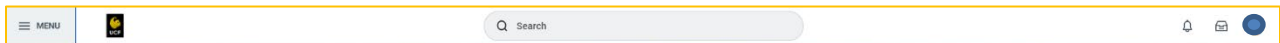


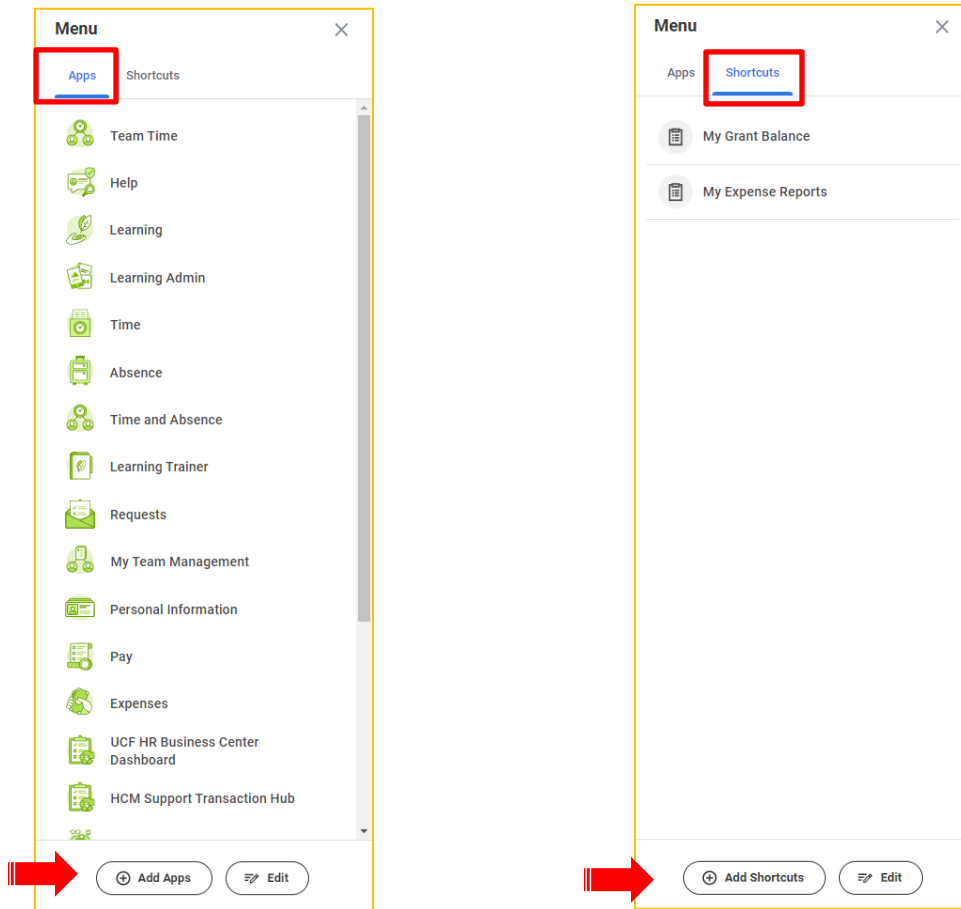
UCF's first Workday system update took place **Saturday, September 10**. Workday releases two system updates annually (March and September) to launch new system functionality. All UCF employees (including faculty and staff) will notice global navigation menu changes and enhancements.

## Updates to Global Navigation

At the top of your Workday home page in your global navigation area, you will notice that the left side of your navigation bar now contains the word "Menu" beside the menu icon. When you click it, you see two tabs: one for your **Apps** and another for your **Shortcuts**.



