



Workday 42 System Update

Feature Highlights | March 2024

Agenda

- Workday Update Methodology
- Feature Highlights
- Stay Tuned

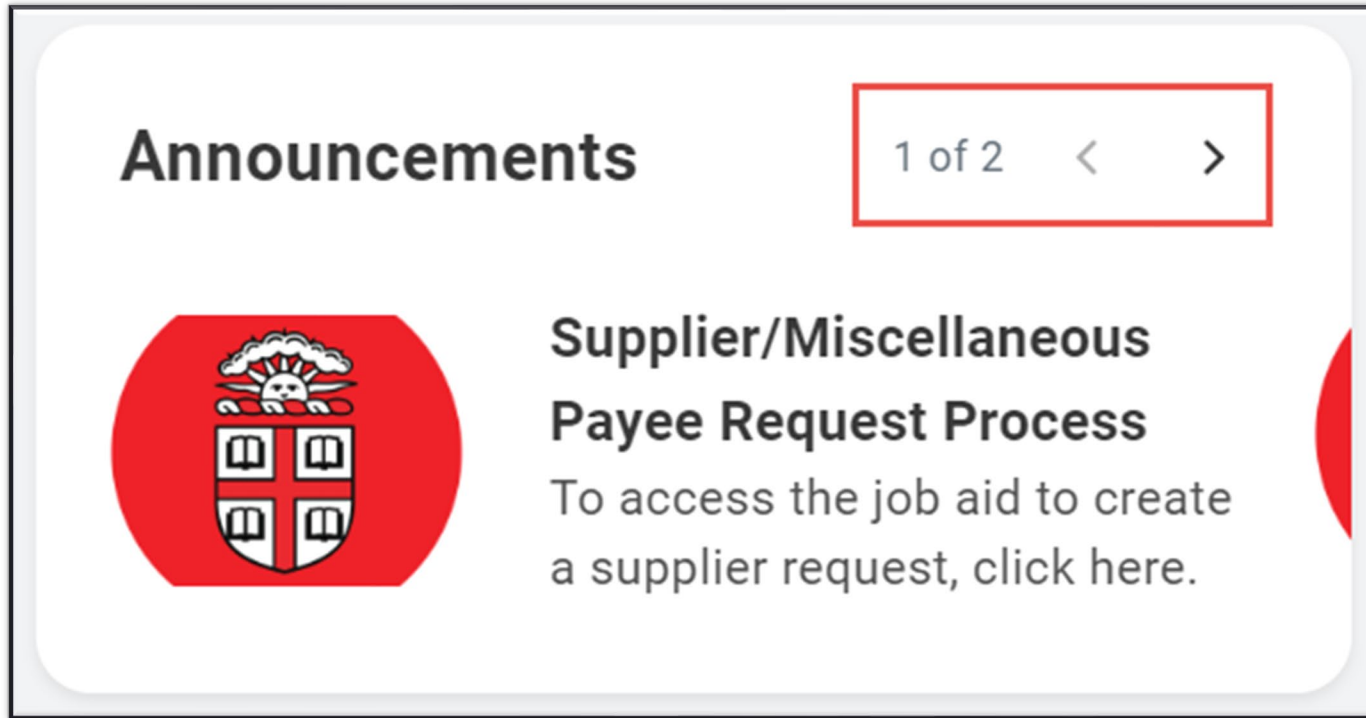
Workday 42: Methodology

- 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 42: Feature Highlights

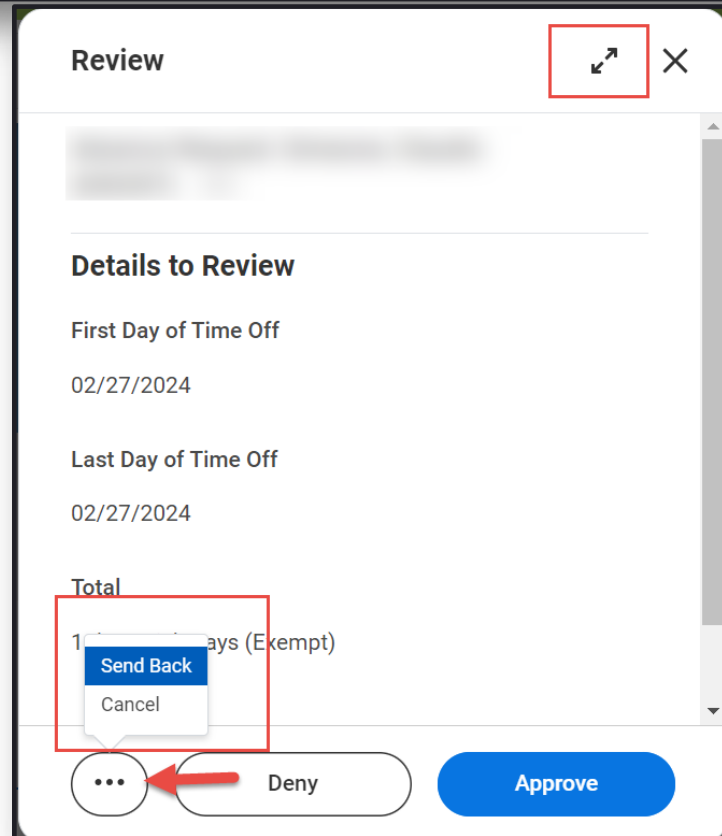
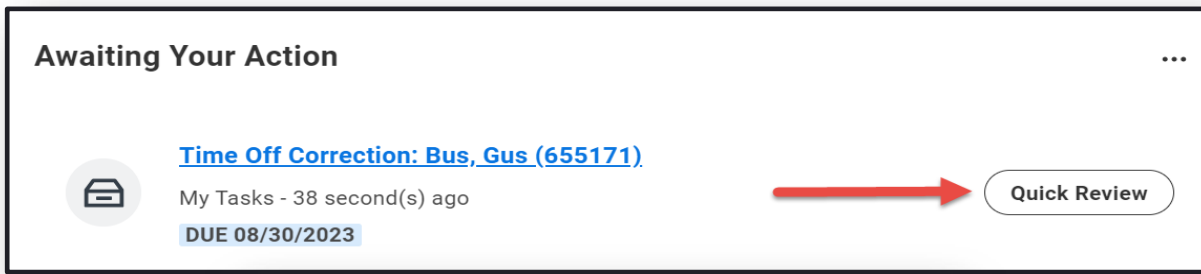
User Experience Changes

- Homepage Enhancements:
Announcements, Awaiting Your Actions
and Timely Suggestions
- Quick Review Task from Homepage
- My Tasks Advanced Filters
- Workday Assistant updates
- User Based Security Business Process
- Expanding Hubs
- Recovery Assistant Update



- Announcements have been relocated to the top of the Homepage
- Navigate to different announcements by using the arrow icon
- Select task in announcement to take action


Homepage Enhancements



- Quick Review allows you to take action directly from homepage
- Select "Quick Review" to access the most recent Inbox tasks
- Task details will be presented without being moved into "My Tasks" page
- Task can be expanded for more information
- Send back and cancel are available from quick review


Quick Review from Homepage

Timely Suggestions



It's Time to Get Started on Your Performance Review
Prepare and complete the form

[Start My Performance Review](#)



You Have an Item in Your Cart
You're almost finished with your request: 1 item.

[Open Cart](#)

- View timely suggestions for actions to be taken such as:
 - Updating emergency contact information
 - Home contact information
 - Starting your self-appraisal
- Take action on unsubmitted purchase requisitions

Timely Suggestions from Homepage

The screenshot shows the 'All Items' search bar at the top with a red box around '93 items' and a red arrow pointing to the 'Advanced Search' link. Below this is a 'Parameters' section with a dropdown menu for 'Assignment' showing options: 'select one', 'Assigned Only to Me', 'Assigned to Multiple People', and 'Delegated to Me'. A red circle with the number '1' is next to the dropdown. Below this is another 'Parameters' section with 'Assignment' set to 'Assigned Only to Me', 'Type' set to 'Request Time Off' (marked with a red circle '2'), and 'Step' set to 'Approval' (marked with a red circle '3').

- Advanced Search in “My Tasks” supports searches by task type, step and date range
- Select tasks assigned to you, others or delegated to you
- Identify the type of task you want to search; this will default to the tasks in your Inbox at the time the search was created

My Tasks Advance Search

Create saved search

Expense Report Search

1

2 Save Cancel

Edit Saved Search 1 Update 2

Expense Report: ER-282223,
Legault, Nicole A (605988) on
02/15/2023 for \$300.00

02/15/2023 ☆

Due: 02/22/2023

Effective: 02/15/2023

Expense Report Search 1 item

Search

Edit Saved Search Save

Saved Searches 02/15/2023 ☆

Expense Report Search ...

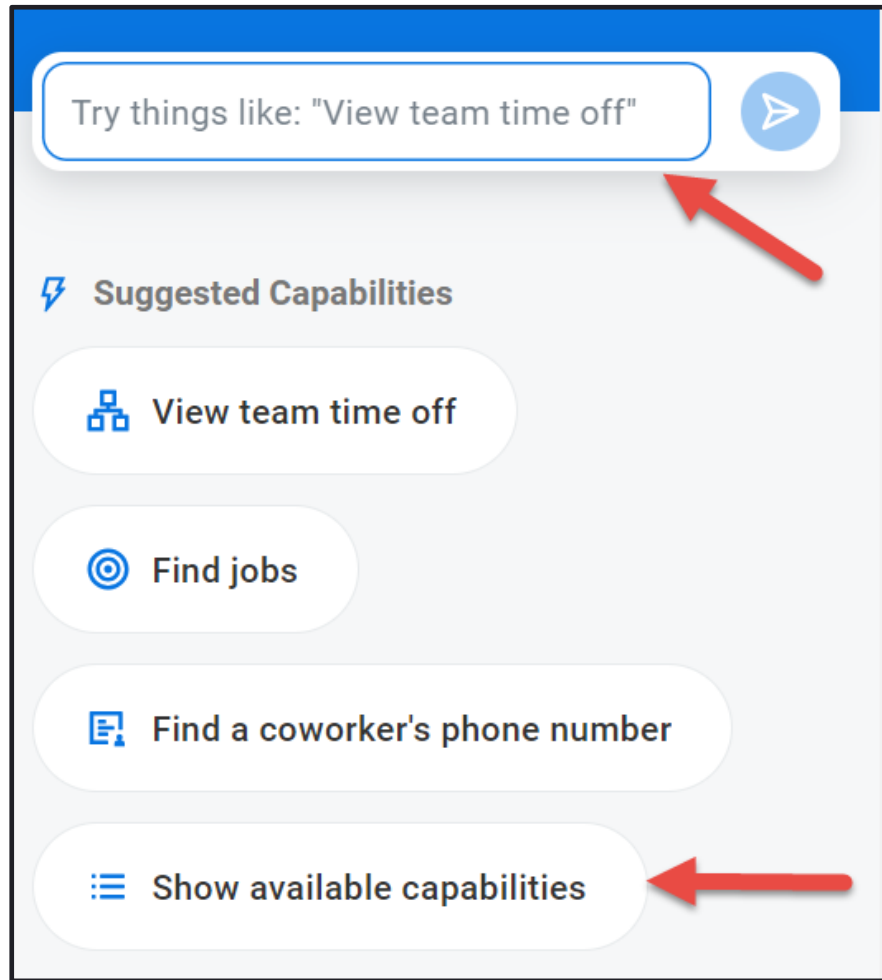
Due: 02/22/2023

Effective: 02/15/2023

Edit Delete

- Once search is set, it can be edited, removed or saved
- To remove Saved Search, select arrow icon to return to all results
- Once search is set, it can be saved to identify critical tasks on an ongoing basis

My Tasks Advance Search



- Workday Assistant supports tasks such as requesting time off, viewing all team member time off, viewing performance reviews, enrolling in learning content or updating contact information
- To get started, use search, select from the list of topic options or select "show available capabilities"
- Once on the topic heading, select from a list of items that Workday Assistant can support

Workday Assistant

Update User-Based Security Group Assignments

Person

Bus, Gus (655968)

User-Based Security Groups

✕

Absence Administrator

...

