



Workday 44 System Update

Feature Highlights | March, 2025

Agenda

- Workday Update Methodology
- Feature Highlights
- Stay Tuned

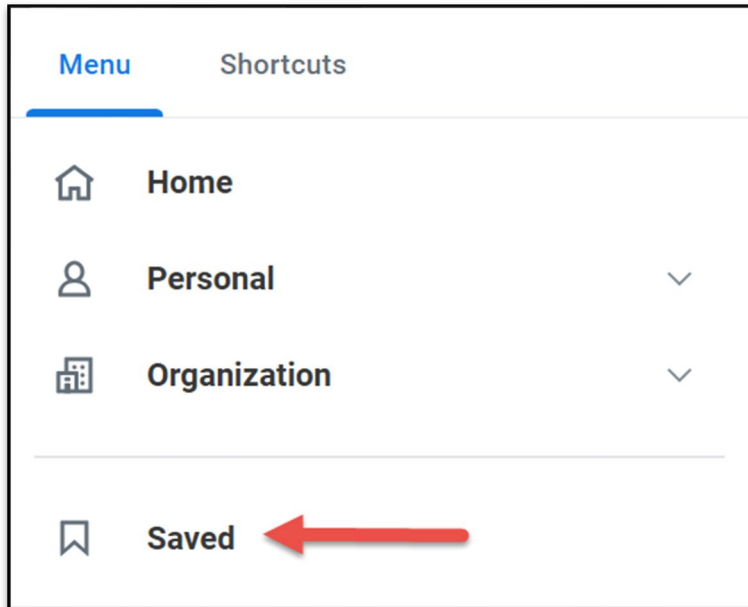
Workday 44: Methodology

- 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 44: Feature Highlights

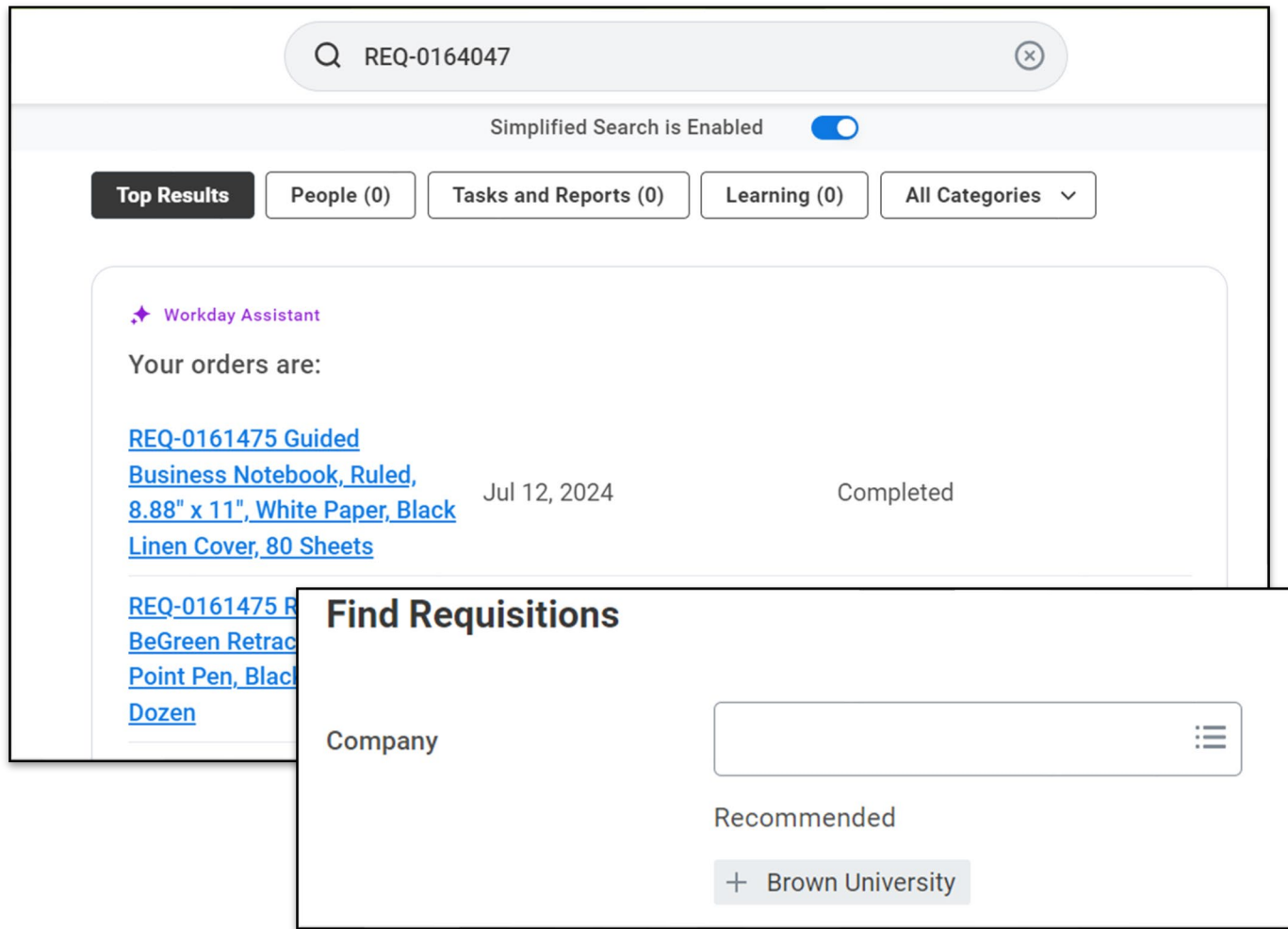
User Experience Changes

- Saved Feature
- Machine Learning Assisted Search
