• 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.

Good Afternoon, Any Knight It's Monday March 4 2024 Awaiting Your Action Announcements Test URI Manage Course: Test on 03/29/2023 Ŵ This is a test ann A kNEXT website Go to My Tasks (1) Quick Tasks **Timely Suggestions** My Payslips Time Off Balance our 2023 W-2 Tax Document for The University of Central Florida Board of Trustees is Ready View Tax Documen Request Absence Your Top App Recommended for You

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.

Announcements



Test Announcement in Workday.





• WHAT'S NEW IN WORKDAY

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.

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.

		Q direct deposit
aved Categories	~	Suggested Result
People	0	Seems like you're looking for information about direct deposit. You can find that here: Payment Elections.
asks and Reports	2	Payment Elections
Articles	89	You might also be interested in: Bonus and One-Time Payment History Payslips My Tax Documents
More Categories	>	Powered by Workday Assistant 💮
		Tasks and Reports
		Payment Elections
		Report View your payment elections, including bank accounts and payment distribution settings for differ-



Item #3 – Reformatted Pop-Up Windows

ive Feedback		\otimes
orkers *	:=	
	Cancel	ĸ

• WHAT'S NEW IN WORKDAY

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:

andbox Previe	ew - ucf_preview					
	ucf		Q		\otimes	d d ^o e 🏵
Enter	r Time Any Knight 🚥				Submit Time	×
• E	Effective Immediately - All Nonly on officially announced	on-Exempt USPS/A&P e days. You can get to the	employees are required to r	Exempt positions, you may enter ti request Game Day and Emergency r by clicking the Actions button - E	Employee Certification • I certify that I have reviewed this timesheet and it accurately reflects the t indicated. Errors or discrepancies have been addressed and corrected pr hours and absences. Please click the Submit button below to send the Time Sheet to your Supervisor Following date range will be submitted for approval.	or to the submission of these worked
	Fri, 2/16 Hours: 4	Sat, 2/17 Hours: 0	Sun, 2/18 Hours: 0	Mon, 2/19 Hours: 0	February 16 – 29, 2024 : 4 Hours	
	Time Period Lockout 02/02/2024 - 02/15/2024				Total for February 16 – 29, 2024 Regular 4 Time Off 0 Overtime 0	
7 AM					On-Call 0	
8 AM 9 AM 10 AM	Worked Time (In/Out) 8:00am - 12:00pm (Meal) 4 Hours ⓒ Not Submitted				Meal Period 0 Holiday 0 Total 4	
11 AM 12 PM					enter your comment	
1 PM						Cancel
2 PM						



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 <u>Workday Training Catalog</u>.
- 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.

ood N	Norning, Supervisor Knight	
Awaiting	y Your Action	
	Enroll in Content: Time Management My Tasks - 16 hour(s) ago	Quick Review
	Enroll in Content: User Experience (UX) Design My Tasks - 16 hour(s) ago	Quick Review
6	Absence Request: Betty Liu My Tasks - 17 hour(s) ago DUE 01/11/2024	Quick Review

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

	Review					
eview (x ⁿ) ×	Absence Request: Betty Liu 🚥					×
absence Request: Betty Liu	For Betty Liu Overall Process Absence Request: Betty Liu			k	 Team Time Off for Same Period Day of Week Analysis 	19 (B)
etails to Review	Overall Status In Progress Due Date 01/11/2024					101 127
rst Day of Time Off	Details to Review First Day of Time Off 01/12/2024					
1/12/2024	Last Day of Time Off 01/12/2024					
ast Day of Time Off	Total 8 hours - Vacation Reguest Details 1 litem					⊽ 🖬 🄳
1/12/2024	Date	Day of the Week	Туре			Unit of Time
otal	01/12/2024	Friday	Vacation		8	Hours
8 hours - Vacation	View Balances					
	enter your comment	-				
(··· Deny Approve:						





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

• WHAT'S NEW FOR MANAGERS

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.

	Q time off	8
~ D	Your Absence Summary	^
Ð	3 Days	
•	Available Absence Table Sample (Days) as of today	
>	Wednesday, January 10, 2024 Upcoming scheduled absence	
	Your personalized results Request Absence Manage Your Absence See Team Absence	
	Company Holidays V	
	People	

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.

Your personalized results	
Request Absence Manage Your Absence	See Team Absence A
Company Holidays 🗸	
Your Team's Upcoming Absence	
Norman Chan (PayAdminUSA)	Wed, Jan 10 - Fri, Jan 12
Tammy Calhoun	Wed, Jan 10 - Tue, Jan 30
Adam Cariton	Thu, Jan 11 - Sat, Jan 13
Dinah Johnson	Thu, Jan 11 - Tue, Jan 23
Adam Carlton	Mon, Jan 15 - Thu, Jan 25
Dinah Johnson	Thu, Jan 25





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.

Your Team's Upcoming Absence	
Norman Chan (PayAdminUSA)	Wed, Jan 10 - Fri, Jan 12
Tammy Calhoun	Wed, Jan 10 - Tue, Jan 30
Adam Carlton	Thu, Jan 11 - Sat, Jan 13
Dinah Johnson	Thu, Jan 11 - Tue, Jan 23
Adam Carlton	Mon, Jan 15 - Thu, Jan 25
Dinah Johnson	Thu, Jan 25

••• WHAT'S NEW FOR MANAGERS

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.

	/our Absence Summary	~
3 D	ays	
	ble Absence Table Sample (Days) as of today	
We	dnesday, January 10, 2024	
Upcor	ning scheduled absence	
🖨 Your pe	rsonalized results	
Reques	st Absence Manage Your Absence See Tea	m Absence V
Compa	ny Holidays 🗸	

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.

Upcoming scheduled absence	e
Your personalized results	
Request Absence Manag	ge Your Absence See Team Absence 🗸
Company Holidays 🔨	
Canada - Holiday Calendar	
Mon, May 27	Victoria Day
Mon, May 27 Mon, Jul 1	Victoria Day Canada Day





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

Canada - Holiday Calen	dar
Mon, May 27	Victoria Day
Mon, Jul 1	Canada Day
Mon, Sep 2	Labour Day
Mon, Oct 14	Thanksgiving Day
Wed, Dec 25	Christmas Day
Thu, Dec 26	Boxing Day
Wed, Jan 1	New Year's Day