✕

Compensation Administrator

...

Comment

✱

Roles assigned as per UHR ticket #55545

- When assigning a user-based role, the process can route for approval, broadening the review of security-based changes as they are occurring
- Supports the documenting of ticket number for related request and any additional notes from the requester

User-Based Security Business Process

Benefits and
Pay Hub

Expenses
Hub

Financial
Coordinator
Hub

HR
Business
Partner Hub

Jobs Hub

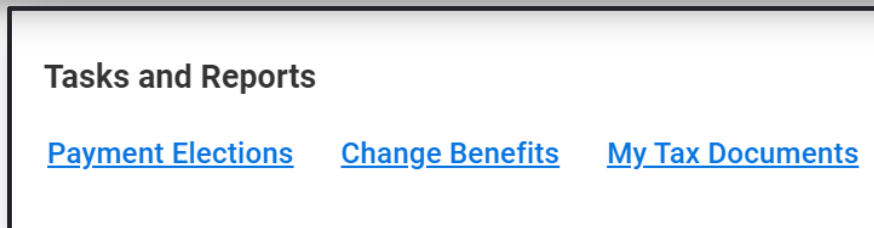
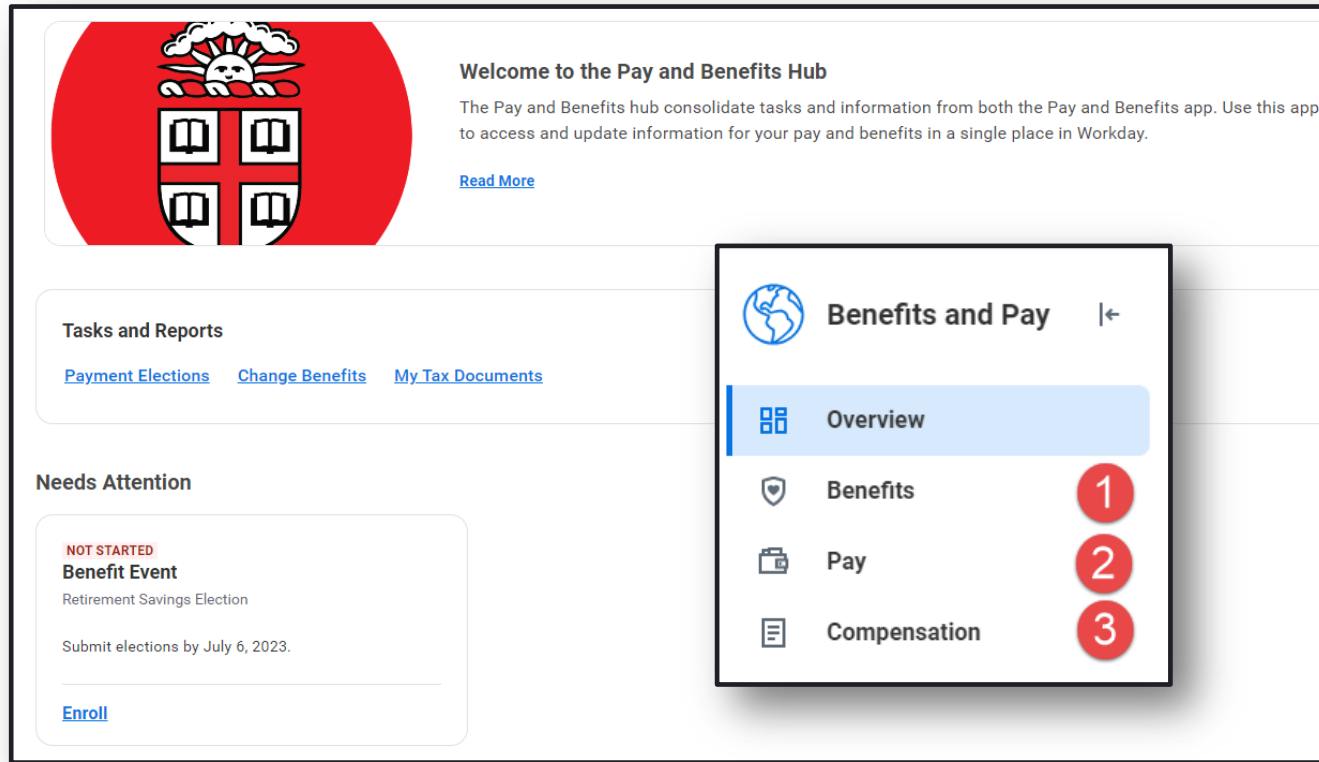
Buyer Hub

Time and
Absence
Hub

Manager
Insights Hub

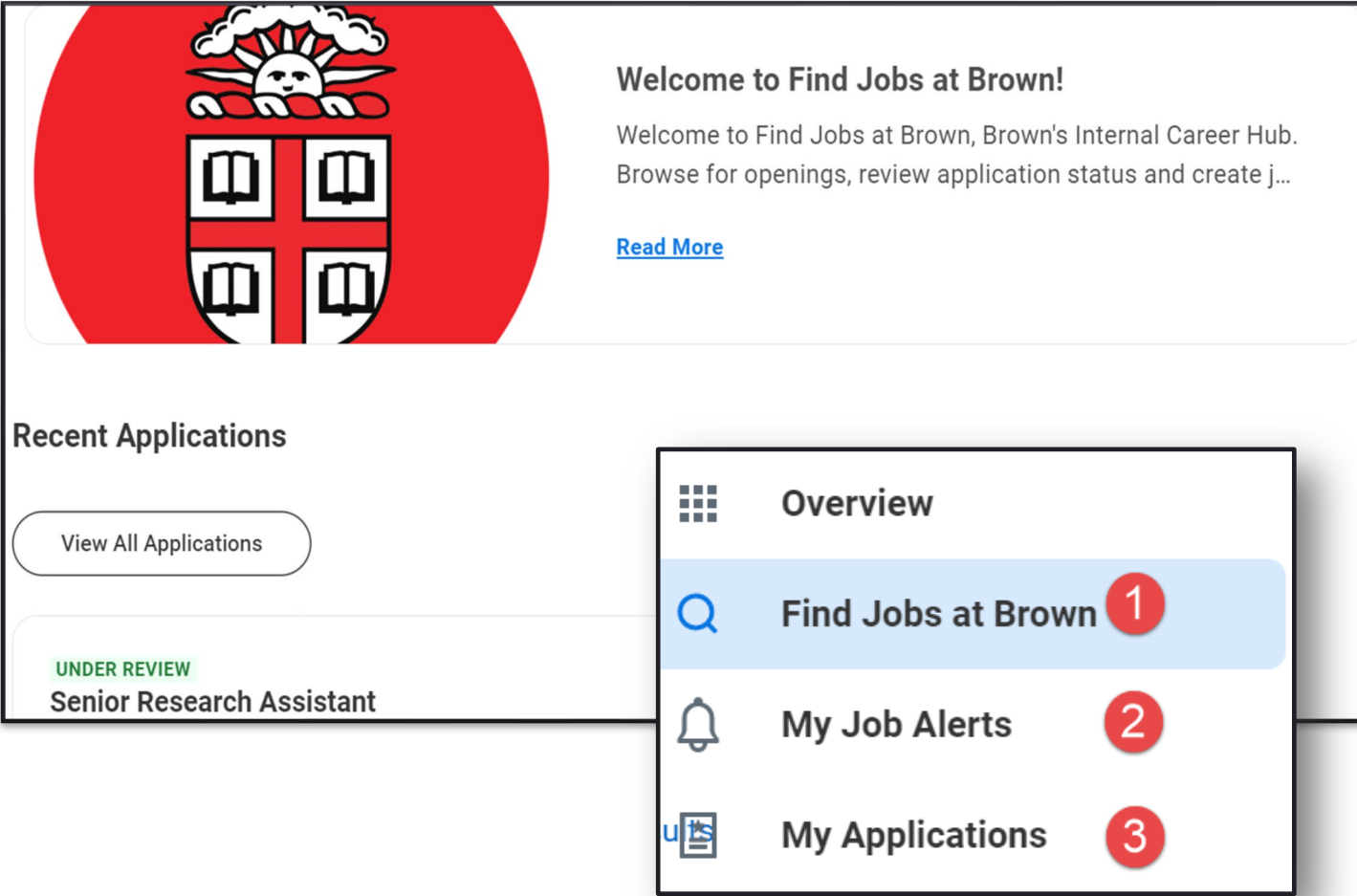
- Hubs consolidate tasks, reports and data in a single location
- Jobs Hub, Expenses Hub, Financial Coordinator Hub and Benefits and Pay Hub are currently available to all staff and faculty
- Manager Insights, Time and Absence Hub coming spring, 2024

Expanding Hubs



- Single point of access for all pay and benefits-based data
- **Benefits:** View and make changes to benefit elections, view ACA forms, view and update beneficiaries and dependents
- **Pay:** View your prior pay slips, most recent pay and deductions, make changes to payment elections (direct deposit), and update tax elections
- **Compensation:** View compensation and one time payment history as well as merit statements