- Workday Assistant Updates
- Facet Sorting in Reports
- Customer Central for Migration
- System Admin Hub
- Manage Insights Hub
- Hub Enhancements



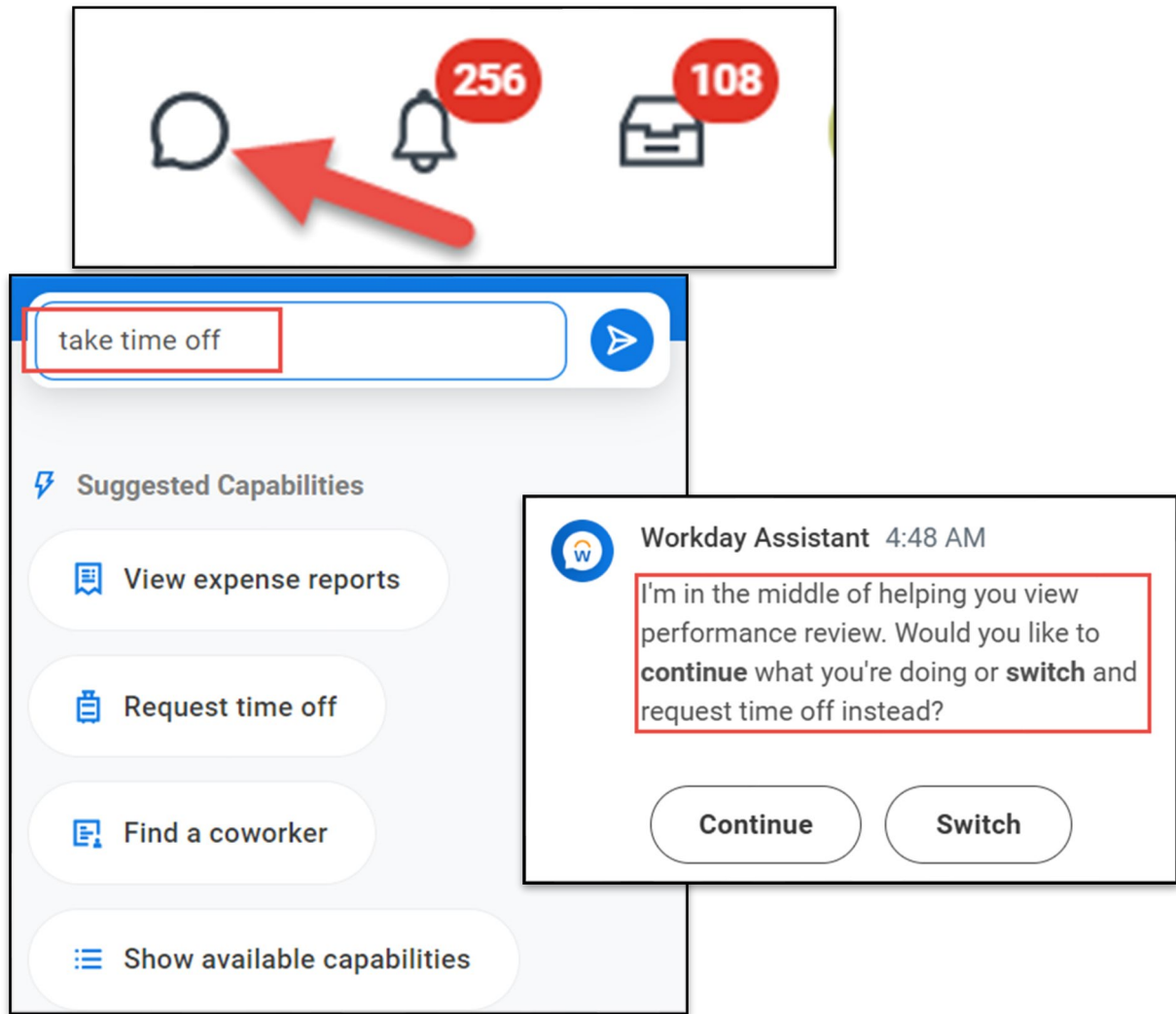
- Saved in the Global Menu enhances user experience by reducing the time needed to find saved items
- Streamlines content organization
- Also includes favorites with saved items in a single menu

