



Workday 39 System Update

Feature Highlights | September 2022

Agenda

- Workday Update Methodology
- Feature Highlights
- Stay Tuned

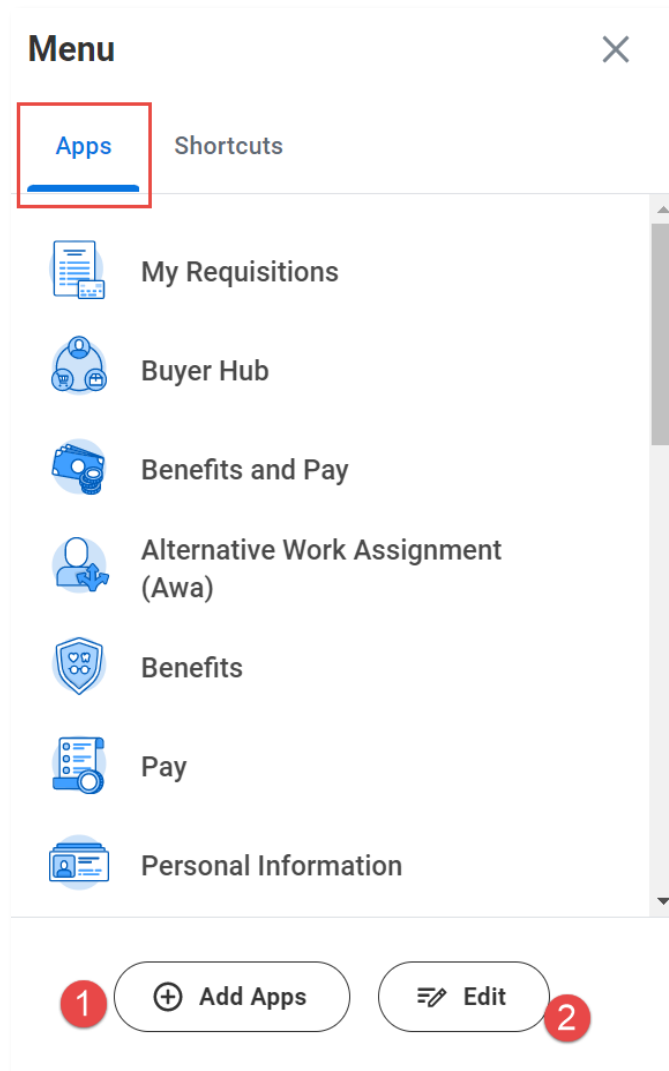
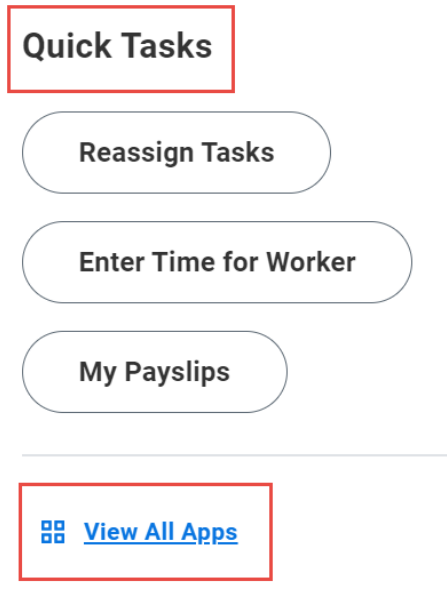
Workday 39: Methodology

- Workday updates functionality 2 times per year
- Each update contains many enhancements to WD functionality that Brown may accept or defer depending on their impact to the community
- Each accepted enhancement is tested prior to being deployed
- Deployment will take place over a weekend update, during which Workday will be unavailable
- The community will be provided with updated information, training and materials depending on the magnitude of the enhancement

Workday 39: Feature Highlights

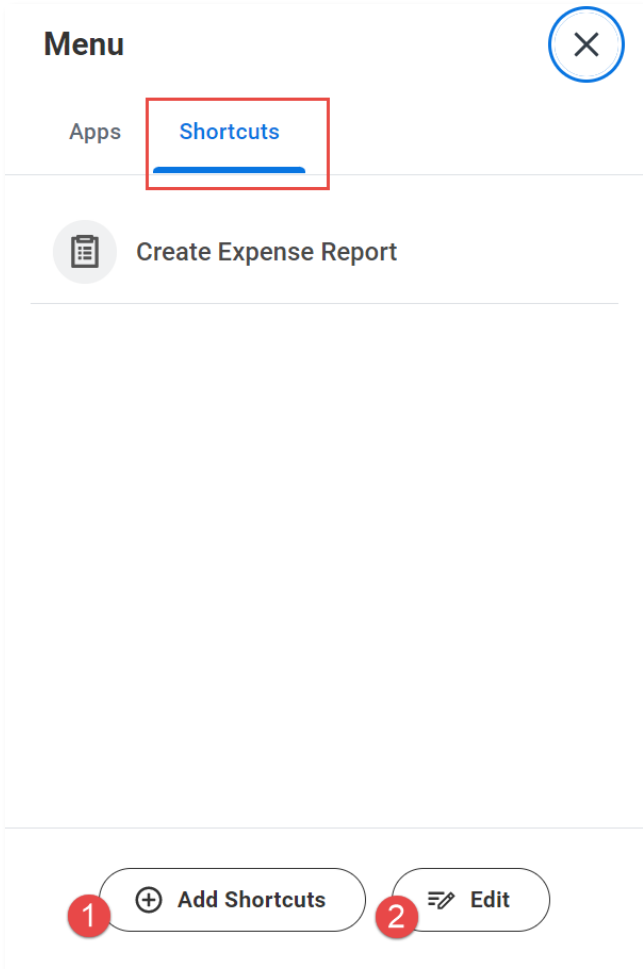
User Experience Changes

- View All Apps and Global Menu
- Shortcuts
- Grid display
- Workday Assistant updates
- Streamline of home page
- Recovery Assistant Update
- Inbox Changes (**early October**)



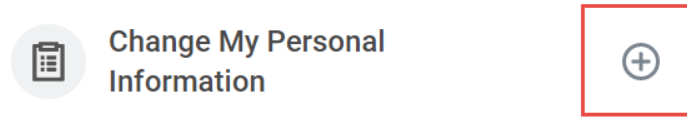
- From Quick Tasks, clicking on “View All Apps” on homepage will bring you to the Global Navigation menu
- From Global Navigation, you can add reorder or remove apps to personalize your experience
 - Click “Add Apps” to include any optional apps to your menu
 - Click “Edit” to reorder apps via drag and drop and/or remove optional apps from your menu

View All Apps and Global Menu



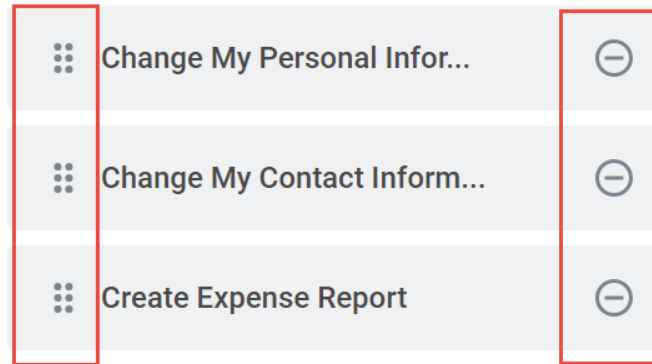
Add Shortcuts

Add tasks, reports and external links to your menu.
A max of 10 Shortcuts can be configured.