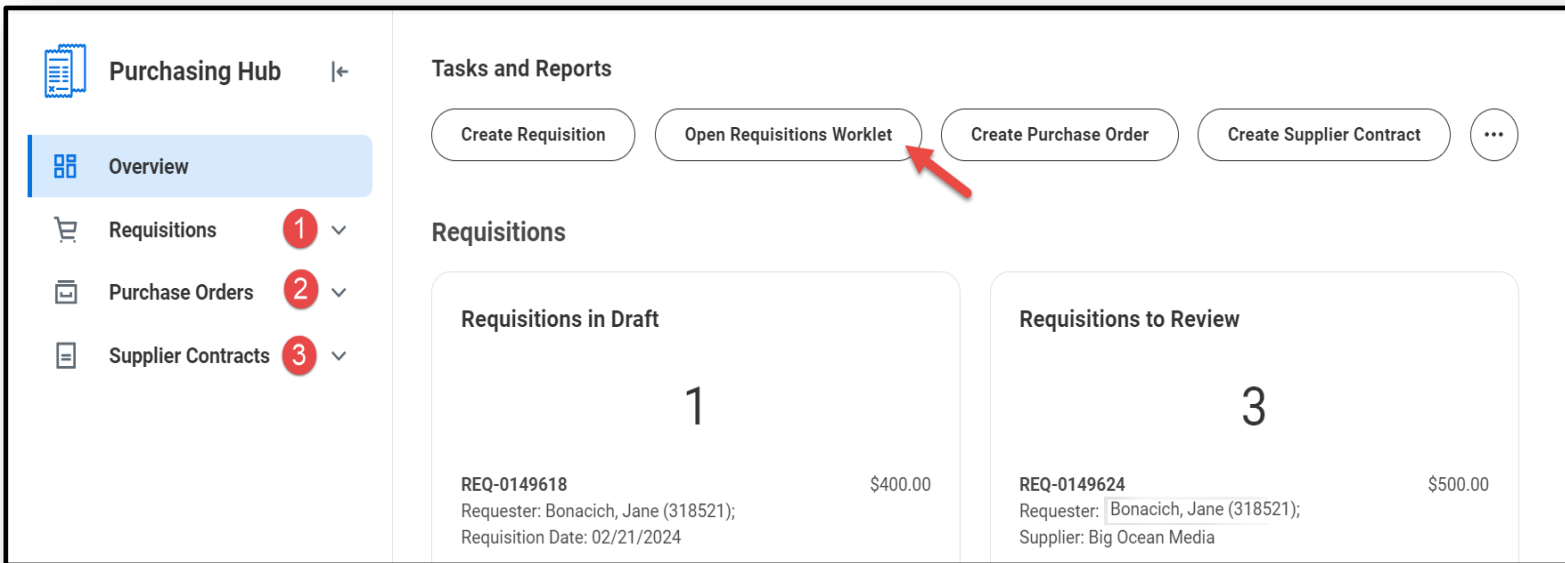
Pay and Benefits Hub



- Single point of access for all internal job searches
- **Find Jobs at Brown:** View available positions and prior application status. Use *Find Jobs at Brown* to search and apply to staff positions
- **My Job Alerts:** Setup job alerts to be notified of job of interest based on profile, job family and manager
- **My Applications:** View in progress applications and withdraw applications as needed via "My Applications"

Jobs Hub

- Single point of access for Buyers to create, review and take action on requisitions, change orders, contracts and purchase orders
- Buyer Hub includes link to Requisitions app



Buyer Hub Updates



Welcome to the Expenses Hub!

Use this hub to access all expense related actions in data in Workday! Click suggested links below to access expense job aids.

[Read More](#)

Tasks

[Create Expense Report](#)

You're All Caught Up!



When you have expenses to complete, we'll display them here.



Expenses Hub



Overview



Expense Reports

1



Expense Transactions

2



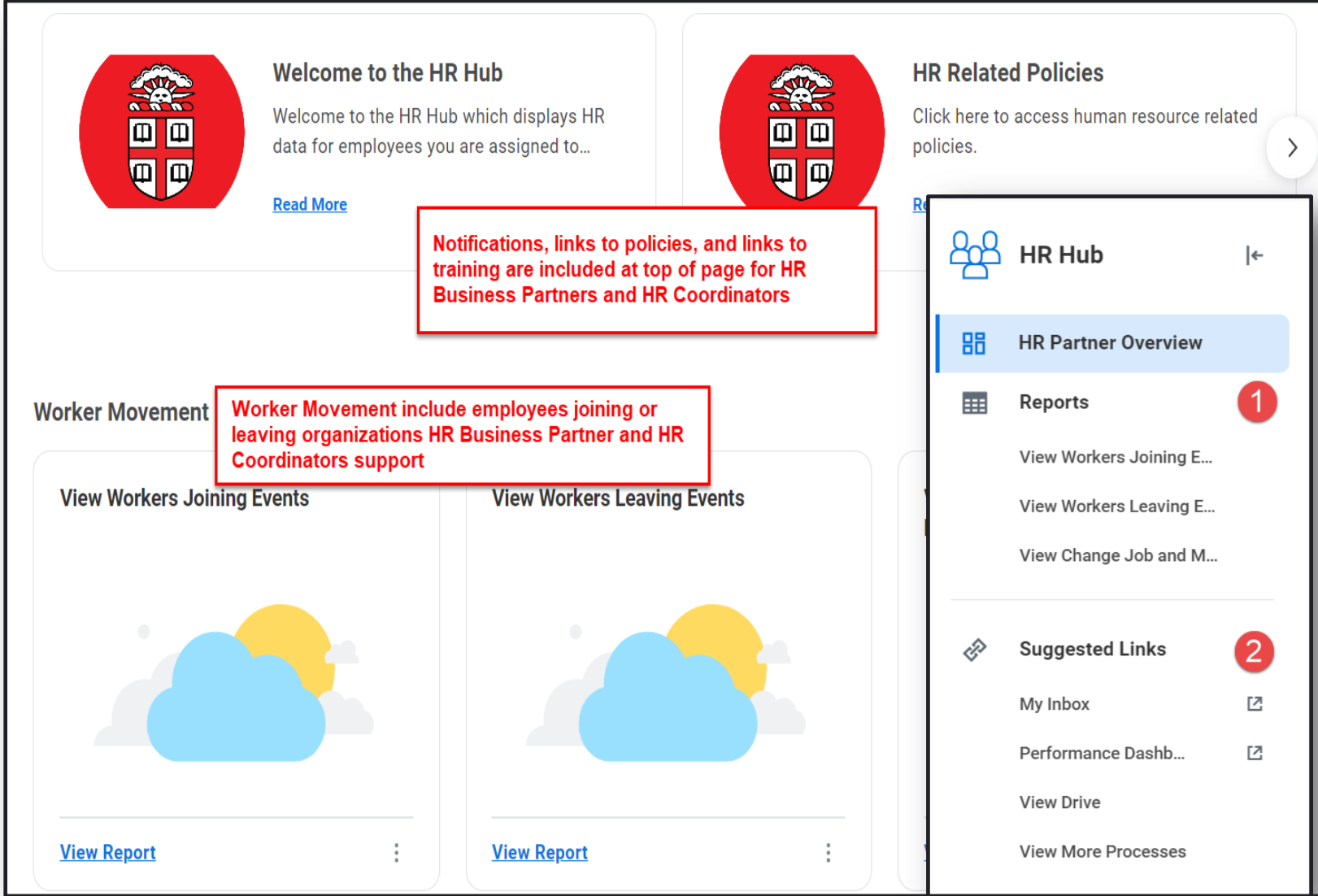
Payment Elections

3



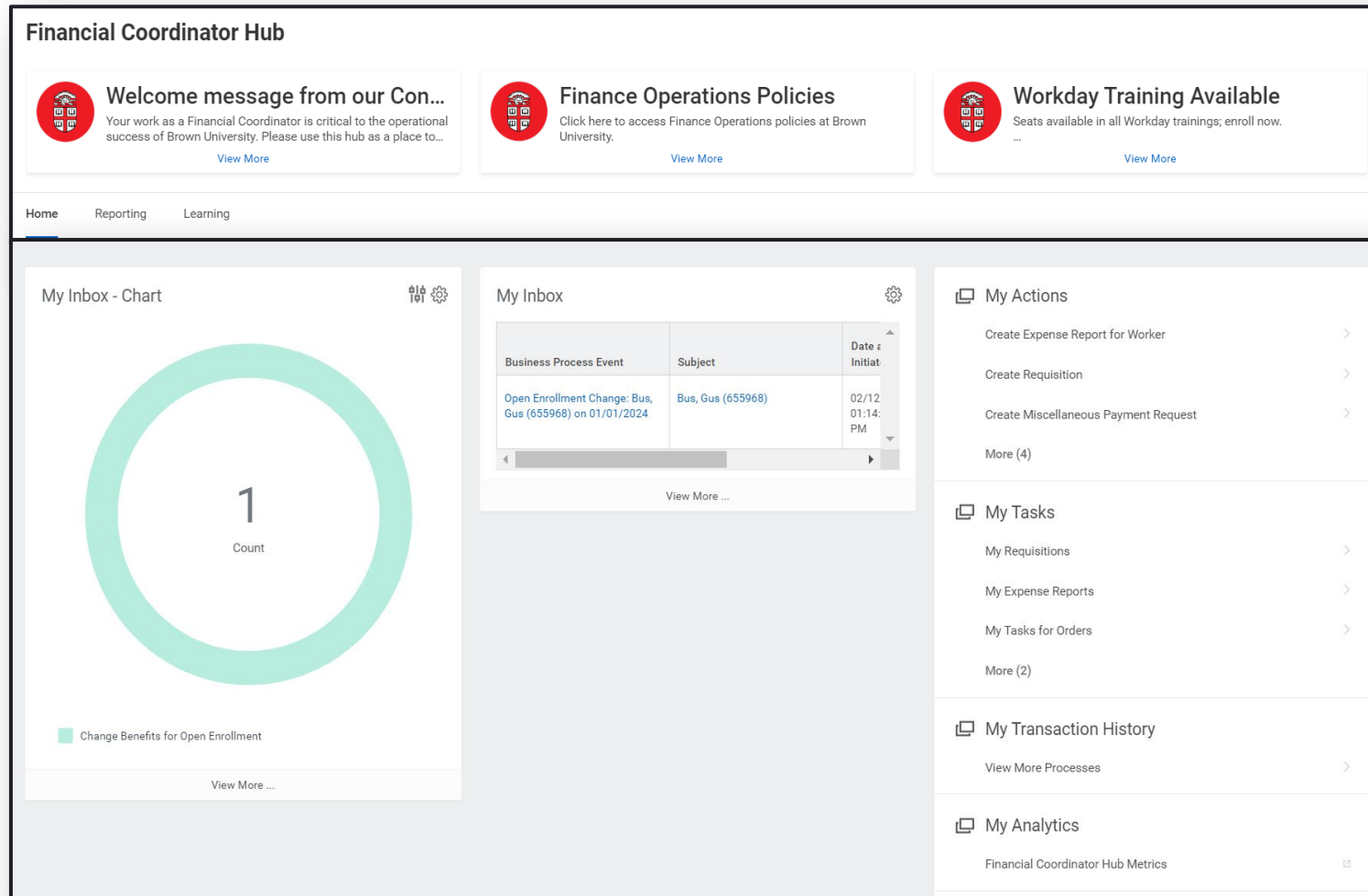
- Single point of access for all expense-based data and transactions
- **Expense Reports:** Create expense reports, view expense report status and history; view expense reports awaiting action or requiring additional information for completion
- **Expense Transactions:** View expense transactions awaiting expense report assignment
- **Payment Elections:** Update Payment Elections for reimbursements

