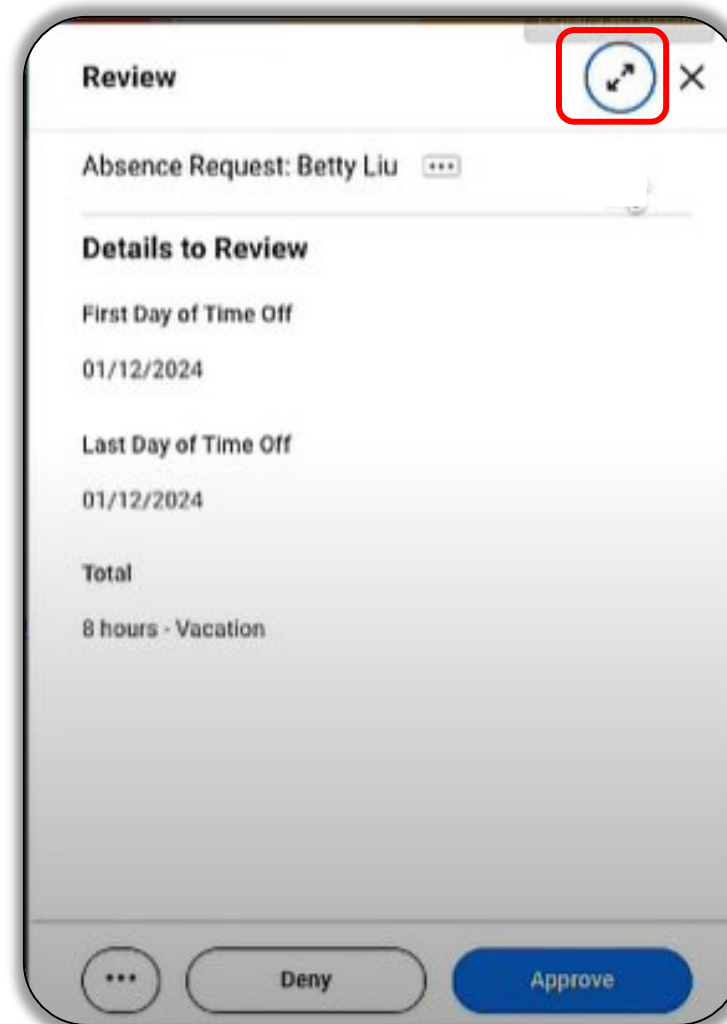


**Item #1 – New button on Workday Home page pop-up windows** - If a manager selects an item from “Awaiting Your Action” section of the Workday Home page, there is a new button in the pop-up window that appears. This pop-up window button provides managers the ability to access the related information regarding the request in an expanded window directly from the Workday Home page.