Edit Shortcuts (3) ?

A max of 10 Shortcuts can be configured.



- Shortcuts have been moved to Global Menu
- You can add and update Shortcuts from "Shortcuts" tab
- Editing Shortcuts allows you to reorder via drag and drop or remove Shortcuts

Shortcuts

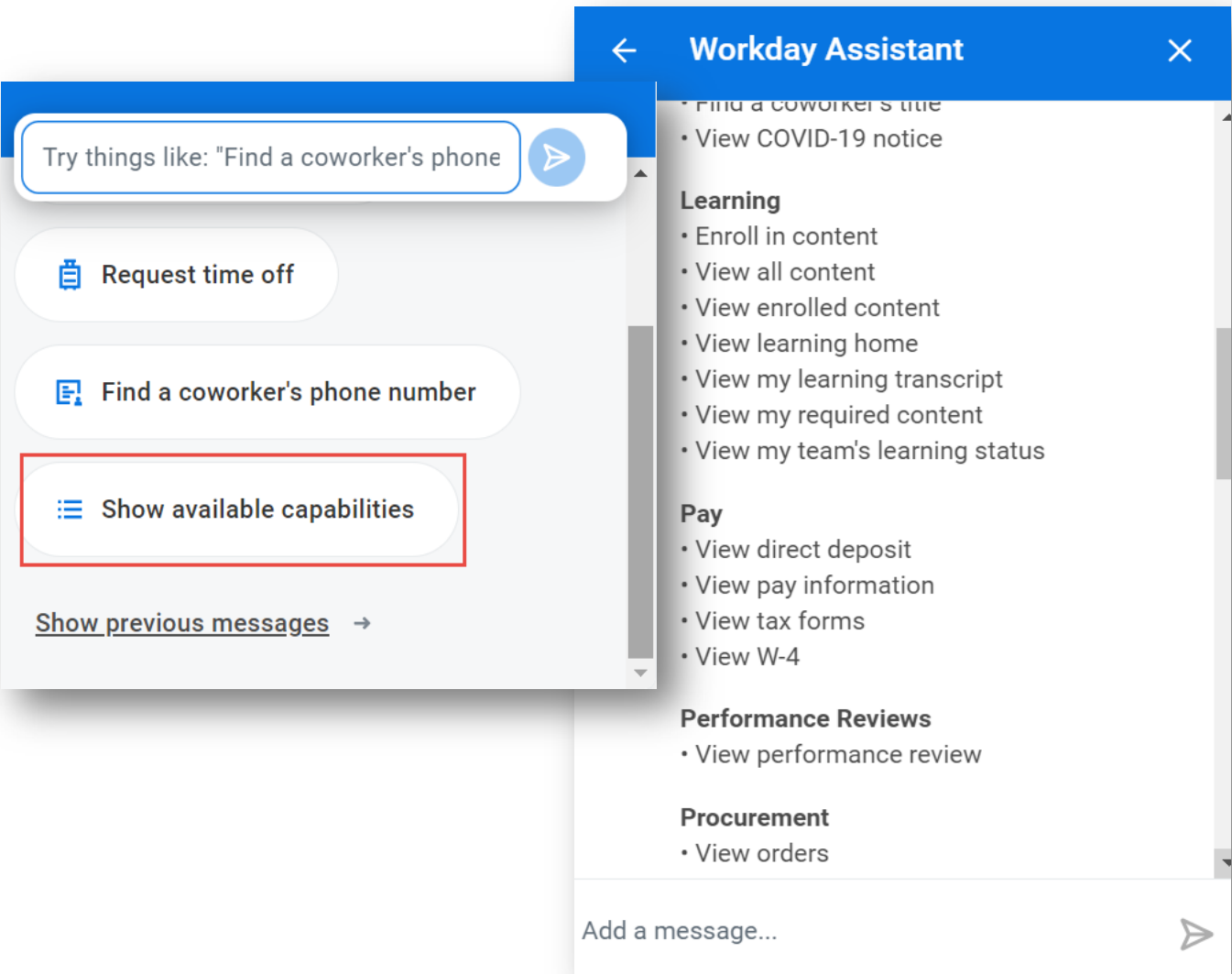
Number	Purchase Order updated by Change Order	Journal Source
PUR- 	Yes	Obligation Roll Forward
PUR-0001410	Yes	

Items per page: 30 ▼

« < 1 2 > »