Expenses Hub



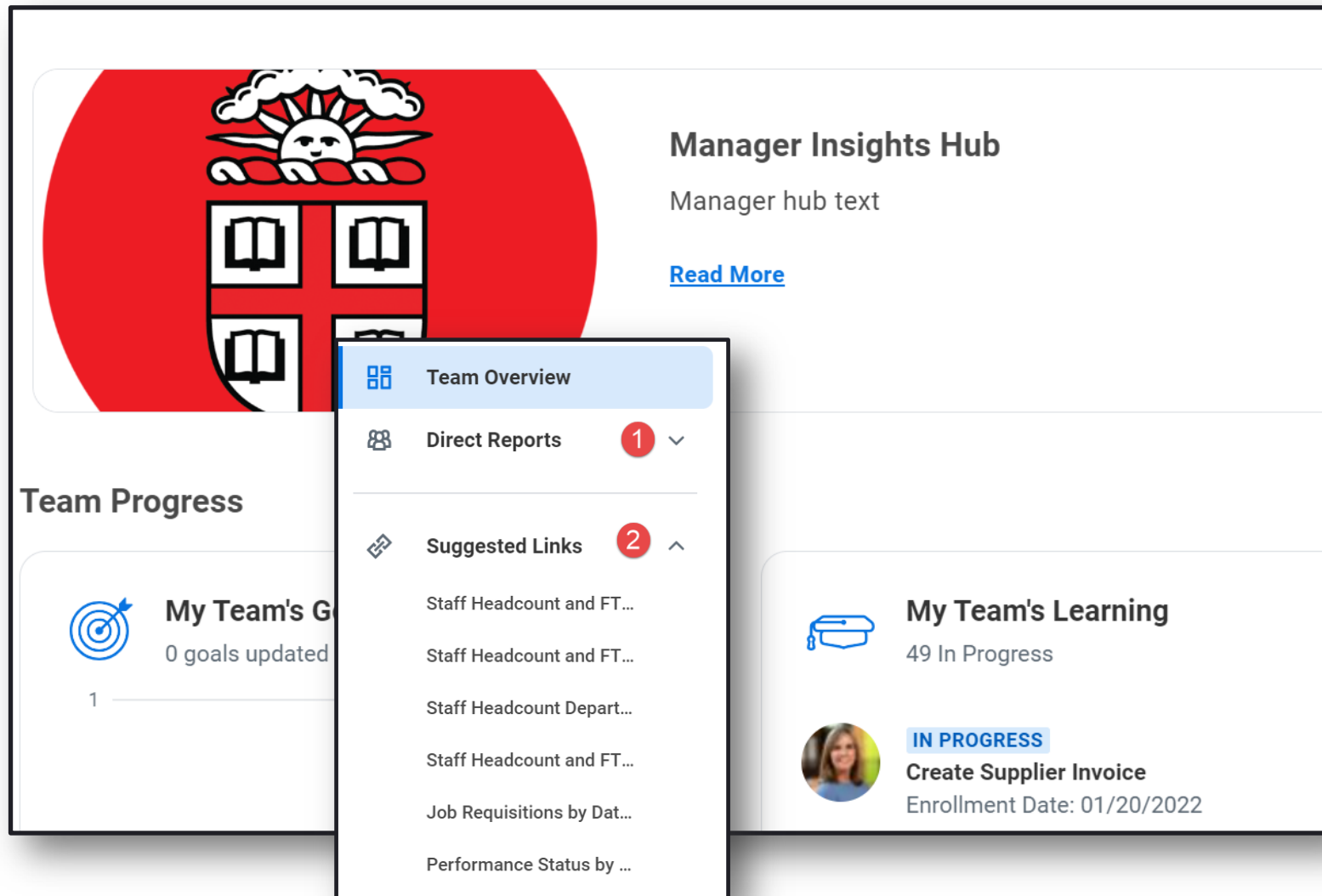
- Single point of access for HR related data for HR Business Partners and HR Coordinators
- **Header:** Has announcement information and references links available to users
- **Reports:** Reports identify **Worker Movement** including incoming and outgoing workers and change job events; process level data available for viewing and to take action
- **Suggested Links:** Links to available reports and dashboards as well as Inbox and Archives

HR Partner Hub



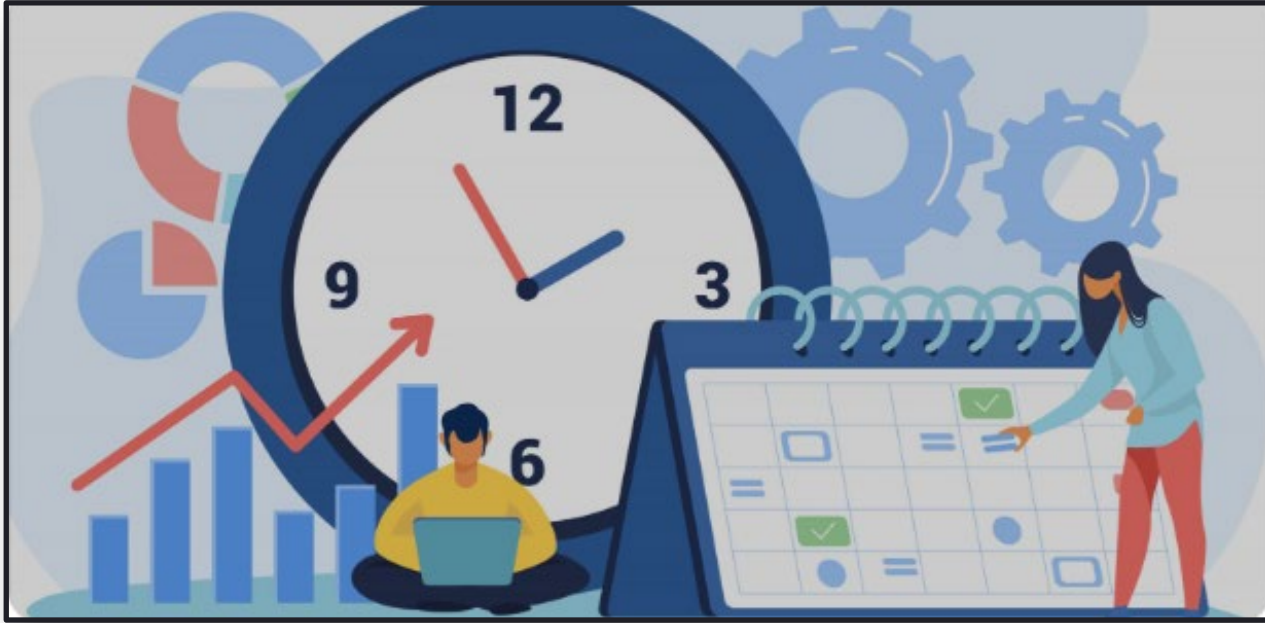
- Single point of access for Financial Coordinators making reviewing and managing financial-related tasks and processes quick and easy.
- **Header:** Has announcement information and references links available to users
- **Hub includes:** Inbox detail, transaction history information, financial analytics, access to Financial Coordinator reports and direct links to training & your Learning Transcript

Financial Coordinator Hub



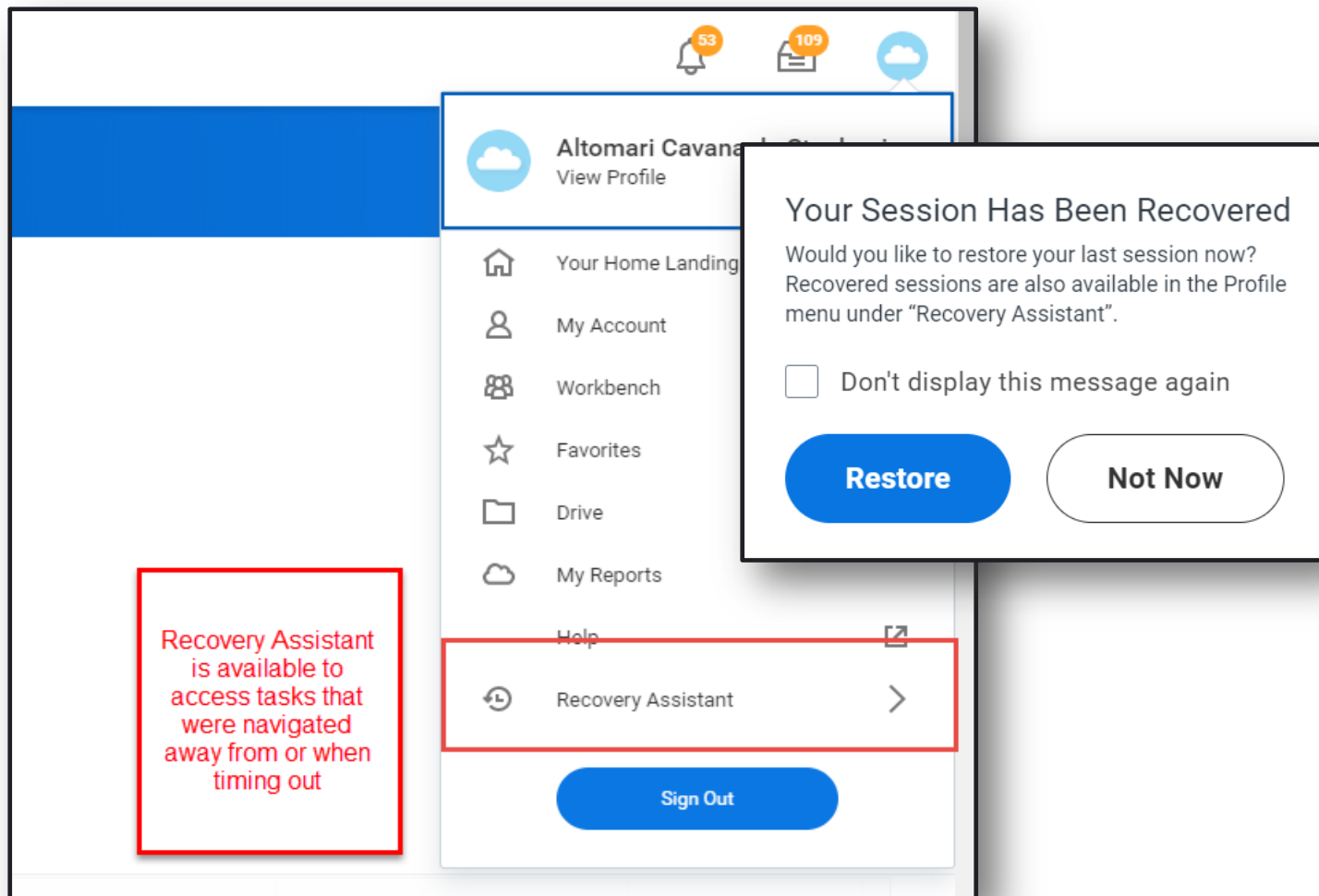
- Single point of access for time entry, leave of absence and time off transaction and data
- Announcements and references links to available to users in header
- The hub includes: Access to headcount and FTE reporting, performance reporting and contact information for individuals you oversee

Manager Insights Hub (*coming soon*)



- Single point of access for time entry, leave of absence and time off transaction and data
- Link to related policies and reports for Absence Partners and Timekeepers
- Process level data available for viewing and to take action

Time and Absence Hub (*coming soon*)