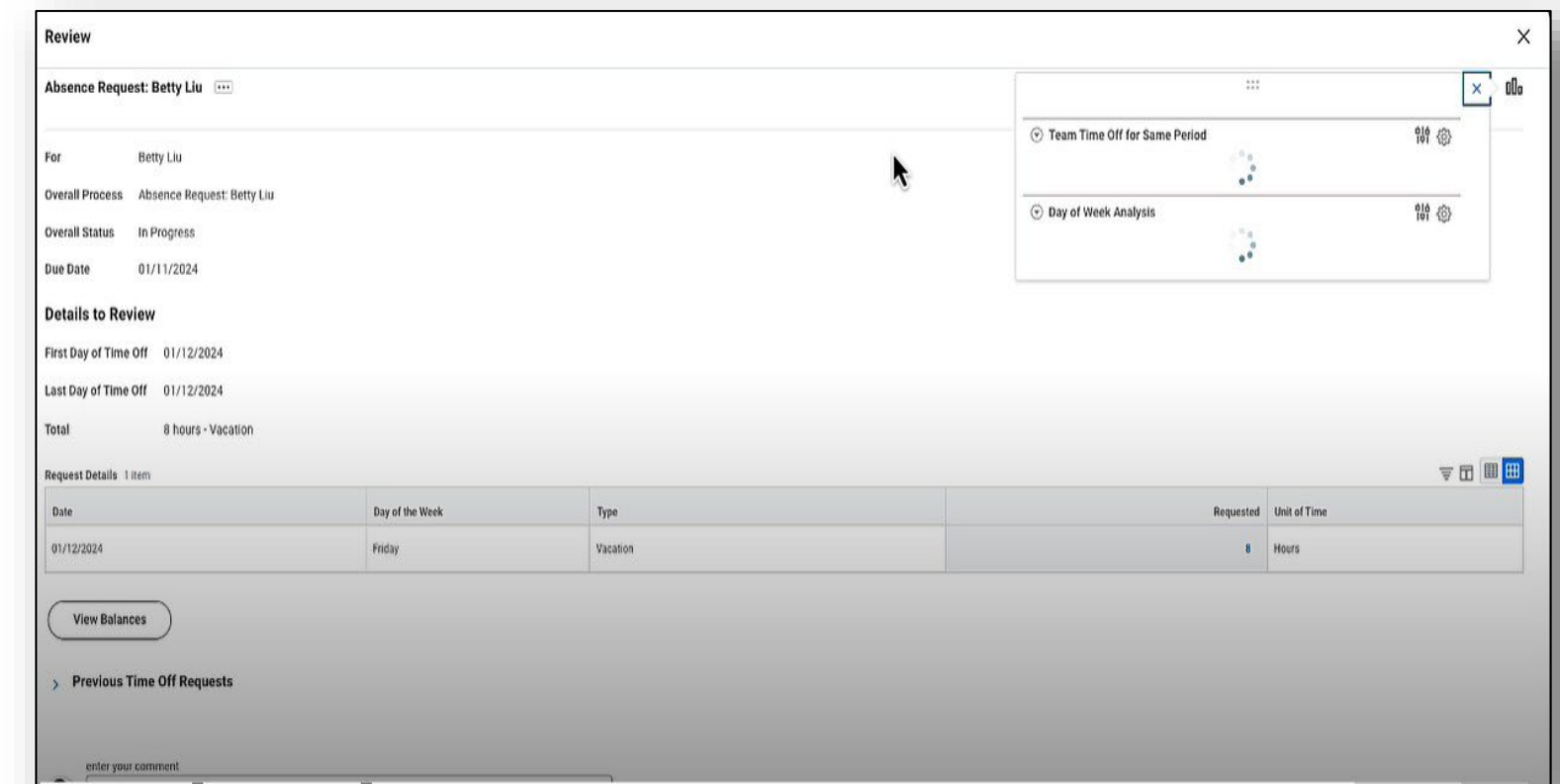
**Step 1 – Select Quick Review buttons that open the pop-up window.**