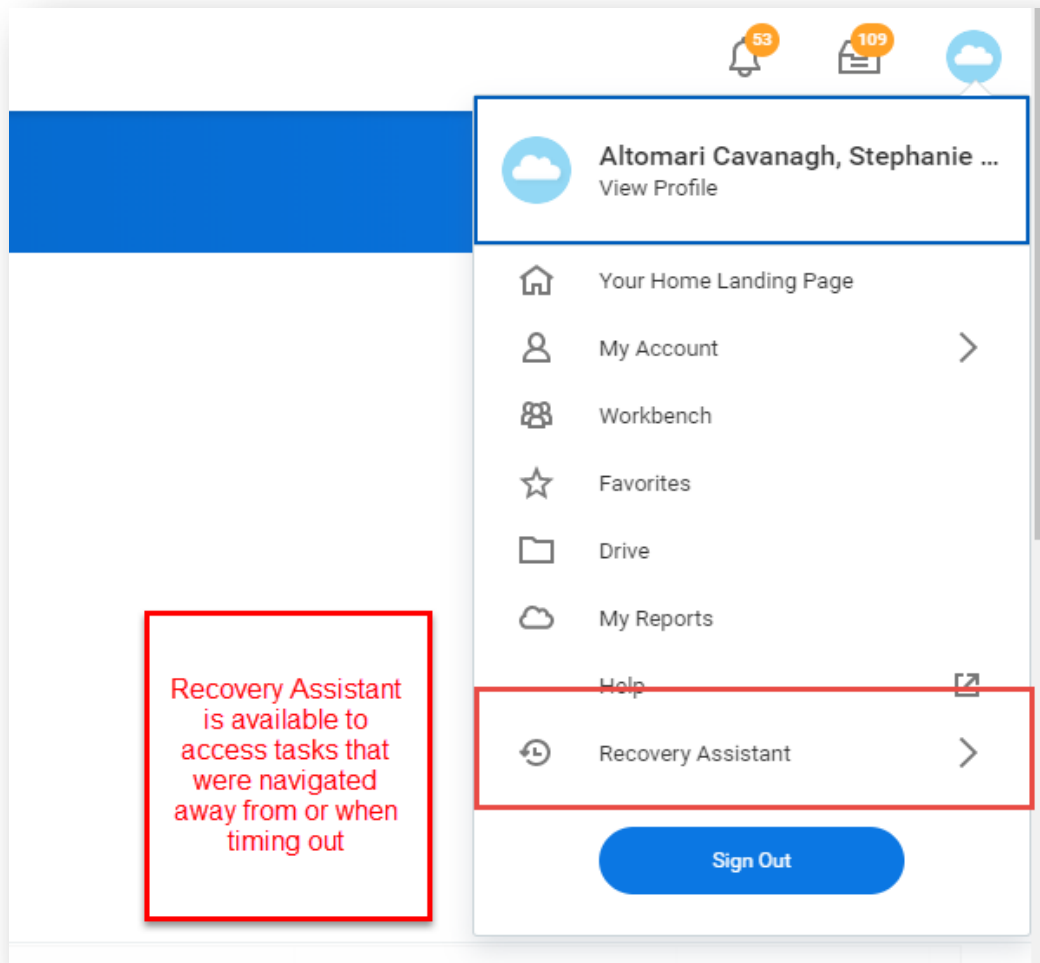
- When reviewing any data output in Workday, items in excess of 30 will truncate on the page until expanded
- Expand items per page by click drop down and selecting "All"
- Navigate multiple pages by clicks on page number or arrows to tab through output

Grid Display



- Available tasks via Workday Assistant are highlighted when Assistant is expanded
- Assistant can also display previous inquiries by clicking "Show Previous Messages"
- Learning enrollment, viewing performance review and access to personal tasks added to menu of options

Workday Assistant



- “Recovery Assistant” available for tasks initiated and navigated away from within 24 hours of last interaction
- Available via worker profile cloud

Recovery Assistant

Timely Suggestions



You have Upcoming Absences

You have upcoming absences on Friday, September 2, 2022

[Review Your Calendar](#)



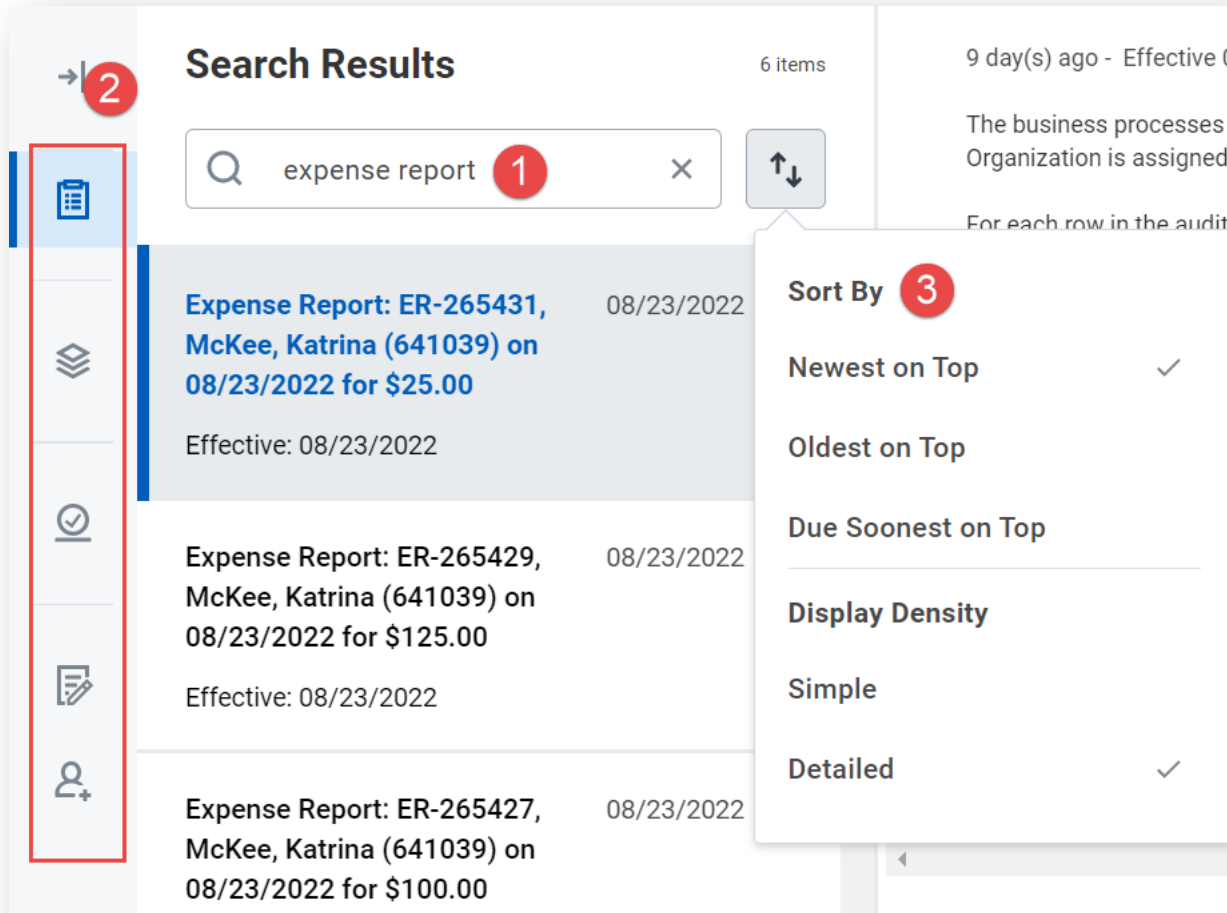
Keep Your Emergency Contacts Updated

We would like you to review your Emergency Contact Information and ensure it's up to date

[Update Contacts](#)

- More updates have been added to “Timely Suggestions” section including self service reminders, assigned learning, and upcoming time off
- “My Team” section will include birthday and anniversary reminders .

Home Page Streamlined



- Inbox updates including Search capabilities to identify items in your inbox
- View tasks, archives, filters, bulk approvals and delegations in a single panel
- Sort items by newest to oldest and view details or simplify view

Feature deployed early October

Inbox Changes

Workday 39: Feature Highlights

Recruiting, Staffing and Compensation

- Candidate Home Changes
- Working Time section on Position
- Notes on Candidate Profiles and Job Requisitions
- Hiring Report added to Offer
- Benefits and Pay dashboard
- Pronunciation and Pronoun

My Applications

Please see the status of your application(s) below.