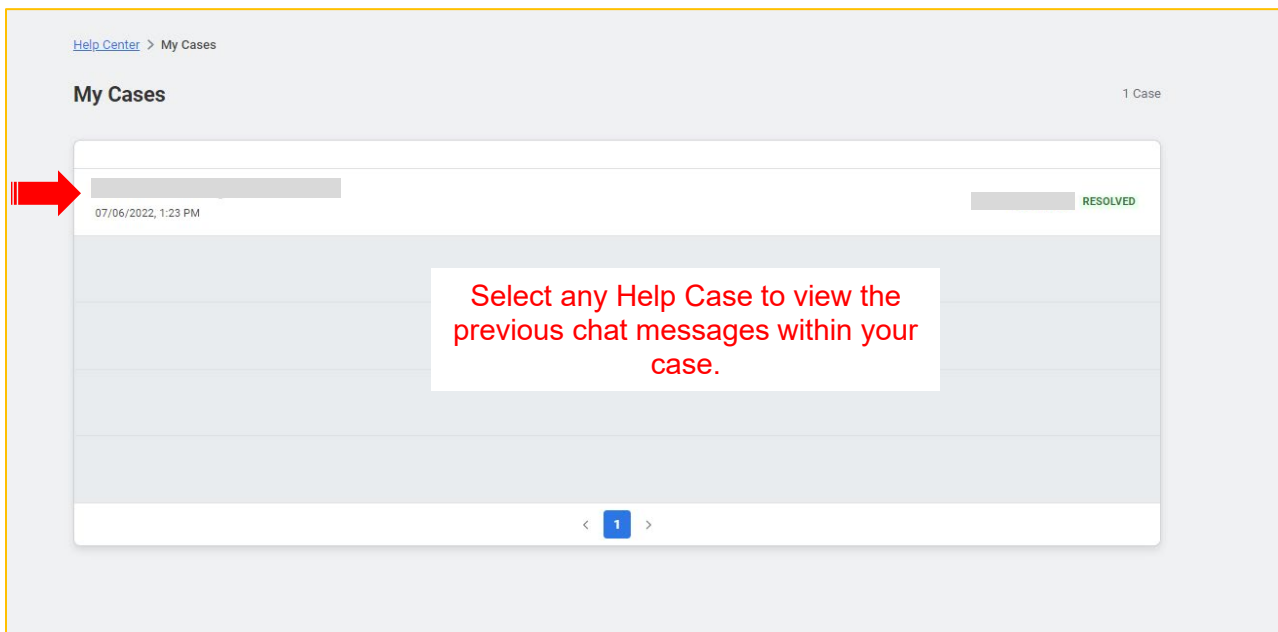
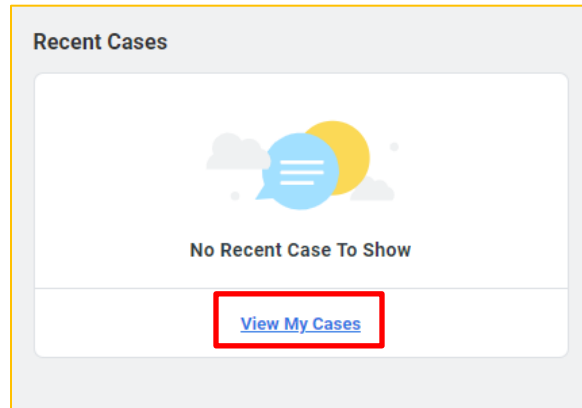
As you navigate between each tab, you can edit the sections by using the **Add** and **Edit** buttons at the bottom of each section.



**View My Cases**



Navigate to the **Help** app and the **View My Cases** section. In the updated page layout, you can view your Help cases in more detail.



**Workday Learning**

Learning

Workday Learning now provides users the option to *View a Course Again* once you have completed a course. To view this change, navigate to the **Learning** app > **My Learning** > **View Your Learning History**. You can also view this change by completing any course within Learning.

**BEFORE UPDATE**

The screenshot shows a completed course titled "Test AJ 09072022" with a completion date of Sep 7, 2022. The course details show "Lessons in This Course" with one lesson, "Test", which is completed. A "Retake Course" button is visible in the course summary panel on the right, along with a message: "Retake Course. We recommend you retake this course if you want to improve your results."

**AFTER UPDATE**

The screenshot shows the updated interface for the completed course, now titled "Test AJ 09072022 New". The course details remain the same, but the "Retake Course" button has been replaced by a "View Course Again" button. A "Save" button is also visible at the bottom of the course summary panel.

**Purchase Orders (POs)**

If you have a PO in Workday, you will now be able to view the complete PO description.

Service Order Line	Line	Company	Item and Category	Business Document Status	Tax	Tax Recoverability	Tax Option
	1	The University of Central Florida Board of Trustees	Item Description CHANGE ORDER #1 TO INCREASE PO# 332716 TO ADD FUNDING TO MATCH...more Commodity Code Spend Category SCH098 Software Maintenance Services		Tax Applicability USA Nontaxable Tax Code		

CHANGE ORDER #1 TO INCREASE PO# 332716 TO ADD FUNDING TO MATCH PROPOSAL (AMOUNT WAS ADDED INCORRECTLY)

**New to Workday Mobile**

You now can edit your W-4 withholding elections in the Workday mobile app. For more step-by-step instructions, please reference the [Manage Payroll Options](#) knowledge article.