**Step 2 – Select the pop-up window's new information expansion button.**



**Step 3 – Review information details in the expanded information screen.**

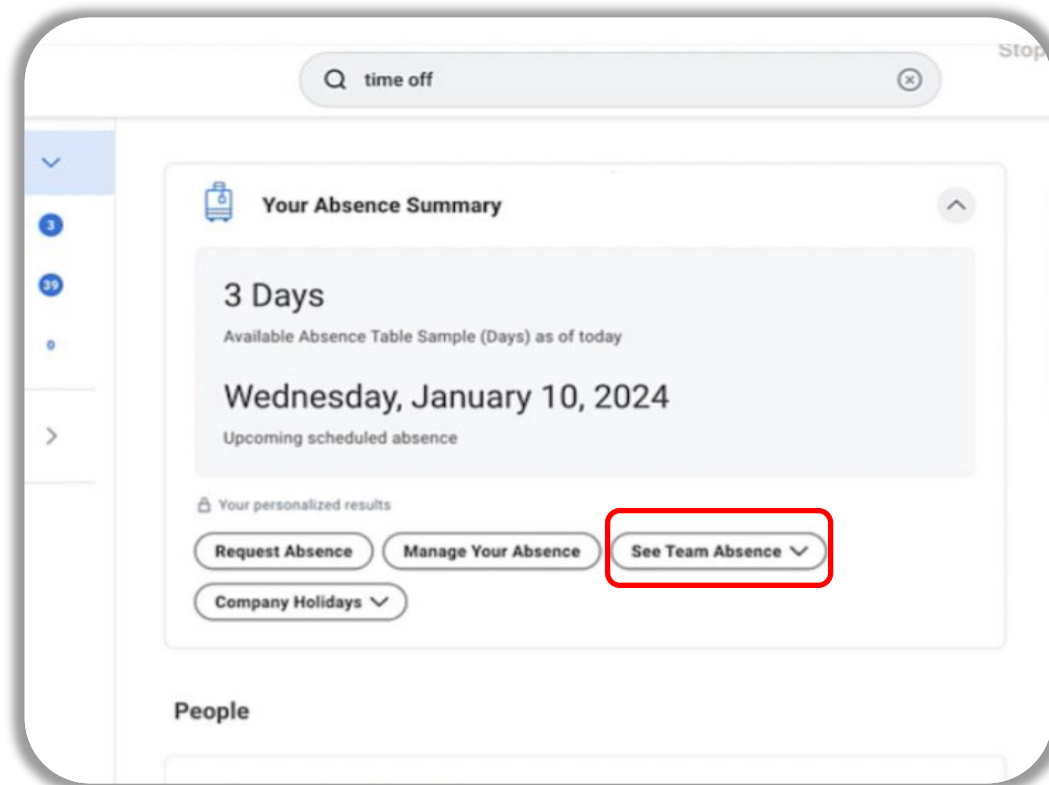


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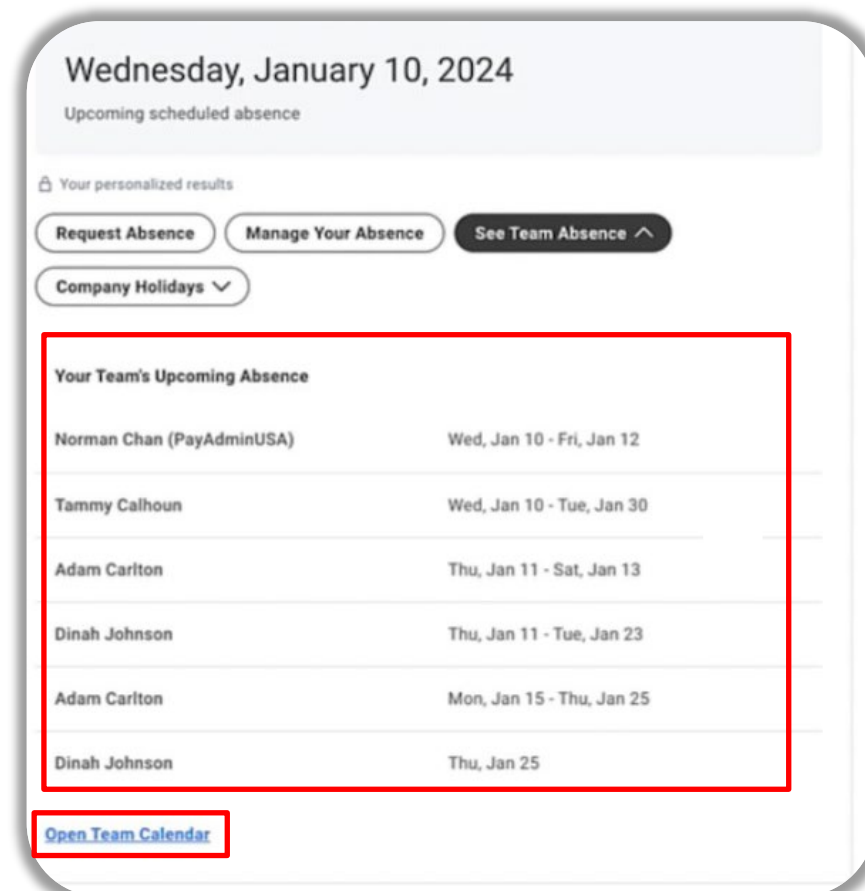


**Item #2 – Smart Summaries Links for Time Off** - If a manager conducts a search for the term “time off”, Workday provides a summary of upcoming personal absences and underneath two new Smart Summary Link buttons “See Team Absence” and “Company Holidays”. This section will review the “See Team Absence” link.