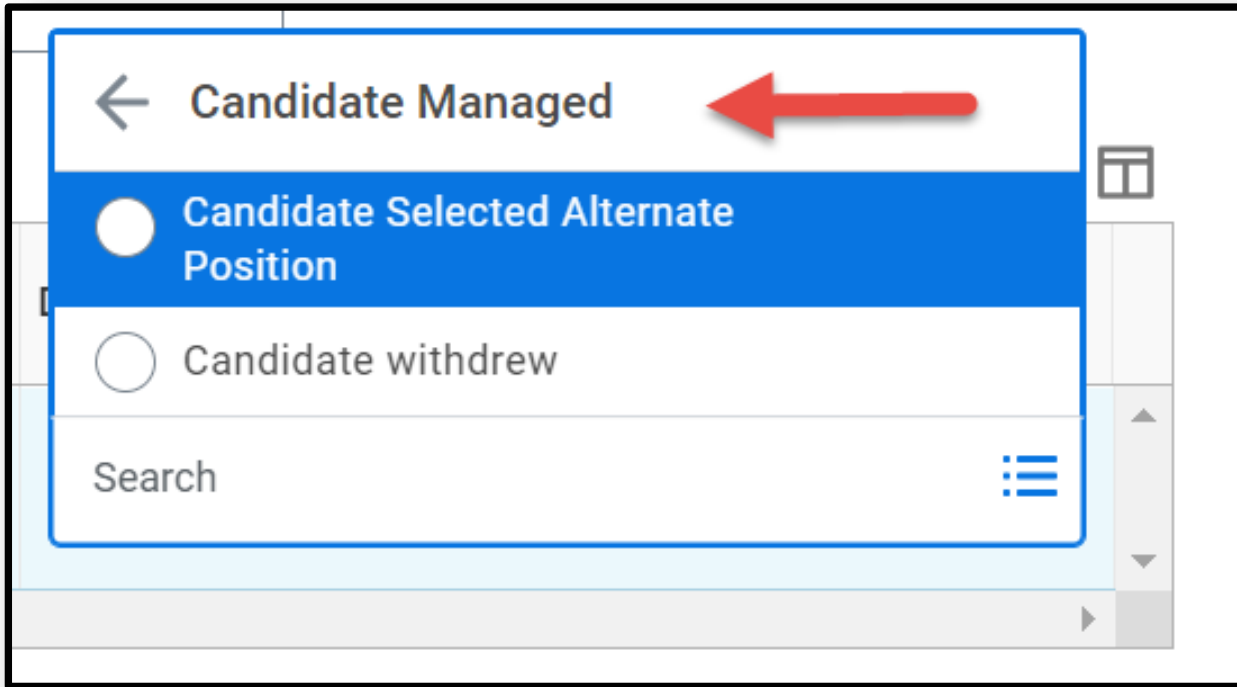
- “Recovery Assistant” available for tasks started and navigated away from within 1 day of last interaction
- Use the Recovery Assistant pop up or access using your profile
- Available via worker profile cloud

Recovery Assistant

Workday 42: Feature Highlights

*Recruiting, Staffing,
and Payroll*

- Disposition Groupings
- Job Profile business process
- Section Personal Information Help Text
- Streamlined Hire
- Performance and Goal interface update
- Change Location
- Model My Pay Updates
- Costing Allocation End Date Requirement
- Photos in Workday
- Skills on Job Requisition (***coming soon***)



- Disposition reasons are now grouped by disposition categories for the purposes of recruiting reporting
- More easily identifies disposition types for recruiting managers and HR staff

Disposition Categories

For **IT Application Manager**

Overall Process Edit Job Profile: IT Application Manager ←

Overall Status In Progress ←

Details

Job Profile IT Application Manager

Profile Details

Effective Date 03/02/2024 ←

Job Profile Name * IT Application Manager

Job Code * IT Application Manager

Include Job Code in Name ☐

- Internal job profile creation and edits are done by business process
- Process will route for review and additional functional updates where there are downstream impacts

Job Profile Business Process

Marital Status

Marital Status is an optional field at Brown University.

Marital Status

× Single (United States of America) ⋮

Marital Status Date

MM/DD/YYYY 📅

- Help Text for Personal Information sections to define fields within personal information inline
- Defines which fields are required versus optional

Help Text for Personal Information

The image shows a web interface for hiring. On the left is a form with the following fields: 'Hire Date' with a red asterisk and a date picker showing 'MM/DD/YYYY'; 'Reason' with a text input field; 'First Day of Work' with a date picker showing 'MM/DD/YYYY'; and 'End Employment Date' with a date picker showing 'MM/DD/YYYY'. On the right, a reference card is displayed with the title 'future, test' and a horizontal line. Below the title is the section 'Worker Information' which contains two fields: 'Pre-Hire' with the value 'future, test' and 'Phone Number' with the value '+1 (401) 5551111'.

- Streamlined interface for end user; subprocess user interface remains the same
- Pre-hire information pre-populated on reference card
- Unused fields removed from the process

Streamlined Hire

Complete Manager Evaluation

Manager Evaluation: 2023 - 2024 Annual Staff Performance Evaluation - Na...

Actions

04/01/2023 - 03/31/2024

Overall Performance Rating

Performance Assessment

Review and Submit

Overall Performance Rating

Exceptional: Performance consistently exceeds expectations and delivers exceptional innovation and initiative in all aspects of the position. Work is widely recognized as a standard.

Highly Effective: Performance frequently exceeds expectations and job requirements is uniformly high.

Effective: Consistently meets requirements of the position in terms of quality and reliable and meaningful contributions to the department with on-time results.

Requires Improvement: Demonstrates satisfactory performance in some areas and needs to acquire and/or develop necessary skills and build/sustain acceptable standards.

Manager

Rating: select one

Comment: Format, B, I, U, A, List, Link

Back Next Save for Later Close

- Performance review template streamlined
- Navigation from left side toolbar
- Process easily downloadable
- Managers can save throughout drafting the process and return to update the evaluation prior to submitting

Updated Performance Template

Korn, Kathy (656097)

Executive Assistant

Actions

Team

Summary

Overview

Job

Compensation

Pay

More (4)

Location
Pizzitola

Manager
Legault, Nicole A (605988)

Position Title
POS347927 Executive Assistant

Supervisory Organization
Workday EIB Testing (DEMO) (Legault, Nicole A (605988) (Inherited))

Start Job Change

Location Change

Jennings, John (656100)

Jennings, John (656093)

Korn, Kathy (656097)

Business Process

Compensation

Expenses

Job Change

Start Job Change

Add Job

Terminate Employee

Manage Probation Periods

- Job Change business process is enhanced to support location changes for employees*
- The process can be initiated from the worker profile by the HR Business Partner or HR Coordinator from the worker profile or as a related action under "Job Change"

*Location updates for remote locations not currently available

Location Change Updates

Model My Pay Bus, Gus (655968)

Reference Pay

Company	Brown University	Position	POS347735 Planner
Pay Period	Feb 1, 2024 - Feb 29, 2024	Gross Pay	8,750.00
Payment Date	Feb 29, 2024	Net Pay	6,379.46

Modeling Options

Expand sections below as needed and enter new values in the Adjusted Value column. Click the Adjust Federal Taxes and Adjust State Taxes buttons. When finished, click the Model button to run a calculation that compares your changes to your original pay.

> **Pre-Tax Deductions: 0.00**

Model **3**

Adjust Federal Taxes **1**

Adjust State Taxes **2**

Cancel

- Model My Pay can be used to review your taxation elections and project potential changes prior to making them in Workday in conjunction with a specific pay date
- Federal and/or state taxation updates are available for review by selecting the respective adjustment and then model

Model My Pay

Modeling Options

Expand sections below as needed and enter new values in the Adjusted Value column. Click the Adjust Federal Taxes and Adjust State Taxes buttons to make changes to your tax elections. When finished, click the Model button to run a calculation that compares your changes to your original pay.

1
2
3
4
Pre-Tax Deductions: 2,789.66

4 items

3 +	*Description	Additional Information	Input Details		
			Type	Current Value	Adjusted Value
	Dental				
			Amount	72.74	
	Fidelity Deferred Vesting				
			Percent	0.19	2
	Medical UHC EE				

4

Model

Adjust Federal Taxes

Adjust State Taxes

Cancel

- Model My Pay can be used to review your retirement elections and project potential changes prior to making them in Workday
- Retirement deduction updates are available for review by entering an adjustment percent and then model
- A new retirement deduction can be added by using the plus sign to add a new deduction line to model

Model My Pay: Retirement Deduction(s)

Start Date * 08/30/2023 ?

End Date 12/31/2023 ?

Default Organizational Assignments (As of Start Date)

Business Unit: BU4030 CSV-Facilities Management
 Cost Center: CC72000 FM - Project Management
 Expense Purpose Code: 9999 Not Applicable
 Fund: FD100 General Operating

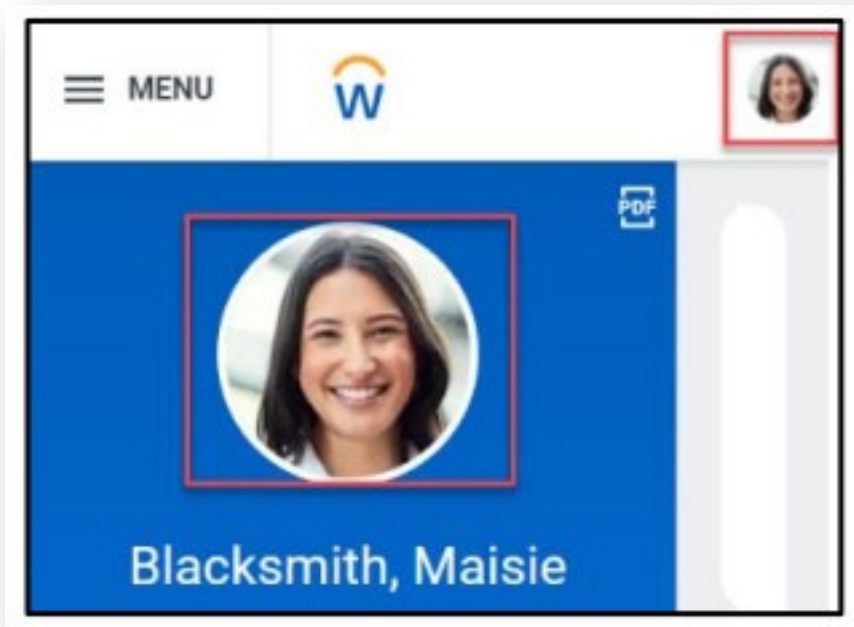
> **Costing Allocation Attachments**

1 item

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Worktags	*Distribution Percent
+		Business Unit: BU4030 CSV-Facilities Management Cost Center: CC72000 FM - Project Management		× Expense Purpose Code: 1080 Instruction - Private Sponsor × Fund: FD500 Sponsored Grants & Contracts × Grant: GR5292003 WD41 EXTRA AWD	100