Saved in Menu



- Machine Learning is used to return relevant information based on the search criteria
- Recommended results are based on Workday Assistant features
- Recommended prompts results will be viewable based on prior prompt values

Machine Learning Search and Prompts



- Icon moved to navigation ribbon
- Workday Assistant supports tasks such as requesting time off, viewing all team member time off balances, launching your performance review, 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”
- Assistant can be used on multiple tasks simultaneously and allow you to switch between tasks

Workday Assistant Updates

Facet Options

Sort Facets Alphabetically ☐

Facet Filters 9 items

	Order	*Field	Label Override	Facet Configuration	Facet Value Sorting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Learning Content Type	Course Type		<input type="checkbox"/> Alphabetical - Ascending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Access Type	Registration Type		<input type="checkbox"/> Alphabetical - Ascending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Content Provider	Content Type		<input type="checkbox"/> Alphabetical - Ascending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Topic			<input type="checkbox"/> Alphabetical - Ascending

Save Clear All

☒ Course Type

- ☐ Blended Course (96)
- ☐ Digital Course (11144)
- ☐ Lesson (15)
- ☐ Program (24)

Alphabetical options for selection

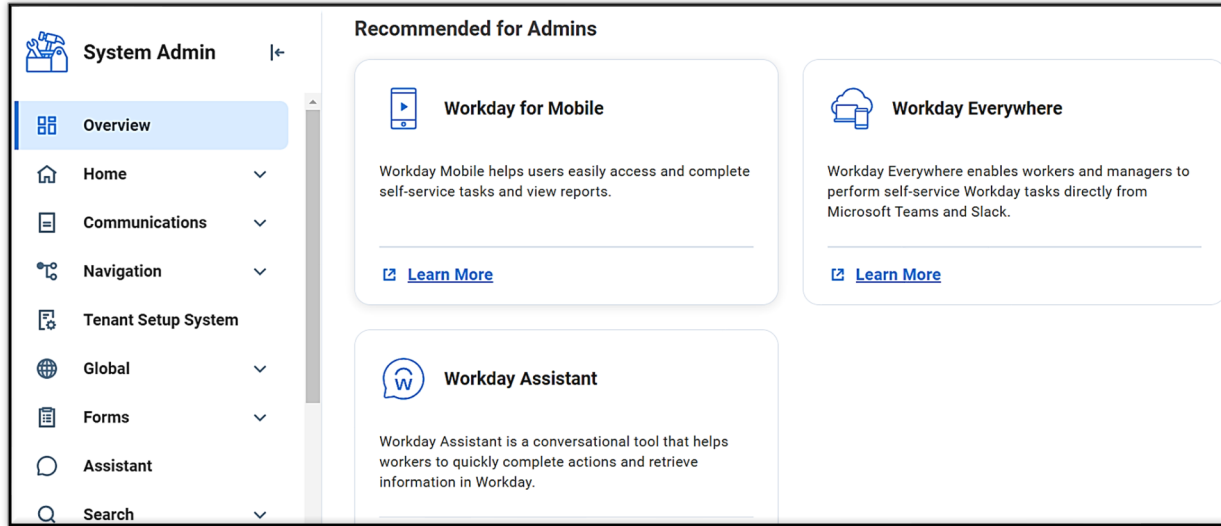
- This feature improves search report usability and productivity by giving you more control over how facet values display
- Sort order facet values support:
 - Alphabetical ascending
 - Alphabetical descending
 - Logical ascending
 - Logical descending