Active (1) Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Human Resources Generalist	REQ181548	Under Review	September 6, 2022	...

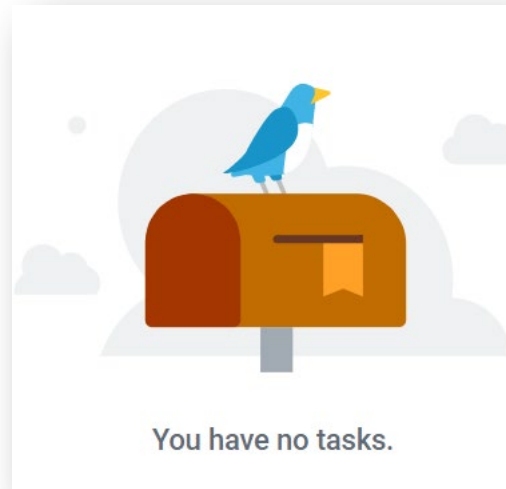
View Application

Withdraw Application

- Candidate Home streamlined to help candidates more easily identify all applications through “My Applications”
- Candidates can view and withdraw applications directly from landing page

Candidate Home

My Tasks



My Account

To update your personal information, click [Update Contact Information](#). To change the email address for your account, click [Edit Account Settings](#).

[Update Contact Information](#)

[Edit Account Settings](#)

- Candidate Home includes “My Tasks” where candidates can locate tasks associated with their application and/or hiring
- “My Account” now highlights tasks such as updating candidate contact and account information

Candidate Home



Working Time

Location Weekly Hours	37.5
Default Weekly Hours	37.5
Scheduled Weekly Hours	37.5
FTE	100%
Work Shift	(empty)

- “Working Time” section added to position details
- Simplified view of scheduled weekly hours and FTE

Working Time

REQ176419 Workday Analyst (Open) PDF PDF

Recruiting Start Date 02/11/2022 - 22 days ago

Target Hire Date 02/11/2022 - 22 days ago

Primary Location 164 Angell Street

Altomari Cavanagh, Stephanie M (314198)
Hiring Manager

Notes +

1 item

Altomari Cavanagh, Stepha...
03/05/2022, 8:08 PM

Requisition updated to include revised grade. Please ensure candidates are aware of the change.

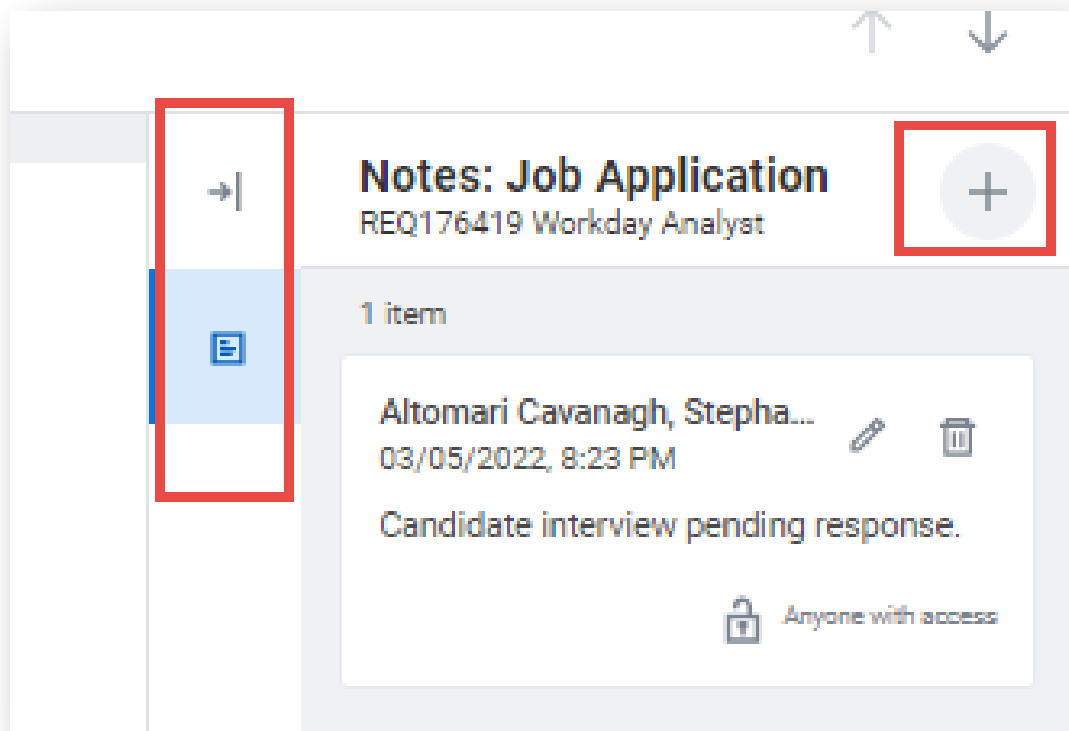
- Updated on 3/1/22

Show Less ^

Anyone with access

- “Requisition Notes” enable those working on requisitions to collaborate and coordinate on status
- Notes are visible to all that have access to requisition internally

Requisition Notes



- “Candidate Notes” on job applications allow those reviewing applications to communicate and coordinate on status
- Notes are visible to all that have access to requisition internally

Candidate Notes

How does the candidate's salary compare to similar positions in the same job family and grade in the department or organizational area, if known?

(Required)

How does the candidate's related experience compare to the experience of employees in similar positions, if known?

(Required)

Will the candidate relocate to the Providence area prior to their hire date?