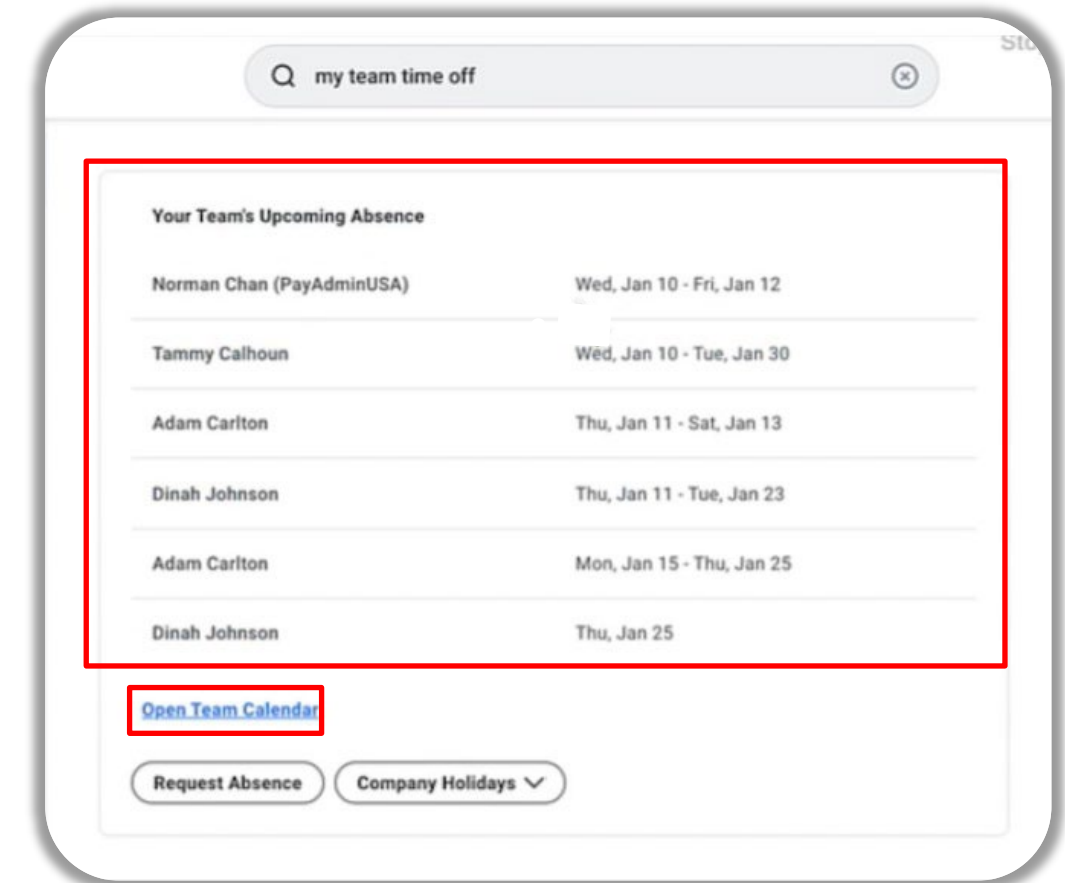
**Step 1** – Search for term “time off” and select the “See Team Absence” button.



**Step 2** – A summary of your team’s absences for the next 30-day time frame appears. For additional information, select the Open Team Calendar link, which will open the team calendar with additional information.



**Item #3 – My Team Time Off Search**- If a manager conducts a search for the term “my team time off”, Workday provides a list of your team members upcoming absences for the next 30-day period. To access additional information, select the Open Team Calendar link.