Facet Sorting

Maintain Hubs		
24 items		
Hub	Action	
Academics	Action ▼	
Benefits and Pay	Action ▼	View
Buyer Hub	Action ▼	View
Campus Engagement Hub	Action ▼	

- Provides ability to share navigation items across multiple hubs to streamline the configuration experience
- Improves user experience by making reports and dashboards readily accessible across multiple hubs
- Admins can now add the same content to different hubs, giving users greater flexibility and a more complete experience

Shared Navigation Items in Hubs



- System Admin Hub consolidates administration tasks from specific product areas into a centralized location
- Hub supports management of administration tasks by accessing them all in one place, saves time by organizing tasks clearly and making them easy to find and utilize new tasks more readily

System Admin Hub

Awaiting Action



Time Offs Pending Approval

1 request



Legault, Nicole A

Mar 3 • Vacation Days (Staff Exempt) Time Off

[Go to My Tasks](#)



Hiring and Staffing Summary

In-Progress Job Requisition Events

0 items

In-Progress Job Changes

0 items

In-Progress Hire Events

0 items

[Go to Hiring and Staffing Overview](#)

- Manager Insights Hub adds links to information cards to access transactions awaiting action
- Access org chart for your organization from My Team>View My Team Link

Manager Insights Hub Enhancements

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, Manager Insights and Benefits and Pay Hub are currently available to all staff and faculty
- Time and Absence Hub available to Absence Partners and Timekeepers
- Adoption Hub available to Workday Program, spring, 2025

Workday Hubs



Welcome to the Pay and Benefits Hub

The Pay and Benefits hub consolidate tasks and information from both the Pay and Benefits app. Use th...

[Read More](#)