(Required)

Yes

No

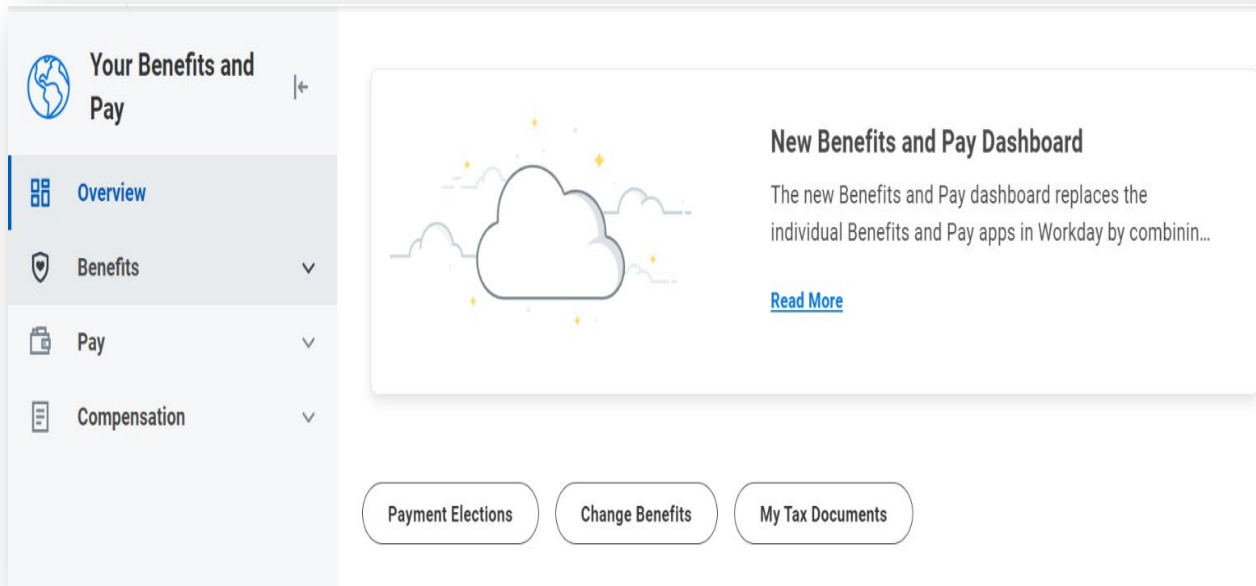
Submit

Save for Later

Cancel

- Additional hiring report questions added to Offer stage of job application process
- UHR will help facilitate the hiring process from the hiring report step

Hiring Report



- Combines benefit information, pay data and compensation history into a one stop shop
- Review and update data in a streamlined view
- Benefits and Pay dashboard will take the place of the respective Benefits and Pay dashboards in 2023

Benefits and Pay Dashboard

Change My Name Pronunciation AbsenceAdministrator, KS ...

Phonetic Pronunciation

- Staff and faculty will have the option to include visual phonetic name pronunciation in Workday, displayed under their name on the worker profile page
- Use the “Change My Name Pronunciation” task in Workday to update pronunciation



Name Pronunciation

The screenshot shows the Workday Employee Directory interface. At the top, there are navigation tabs: Job Details, Employee Directory (which is selected and underlined), Contact, IDs, and Personal Information. Below the tabs, it indicates '1 item'. A table displays the following data:

Preferred Name	Pronoun	Phonetic Pronunciation
Altomari Cavanagh, Stephanie M	she/her/hers	Stef-an-e Alto-mar-e

- Pronoun enabled in Workday to support individuals who choose to update
- Pronoun as well as name pronunciation are viewed on the Overview tab under the Employee Directory section

Pronoun in Workday

Workday 39: Feature Highlights

Purchasing

- My Requisitions
- My Requisition Process Interface
- Auto-close POs
- Buyer Hub

Search for Goods and Services

Find equipment, supplies, and more

Requisitions


[Open \(3\)](#) Completed (0)


[Clear Filters](#) [Edit Filters](#)

REQ-0103558 ... Total Amount: \$600.00 1 item	Awaiting Action by Ritchie Hilbert, Madelyn (644978) Created on 03/06/2022	Ordering	Receiving	Invoicing
REQ-0103556 ... Total Amount: \$13.57 1 item	Approved Created on 03/03/2022	Ordered	Receiving	Invoicing
REQ-0103508 ... Total Amount: \$13,285.91 1 item	Approved Created on 02/16/2022	Ordered	Receiving	Invoicing

Requisition Details

Edit Requesting for, Ship-to Address, Worktags, and more.

 **Requesting for**
Altomari Cavanagh,
Stephanie M (314198)

 **Company**
Brown University

[Edit Details](#)

External Suppliers

Search for goods and services on supplier websites.

[BrownBuys](#)



Non-Catalog Request

Fill out a form for goods and services.

[Start a Non-Catalog Request](#) →

- “My Requisitions” report has been changed to easily identify requisitions you have initiated
- This report also supports the initiation of requisitions

My Requisitions

Non-Catalog Request

What do you need to order?

Description*

What type of order is it?

Spend Category*

Is this a goods item or a service?

Goods

Service

Requisition Details

Edit Requesting for, Ship-to Address, Worktags, and more.

Requesting for
Altomari Cavanagh,
Stephanie M (314198)

Company
Brown University

[Edit Details](#)

- Requisitions Initiated from “My Requisitions” will have a streamlined look but same behavior as requisitions created outside of “My Requisitions”
- Requisition sections highlight different components of requisition for update and submission

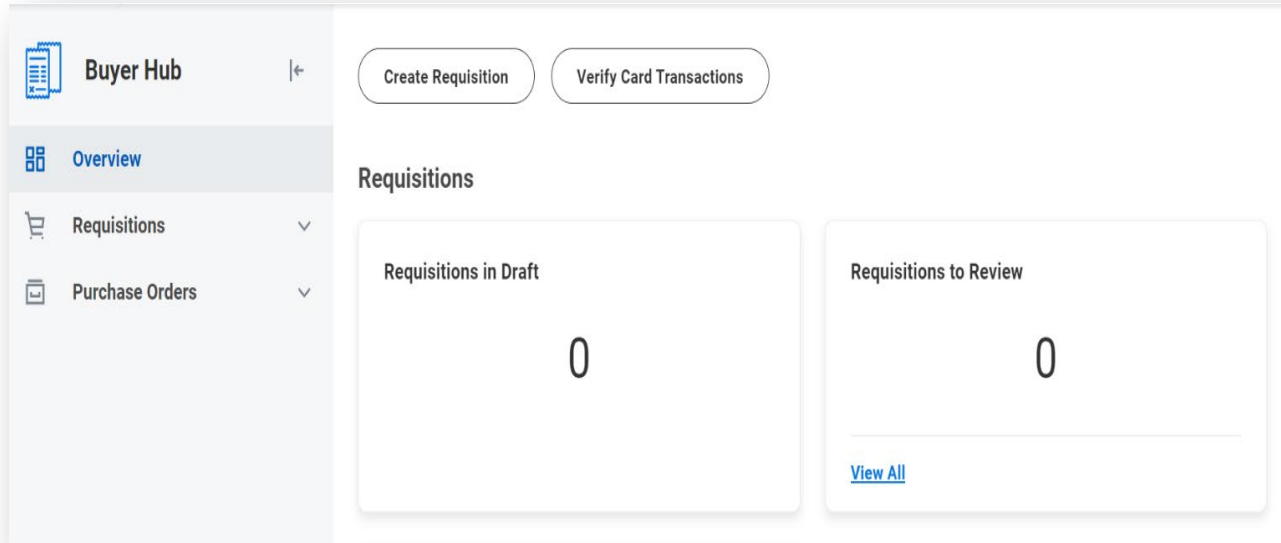
Requisitions Initiated from My Requisitions

Status Closed Invoice Status Fully Paid Receiving Status Fully Received

Obligation Amount Remaining
0.00
0.00
0.00
0.00

- Requisitions and purchase orders created after 9/11 will be automatically closed when fully invoiced/receipted
- This will eliminate the need to close POs with a zero balance

Auto Close POs



- “Buyer Hub” supports centralized buyers in a single space to review, update and report on requisition and PO activity
- Additional reports can be added to “Buyer Hub” as needed

Buyer Hub

Workday 39: Feature Highlights

Learning

- Retrain on Courses
- Managing Waivers
- Learning in Workday Assistant
- View and Retake courses
- On the Job Training

Retrain Window

Configure when your learners can retrain

Please select the time period for your retrain window.