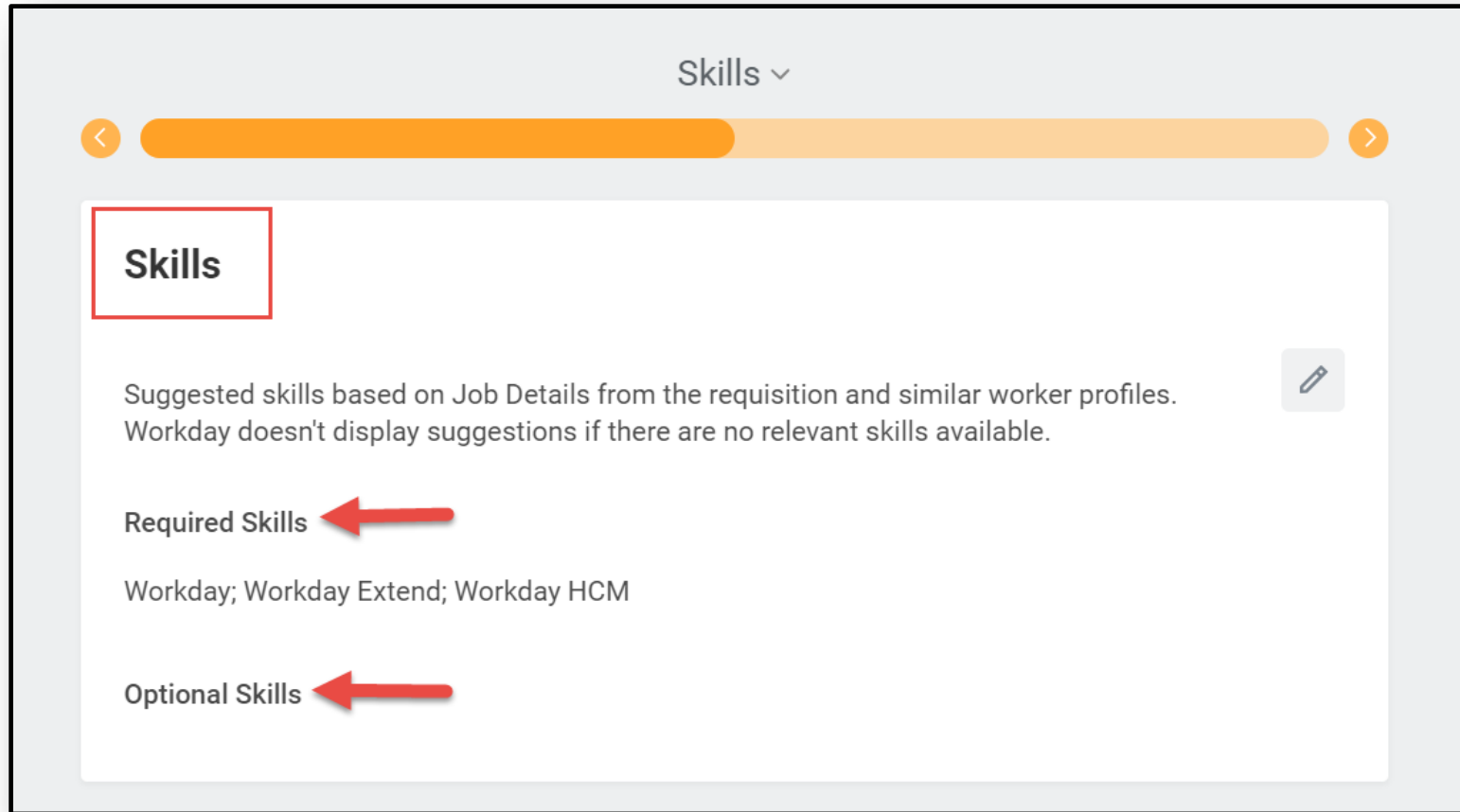
- Costing allocations for grant worktags will require end dates
- Allocations without end dates will generate an error message to add an applicable end date

Costing Allocation End Date Requirement



- Upload your professional photo to your Workday profile to create a more personalized experience and build a connected campus community. Your photo will display on your Workday profile and be visible to others in the Brown community in Workday
- Guidance on photos can be found on the UHR website [here](#)

Photos in Workday



- Up to 5 critical skills can be added to staff job requisitions to help identify key candidates
- Skills on staff requisitions will display on job posting

Skills on Job Requisition (*coming soon*)

Workday 42: Feature Highlights

Purchasing and Supplier Accounts

- Requisition enhancements
- Expense Distance Calculation
- Supplier Account Analytics
- Workday Strategic Sourcing
- Cancel Write Off/Award Corrections
- Additional decimal precision in effort certification
- Effort Certification Work Area

Requisition Details

Requesting for
Bus, Gus (655968)

Company
Brown University

Currency
USD (\$)

Deliver-To
Philip D. Andrews Memorial Building

Ship-To
295 Lloyd Avenue...

Worktags

Business Unit: BU4030 CSV-Facilities Management

Cost Center: CC72000 FM - Project Management

2 more worktags [view all worktags](#)

Ordering Methods

- [Request Non-Catalog Items](#) 1
- [Connect to Supplier Website](#) 2
- [Select from My Procurement Favorites](#) 3

Worktags

- × Business Unit: BU4030 CSV-Facilities Management
- × Cost Center: CC72000 FM - Project Management
- × Expense Purpose Code: 9999 Not Applicable
- × Fund: FD100 General Operating

OK Try New Experience [Cancel](#)

Start Requisition 1 **Edit Details** 2

- Requisitions App ordering methods have been streamlined to most applicable items
- Default requisition details can be stored to streamline the requisition initiation process
- When creating a requisition, the *Try New Experience* button will bring you to the Requisitions App

Requisitions App

Requisitions [Reset Filters](#) [Edit Filters](#)


[Open \(36\)](#) [Completed \(50\)](#)

REQ-0137176 ... Total Amount: \$2,500.00 3 items ▾	Approved Created on 08/17/2023	Ordered Receiving Invoicing
REQ-0137152 ... Total Amount: \$16,000.00 2 items ▾	Approved Created on 08/14/2023	Ordered Receiving Invoicing
REQ-0137150 ... Total Amount: \$2,000.00 2 items ▾	Approved Created on 08/14/2023	Ordered Receiving Invoicing
REQ-0137147 ... Total Amount: \$1,000.00 1 item ▾		
REQ-0137130 ... Total Amount: \$1,000.00 1 item ▾		

REQ-0137150 ✕

[View](#)

[Close Requisition](#)



Welcome to the Requisitions Worklet

Let us show you the basics of how to use it!

?

1

[Start](#)

[Skip](#)

- View all requisitions and take action from Requisitions menu
- “My Requisitions” is also available via the Financial Coordinator Hub
- Product Tours have been made available in the Requisitions App


Requisitions App (cont'd)

Item Details

Origin Address 1 *


Destination Address 2 *

Unit of Measure for Distance Miles

Estimated Distance of Driving Route * 54.7 

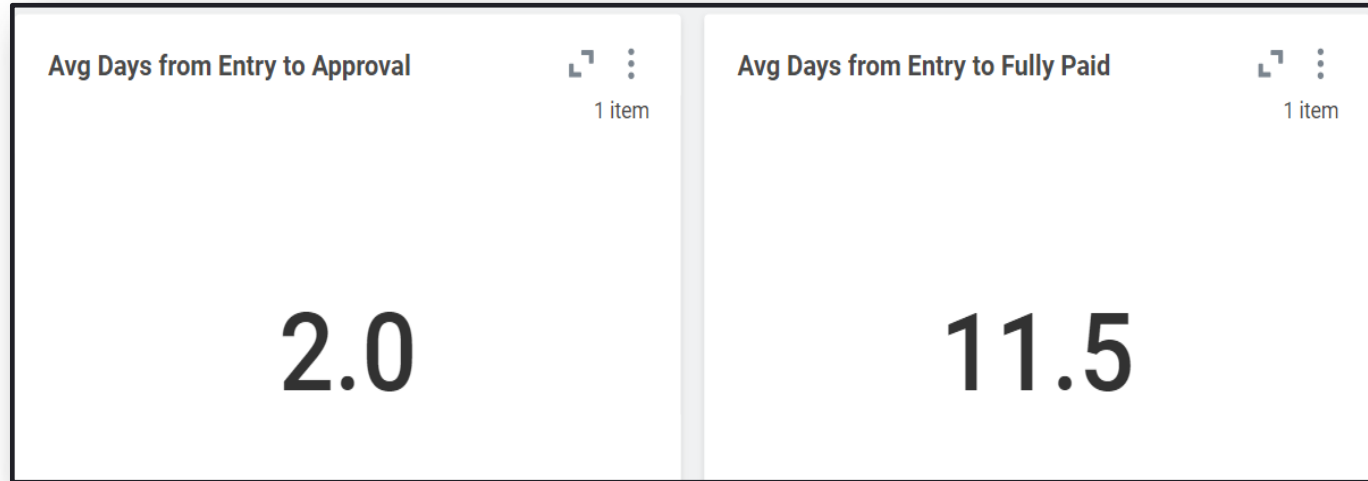
Trip Distance *

Round Trip ☒

Distance to Expense * 109.4 

- Google Maps is available to calculate mileage distance in expense process
- Round trip calculation can automatically be assessed by selecting "Round Trip".

Distance Calculation



- Supplier transaction summaries, supplier creation and days to complete available to Accounts Payable
- Other KPIs also available

Supplier Account Dashboard



COMING
SOON


- Supplier registration is moving to the Workday platform
- Suppliers will be sent a registration link and integrated to Workday once approved by AP
- This experience will streamline the supplier registration process

Upcoming Supplier Management Changes

The screenshot shows a software interface with a horizontal tab bar at the top. The tabs are: Overview, Award Lines, Notes, Attachments, Special Conditions, Committed Effort, Plan, NSF Code Allocations, Award Credits, and Other Information. The 'Other Information' tab is selected and highlighted with a red box. Below the tabs, the 'Correction Information' section is expanded, indicated by a blue checkmark icon. It contains a 'Reason' label and a text input field. A red arrow points to the input field, which has a menu icon (three horizontal lines) on its right side.