Tasks and Reports

Withholding Elections

Payment Elections

Change Benefits

My Tax Documents

Needs Attention

NOT STARTED

Payroll Hub - Worker Tax Information

Federal Withholding Elections

State/Local Withholding Election



Benefits and Pay



Overview



Benefits

1



Pay

2

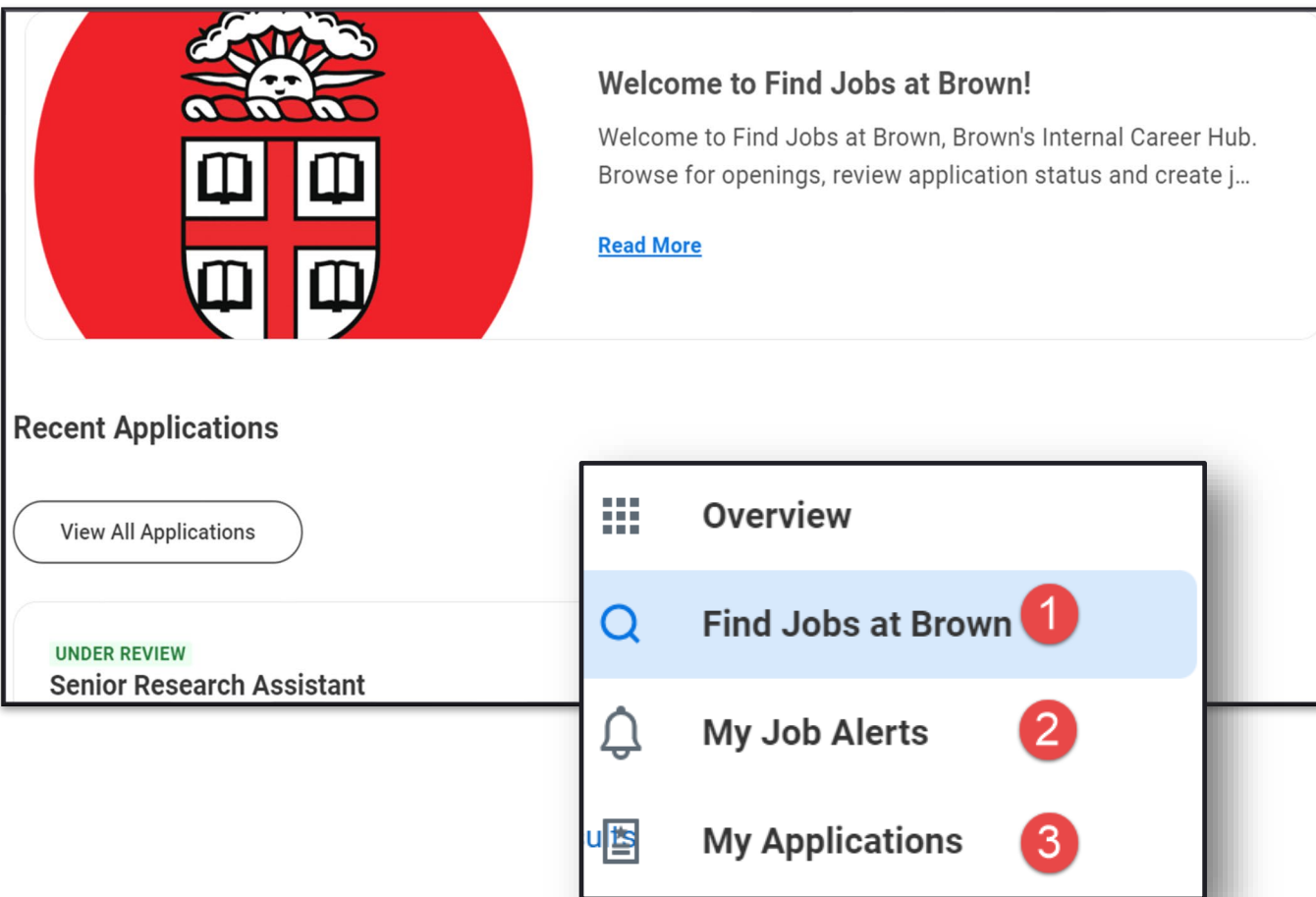


Compensation

3

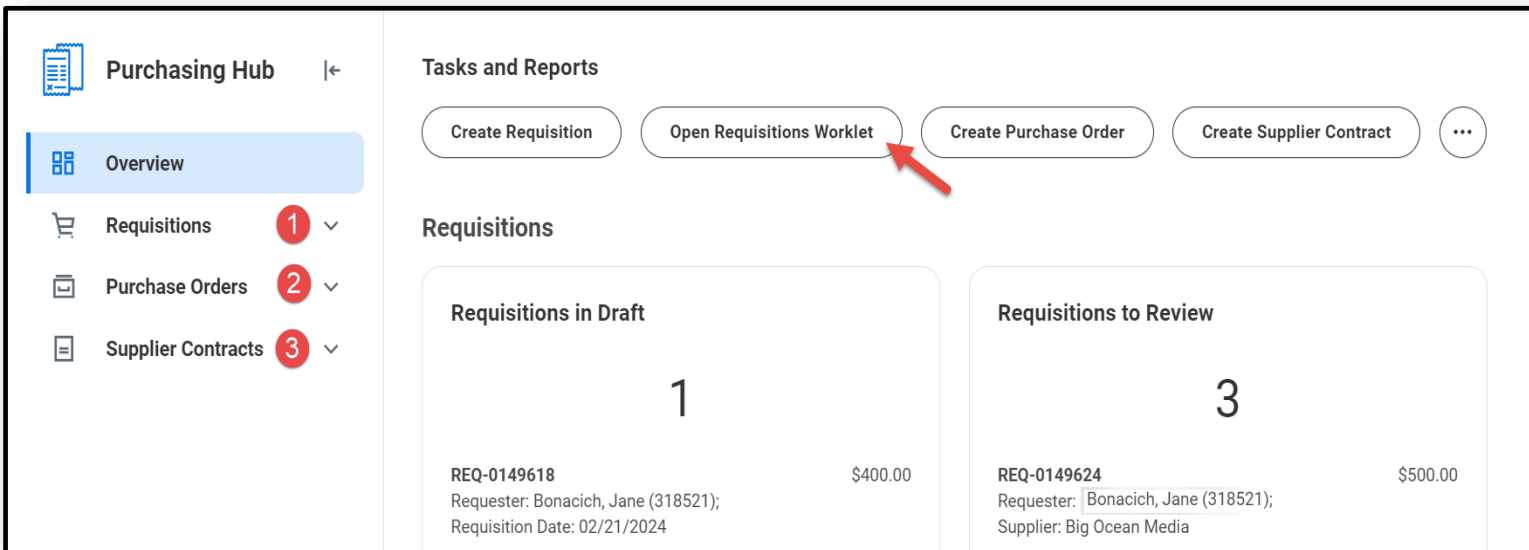
- Single point of access for all pay and benefits-based data
- **Benefits:** View and make changes to benefit elections, view ACA forms, view and update beneficiaries and dependents
- **Pay:** View your prior pay slips, most recent pay and deductions, make changes to payment elections (direct deposit),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