Retrain Window Value

Weeks/Months Before Expiration

- Retrain windows available on courses when content should not be retaken within a certain timeframe
- Set the retrain period on the content when users should not be able to re-access within a window.

Retrain on Courses

Manage Learning Assignment Waive

Learning Content

Learners

Assignment Mechanism

Waive Learning Assignment

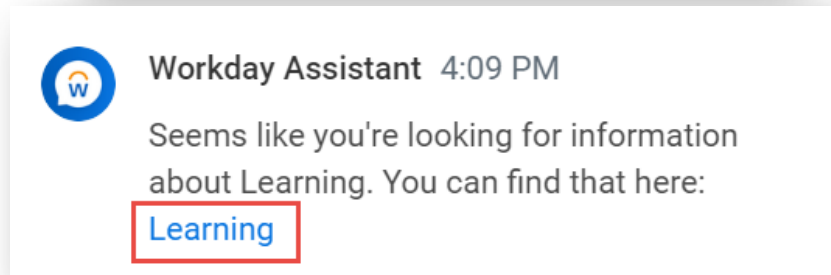
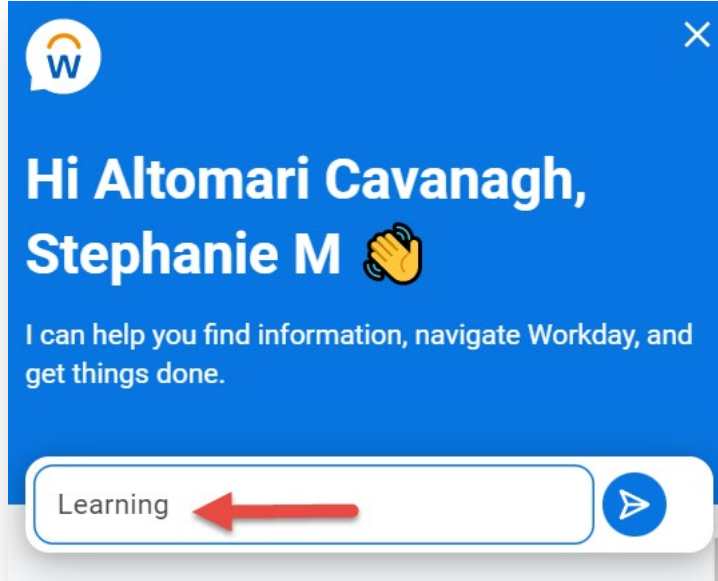
Waive Reason

1 item

<input type="checkbox"/>	Learner	Learning Content	Assigned Date	Assignment Mechanism
<input type="checkbox"/>	Williamson, Darlene M (312157)	B is for Butterfly	08/18/2022 09:15:44 AM	Learning Mass Enroll

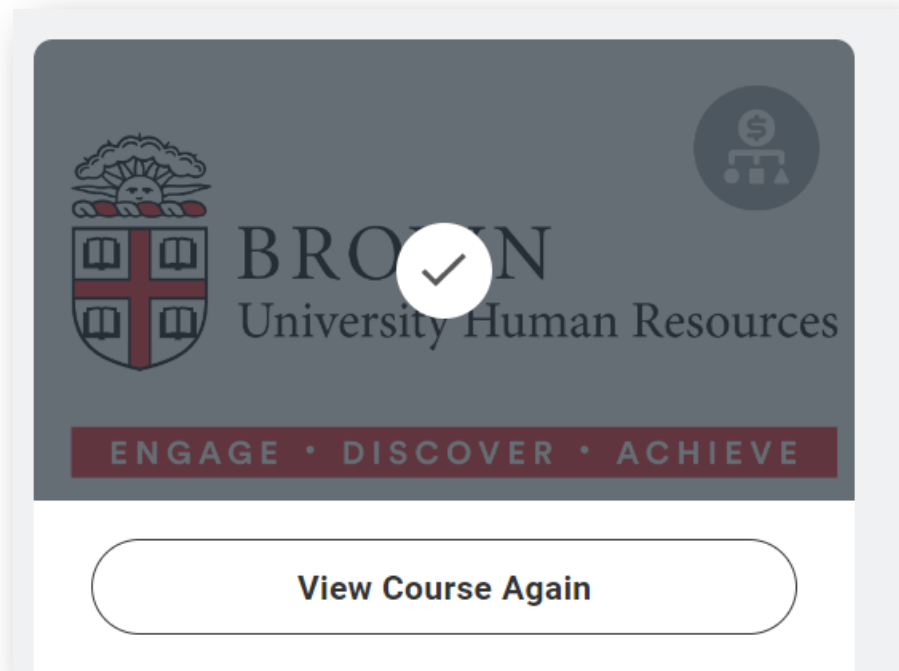
- Use manage learning assignment waive to undo a waiver assignment
- Waive a user into content using waive learning assignment

Managing Waivers



- “Workday Assistant” can now help support users enroll in learning content, drop enrollments and review their transcripts through your Learning App
- Launch by clicking on Assistant and typing “Learning”

Learning Assistant



- Once a user has completed learning content, the user experience will vary when reviewing the content. Users that have failed scored content will see “Retake” and those receiving a passing score on content will see “View”

View versus Retake

The screenshot shows a form for configuring a 'Training Activity'. At the top left, a tab labeled 'Training Activity' is highlighted with a '1' and 'Required' indicator. Below this, the form includes the following fields and options:

- Lesson Type:** Training Activity
- Lesson Order:** 1 (with a red asterisk indicating it is required)
- Make Lesson Mandatory:**
- Lesson Title:** (empty field with a red asterisk)
- Training Materials:** A large dashed rectangular area for adding materials.
- Track Attendance:**
- Track Grades:**
- Grading Scheme:** Pas (with a red asterisk) and a dropdown menu showing options: Assessment, Demonstration, Observation, and Other.