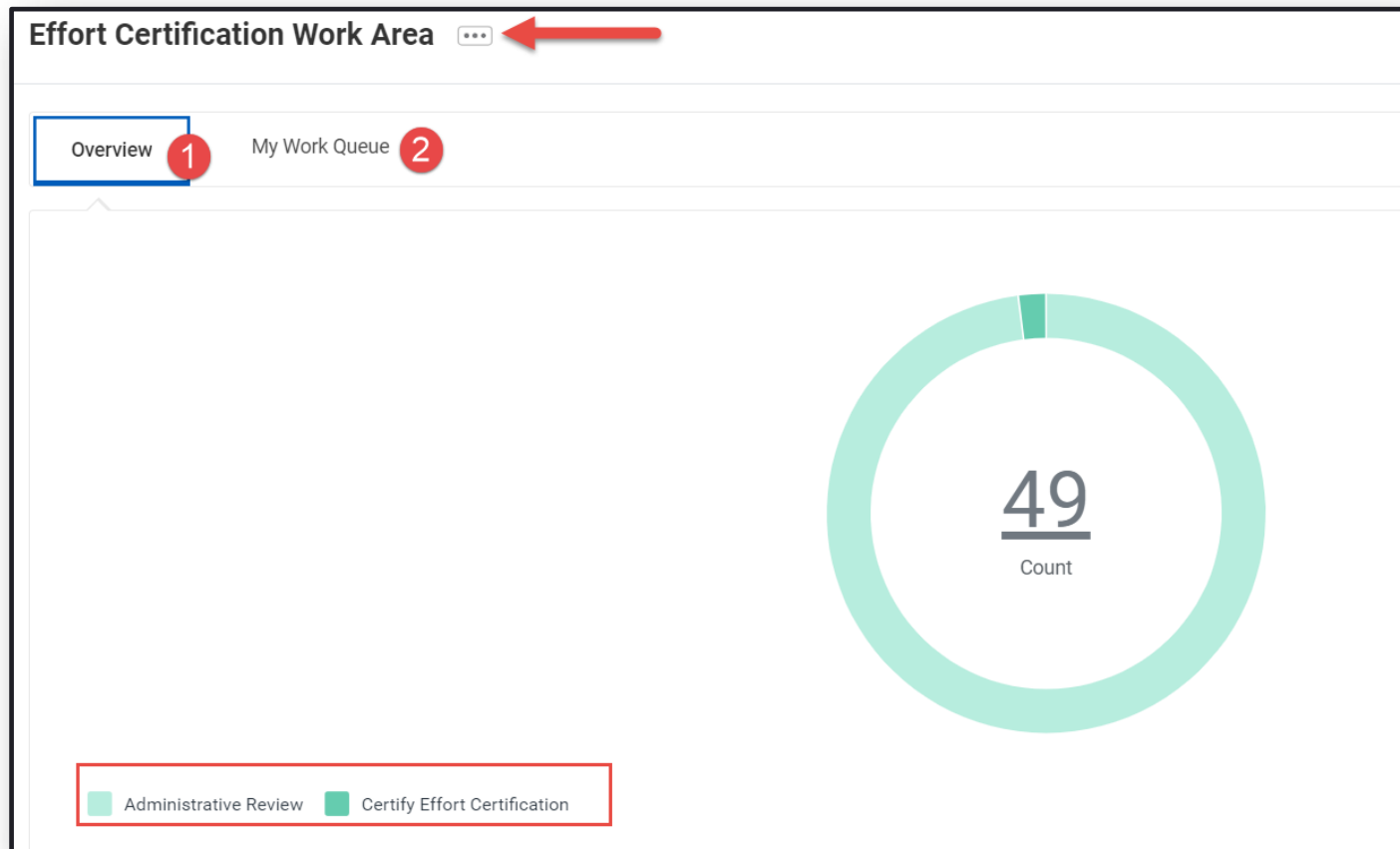
- Cancellation of write offs are now supported if the write off is active and payment has not been applied
- Award correction reason is now required on Correct Award business process

Cancel Write Off/Award Correction

Effort Certification Summary		
Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
411.77	100.00%	 92.9923%

- Decimal places of up to 4 are supported in effort reporting to align with compensation and payroll accounting precision
- Precision decimal updates are available for in progress or new effort reporting

Decimal Precision in Effort



- Effort Certification Partners can access the Effort Certification Work Area to view all Effort Certifications assigned to them in a single place
- Toggle the Overview and My Work Queue tabs to view and take action on your assigned effort reports

Effort Certification Work Area

Workday 42: Feature Highlights

Learning, Absence and Time Tracking

- Course Offering Enhancements
- Waiver Enhancements
- Certifications for Learning
- Mass Enroll into Offering
- Schema in Learning
- Enter Time by Period
- Smart Summaries
- Absence Calendar Changes (*coming soon*)

Select Offering

Absence Partner & Timekeeper User Group

No Filters Applied

Saved Filters select one

Open Offerings 2 items

Select Offering	Start Date 1	End Date 2	Attendance Type 3	Availability 4
<input type="checkbox"/>	Tue, Mar 19, 2024, 2:00 PM Eastern Time (New York)	Tue, Mar 19, 2024, 3:00 PM Eastern Time (New York)	Virtual	32 out of 35 Seats Available
<input type="checkbox"/>	Tue, Jun 18, 2024, 2:00 PM Eastern Time (New York)	Tue, Jun 18, 2024, 3:00 PM Eastern Time (New York)	Virtual	35 out of 35 Seats Available

Don't see an offering that works for you?

Express interest in other locations and dates.

[Express Interest](#)

Cancel OK

- Offerings can be filtered by date, attendance type, location and availability
- Expressing interest in an additional offering is also supported from active offerings page

Course Offering Enhancements

Waive Reason

Eligible Assignments Ineligible Assignments

0 items

<input type="checkbox"/>	Learner	Learning Content	Assigned Date	Assignment Mechanism	Assigned By	Due Date	Enrolled	Required
No Data								

- Waiver functionality streamlined and moved to grid framework
- Mass waiver supported
- Supports Learning administrators with updating required learning assignments

Waiver Enhancements

Versioning

Version Schema

✕ Test for Blended Course

⌵

Display Schema Label to Learners

☒

Version Update Type

No Change

Custom Version Label

Version Notes

Format ⌵ **B** *I* U A ⌵ ⋮ 🔗 ↺ ↻

New Version

- Schemas for blended courses to make versioning of content consistent
- Effective versions of courses for when you version a course by a minor update type, a new minor version of the course is created as a new effective version

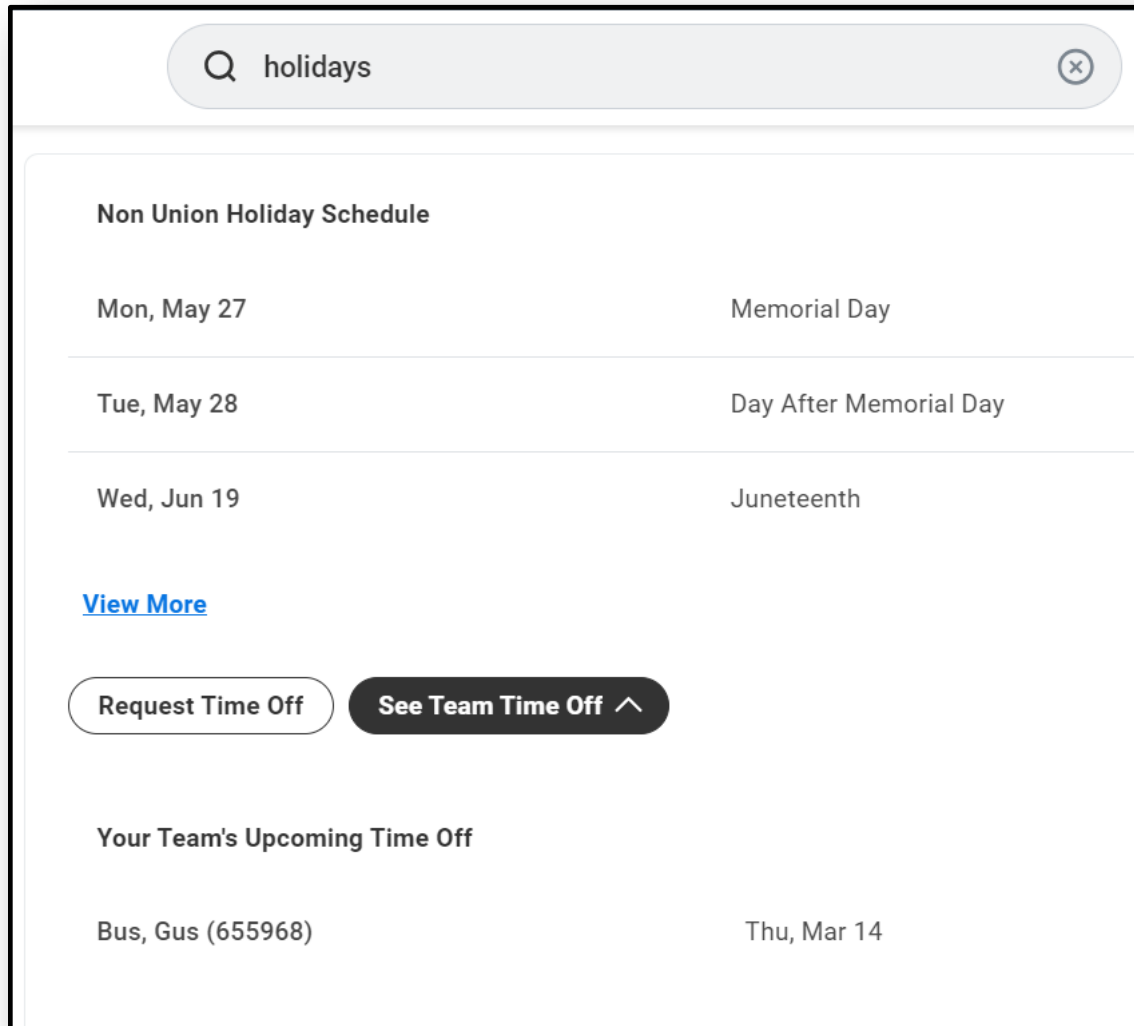
Schemas in Learning

Certifications 1 item

Certification	Achievement Source	Issuer	Issued Date	Expiration Date
Learning Certification Absence Partner - Brown University - (Issued by Learning)	Absence Partner Learning Program	Brown University	02/23/2024	

- Certification programs offered by Workday Program team will now display as a certification in Workday
- Certifications earned by Workday certification programs will display on your worker profile

Certifications in Learning (*coming soon*)



- Workday supports quick searches to display team time off and active holidays
- Use to search for “holidays” or “team time off” to bring up future holidays in the current calendar year and approved time off for your team members within the next 30 days

Smart Summaries

Enter Time

Johns, Jill (656103)

⋮

Today

< > Feb 25 – Mar 9, 2024 ▼

Actions ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 25	26	27	28	29	Mar 1	2
	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	<div>Paid Time Off</div> <div>🕒 4 Hours</div> <div>Regular Hours</div> <div>🕒 3.5 Hours</div>	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	
	7.5 Hours	7.5 Hours	7.5 Hours	▼ 15 Hours	7.5 Hours	
3	4	Today 5	6	7	8	9
	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	<div>Regular Hours</div> <div>🕒 7.5 Hours</div>	

- Search “Enter time by period”
- Brings up full open time period in easy calendar view
- Similar actions and time entry on enter time screen
- Can select week to submit
- Review summary displays time totals for period

Enter Time by Period *(coming soon)*

Submit Time ✕

Close

You are about to submit time for the week 02/25/2024 - 03/02/2024.

Following date range will be submitted for approval.

February 25 – March 2, 2024 : 45 Hours

Total for February 25 – March 2, 2024

Regular	40
Overtime	1
Paid Holiday	0
Time Off	0
Non Worked Hours	4
Shift Differential Hours	0

Cancel Submit

Submit Time ✕

These periods contain unsubmitted time. Select a period to submit.

☒ February 25 – March 2, 2024 : 45 Hours

☐ March 3 – 9, 2024 : 37.5 Hours

Cancel OK

- Search “Enter time by period”
- Brings up full open time period in easy calendar view
- Similar actions and time entry as enter time screen
- Can select week to submit
- Review summary displays time totals for period

Enter Time by Period (cont'd)

Request Absence
For Gus, Gus (655968)

Total Request Amount: 0.5 Days

Fri, Mar 15
Vacation Days (Exempt) • 0.5 Days (Daily) >

Fri, Mar 22
Sick Days (Exempt) • 0 Day (Daily) >

> Additional Information

Fri, Mar 22 [Remove Day](#)

Type of Absence*
x Sick Days (Exempt) ⋮

Day (Daily)
0

Comment

Available Balance: 2 Days
Includes your accrued time off and future requests until 03/22/2024.

Remaining Balance: 2 Days
Amount you will have on 03/22/2024 after submitting the request.