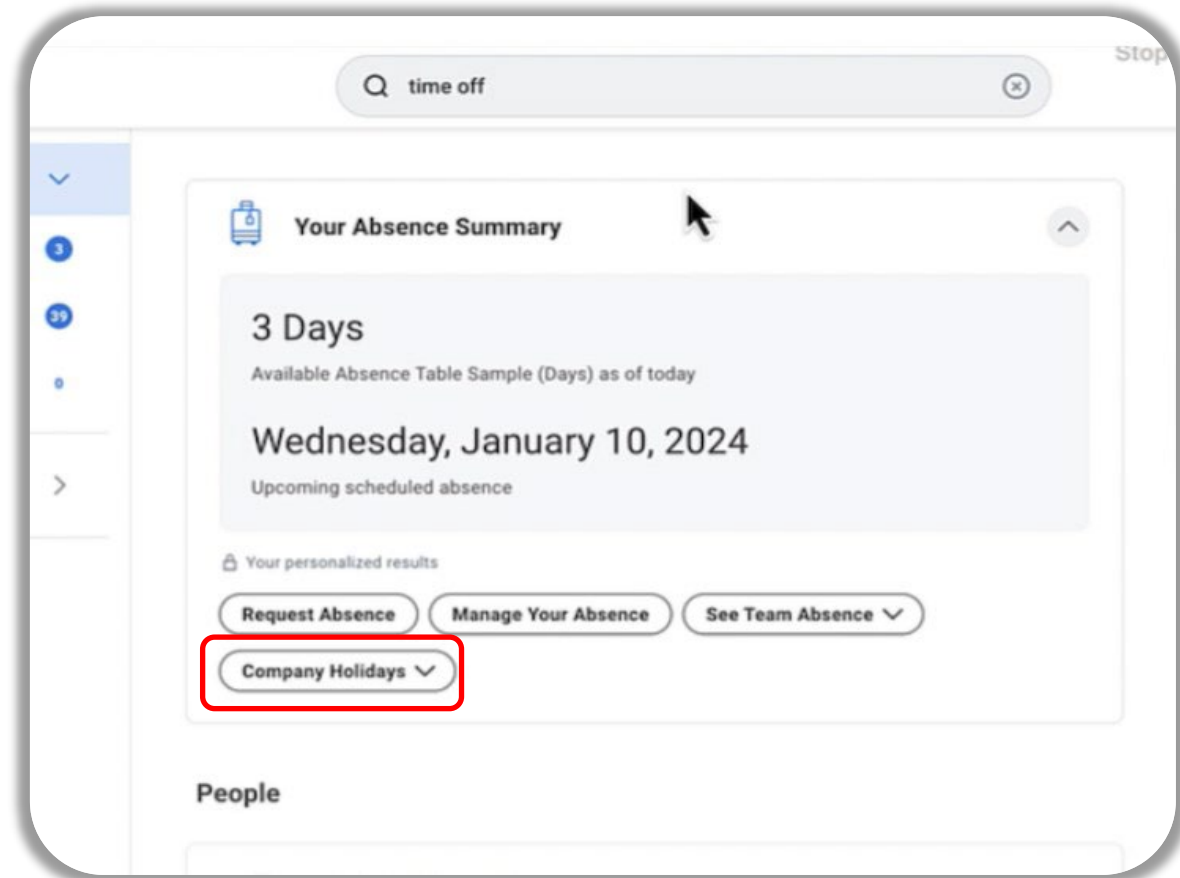


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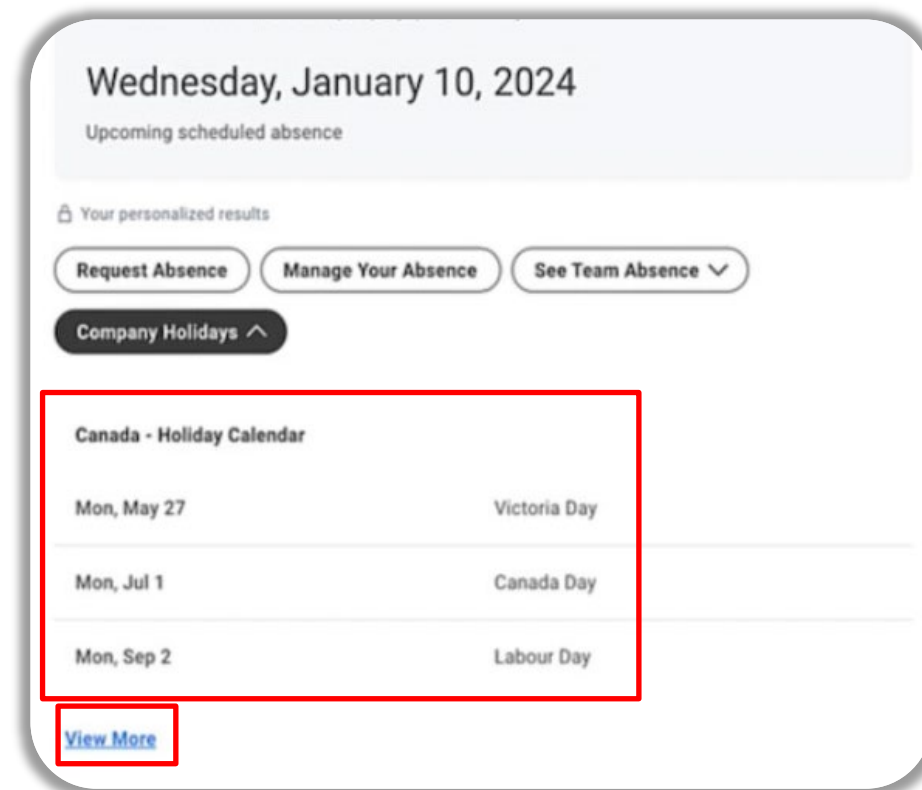


**Item #4 – Smart Summaries Links for Holidays** - If a manager conducts a search for the term “time off”, Workday provides it provides a summary of personal upcoming absences and underneath two new Smart Summary Link buttons “See Team Absence” and “Company Holidays”. This page will review the “Company Holidays” link.

**Step 1** – Search for term “time off” and select the “Company Holidays” button.



**Step 2** – A list of the next three organizational holidays will appear. For a list of all holidays, you can select the View More link at the bottom of the window.



**Step 3** – Below is an example of the pop-up window that will appear with the list of holidays.