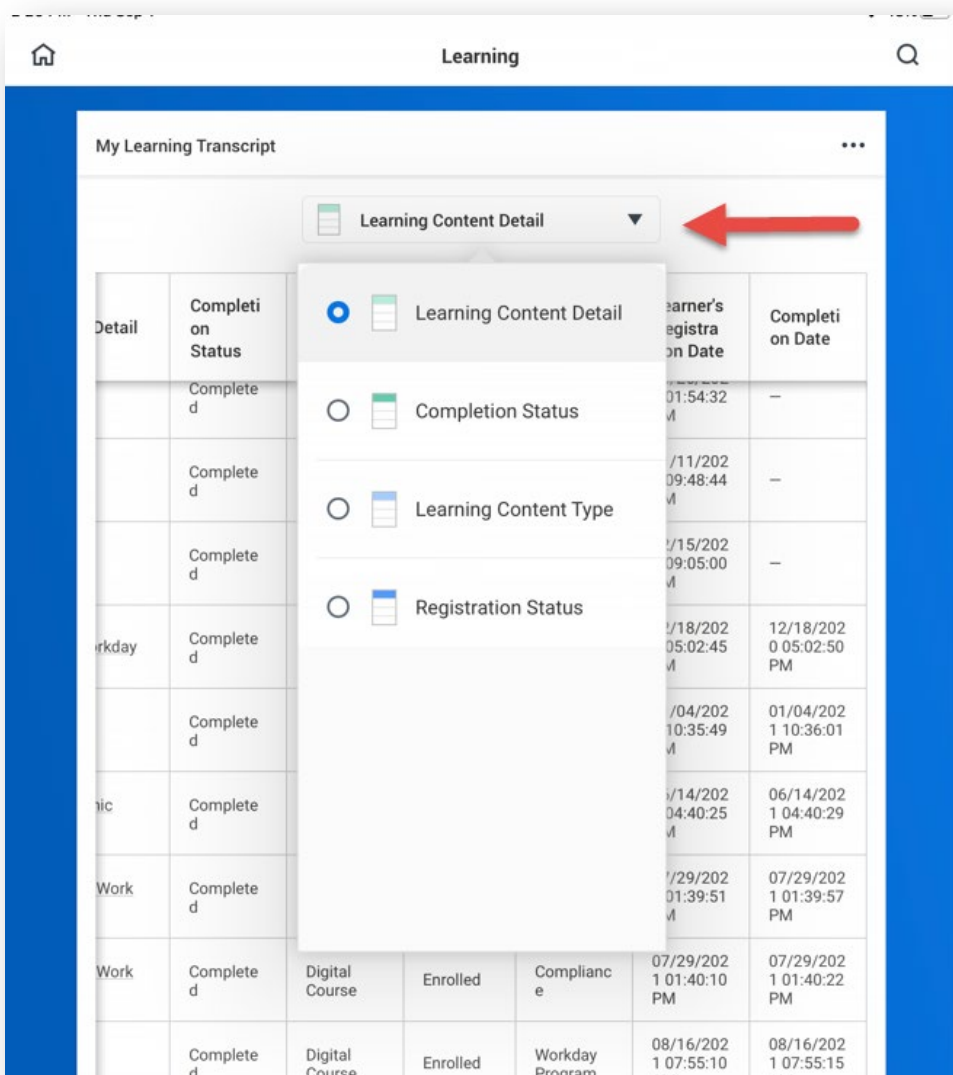
- Supports Training Activities in addition to other content types in Blended Courses
- Activities are tracked in addition to other content to confirm meetings, observations, assessments and other interactions are part of training are documented

On the Job Training

Workday 39: Feature Highlights

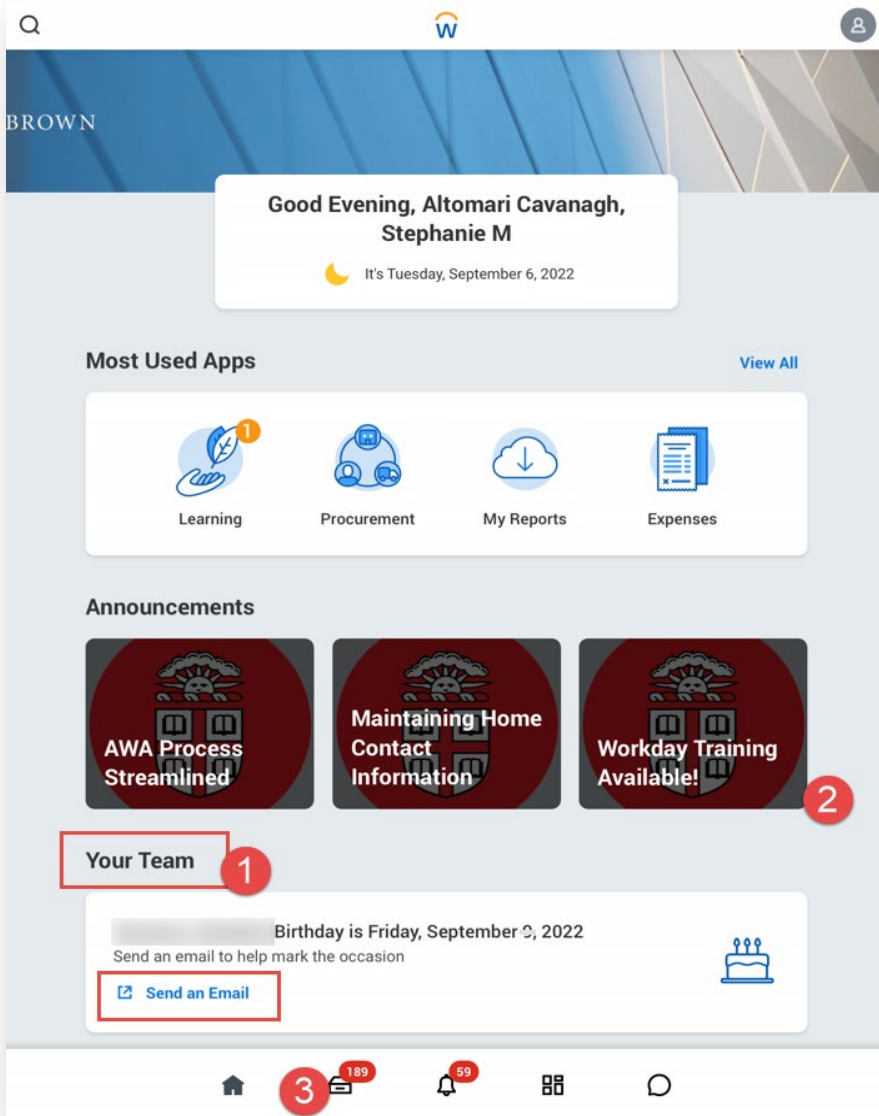
Mobile

- User Interface Update
- Name Pronunciation via Mobile
- Review Learning Transcript
- Create Receipt for PO
- Scan Receipts and Create Expense reports via Mobile