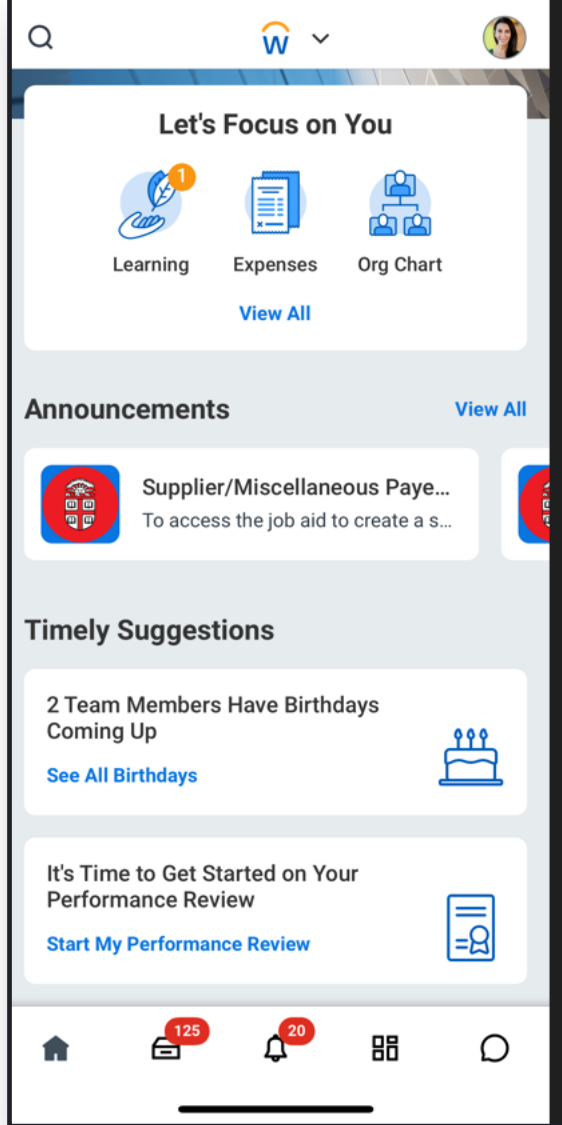
- Absence calendar refresh allows users to request multiple types of time off in different quantities in a single place
- Leave requests will also be managed through calendar interface
- Inline balance information in request process
- Available to employees for self service as well as Absence Partners

Absence Calendar (*coming soon*)

Workday 42: Feature Highlights

Mobile

- User Interface Update
- Audio Name Pronunciation via Mobile
- Learning Actions
- Change Benefits via Mobile
- Update Payment Elections



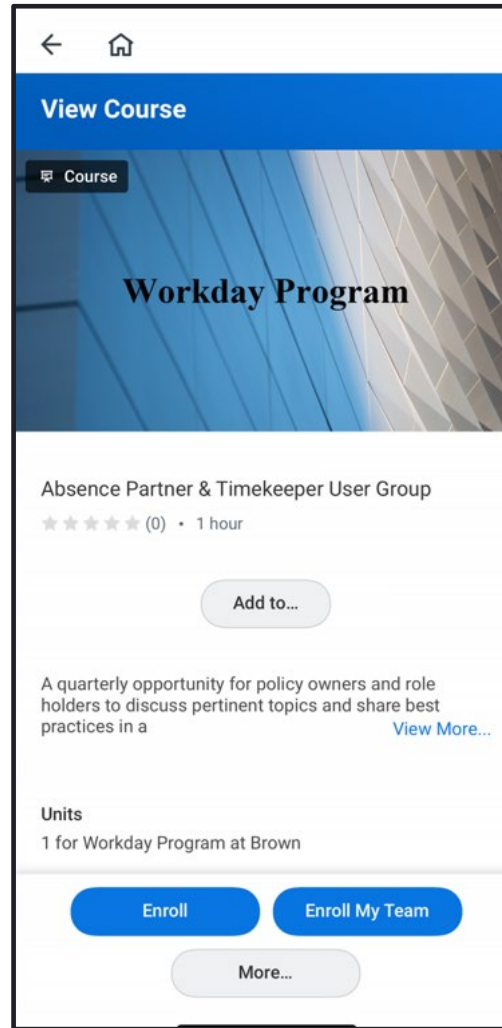
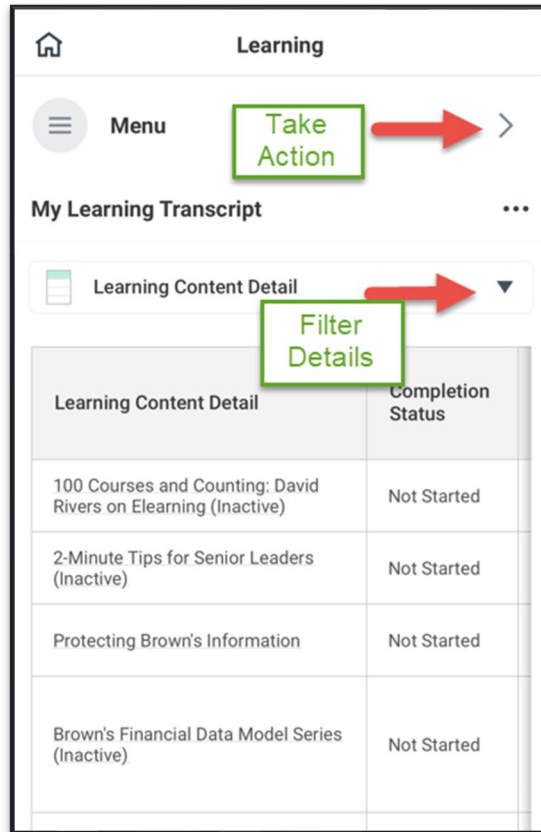
- Email workers directly from notification of birthday or anniversary
- Access Learning to engage in media-based content via mobile
- Access Inbox and review most tasks for completion
- Access Workday Assistant to help with self service tasks

Mobile User Interface Enhancements

The image shows a mobile app interface for 'Change My Name Pronunciation'. At the top, there is a blue header with a back arrow, the title 'Change My Name Pronunciation', and the user's name 'Altomari Cavanagh, Stephanie M'. Below the header, there are two main sections: 'Audio Pronunciation' and 'Phonetic Pronunciation'. The 'Audio Pronunciation' section has a '+ Add audio' button with a red circle containing the number '1'. The 'Phonetic Pronunciation' section has a red circle containing the number '2' and a text input field. Below these sections is a 'Submission Comments' section with a user profile icon and a 'Comment' text input field. At the bottom, there are two buttons: 'Save for Later' and 'Submit', with the 'Submit' button having a red circle containing the number '3'.

- Name pronunciation audio can be added with mobile app to supplement visual pronunciation in Workday
- Record your name, preview it and Submit
- Once submitted, your audio pronunciation will be accessible in Workday

Audio Name Pronunciation via Mobile



- Access learning activities and transcript details
- Take action to drop learning enrollments and enroll in additional content
- Continue learning directly from transcript for in progress, media-based content

Learning Access

Change Benefits

Change Reason *

Submission Comments

Comment

Save for Later Submit

Close Change Reason





Search

- ☐ Birth/Adoption
- ☐ Change Beneficiary at any time
- ☐ Change HSA at any time
- ☐ Change in Spouse's Employment
- ☐ Change Life Insurance Coverage
- ☐ Change Transit or Parking
- ☐ Death of Dependent
- ☐ Delete Dependent

Benefits

\$729.43
Cost Per Paycheck

Health Care and Accounts

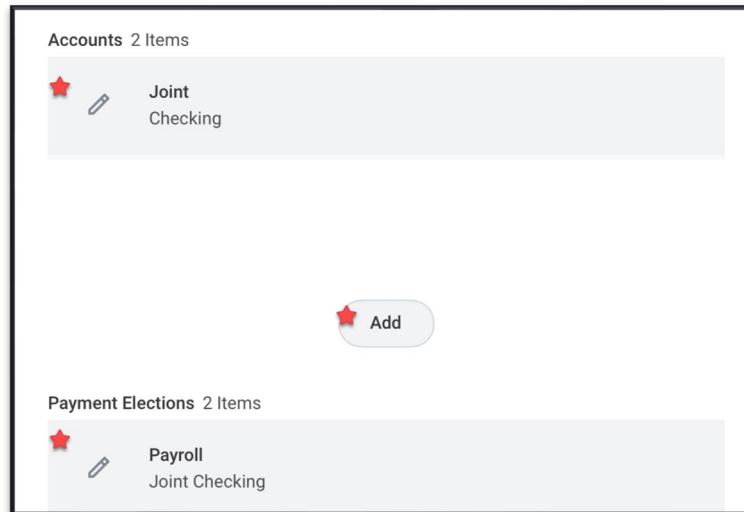
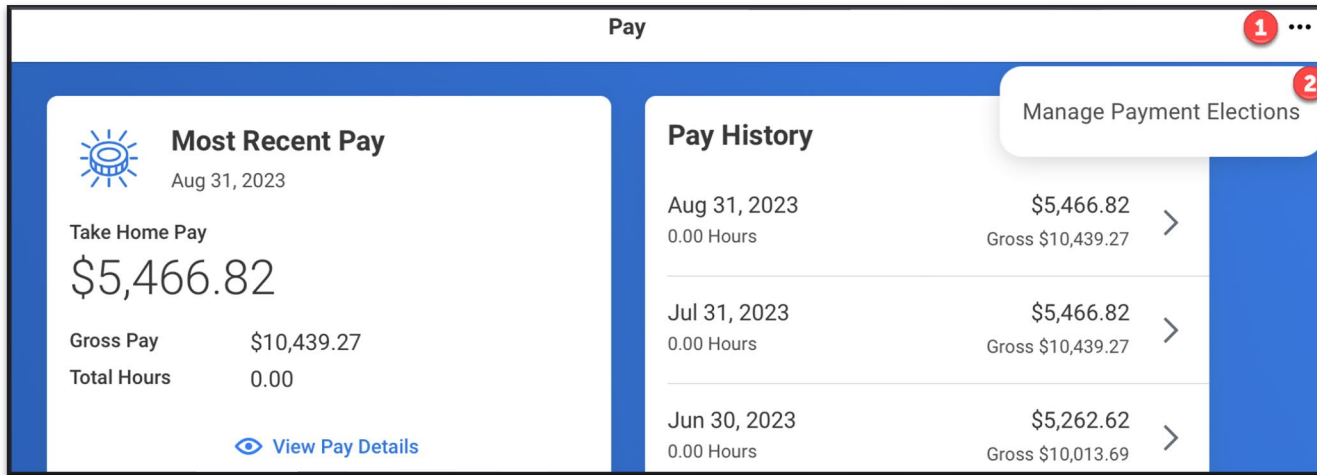
 Medical UnitedHealthcare PPO... \$656.69	 Dental Delta Dental RI Dental... \$72.74
 Vision Enroll	 Health Savings Account Enroll

Select each available card to update elections. Once complete, click on the "View Summary" button to review final selections and Submit

View Summary

- Open Benefits application from homepage
- Choose appropriate benefits change reason
- Access Inbox or benefits application to open change benefits task and update elections

Change Benefits on Mobile



- Open Pay application from homepage
- Select actions in upper right corner to open Payment Elections
- Select pencil icons to edit existing accounts or elections
- Select Add to enter new accounts or elections

Payment Elections from Mobile



- Next release of Workday functionality in September 2024