- Access learning transcript via mobile
- Filter on completion status and content type to view more detail
- Continue learning directly from transcript for in progress, media based content

Learning Transcript



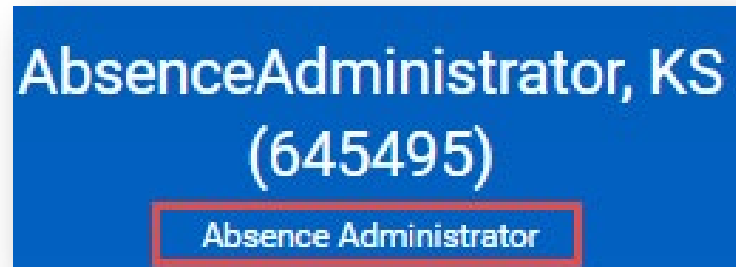
- Email workers directly from notification of birthday or anniversary
- Access Learning to engage in media based content via mobile
- Access inbox and review most tasks for completion

Mobile User Interface Enhancements

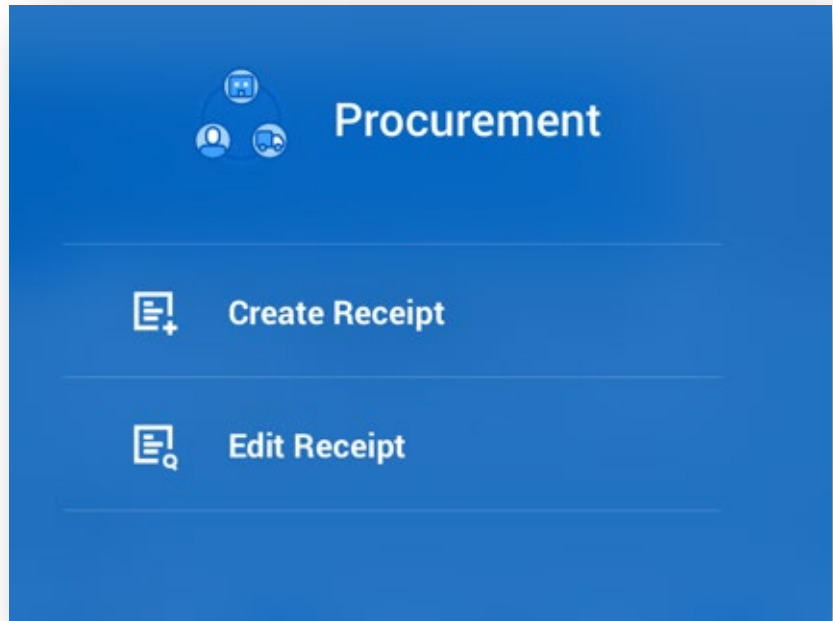
Change My Name Pronunciation AbsenceAdministrator, KS 

Phonetic Pronunciation

- Name pronunciation is available to update in mobile and is viewable on workers profile when using the Workday Mobile app

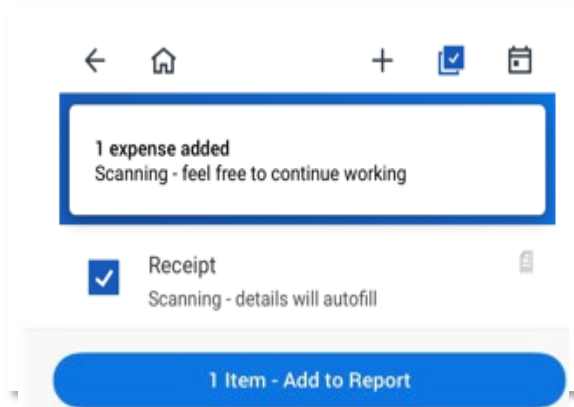
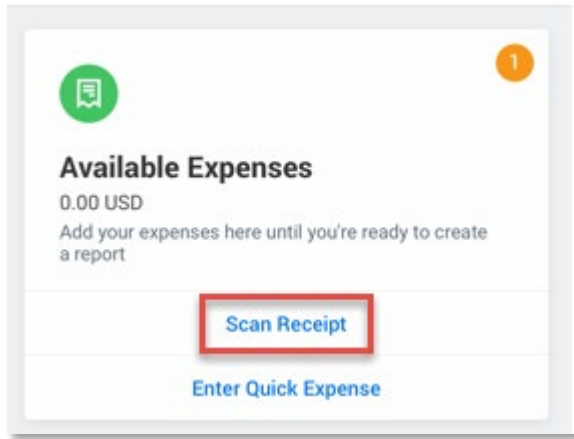


Name Pronunciation via Mobile



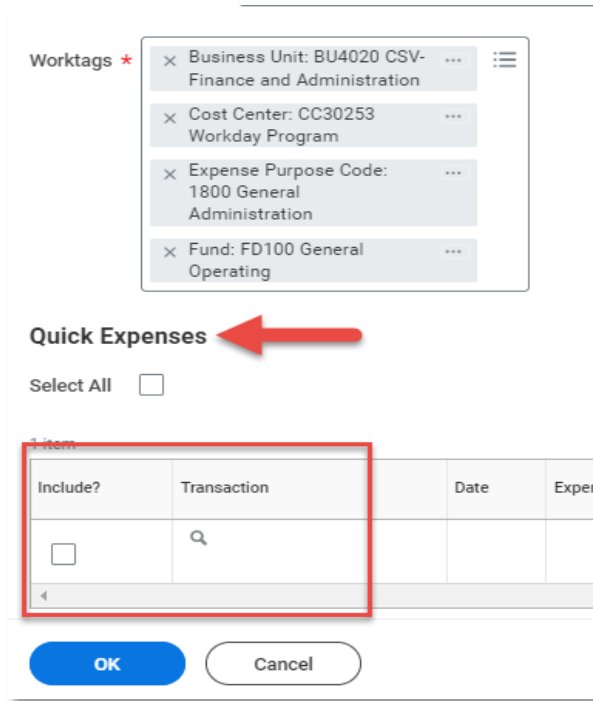
- Financial Coordinators can create or edit receipt right from the mobile application
- Receipt will route as designed once completed

Create or Edit Receipt from Mobile



- Receipt scanning directly from “Create Expense Report” process in mobile application
- Once scanned, select applicable receipts and click “Add to Report”

Mobile Expenses



- Complete your expense report on the mobile application or log into Workday from your computer.
- The scanned receipt will be awaiting your action when creating the next expense report in Workday

Mobile Expenses



- Next release of Workday functionality in March 2023