Benefits and Pay Hub



- Single point of access for all internal job searches
- **Find Jobs at Brown:** To search and apply to staff positions, view available positions and prior application status
- **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

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



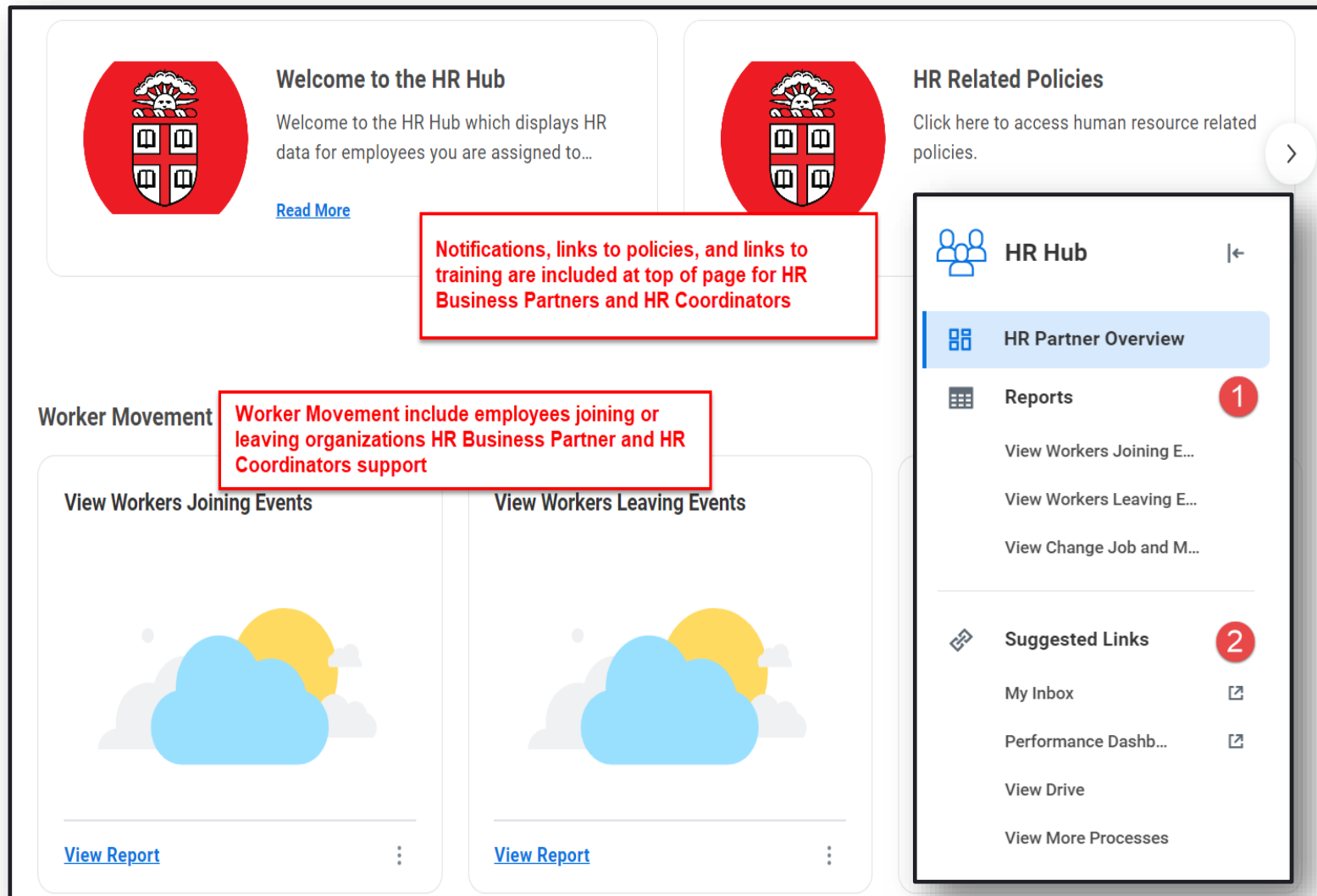
Payment Elections

3



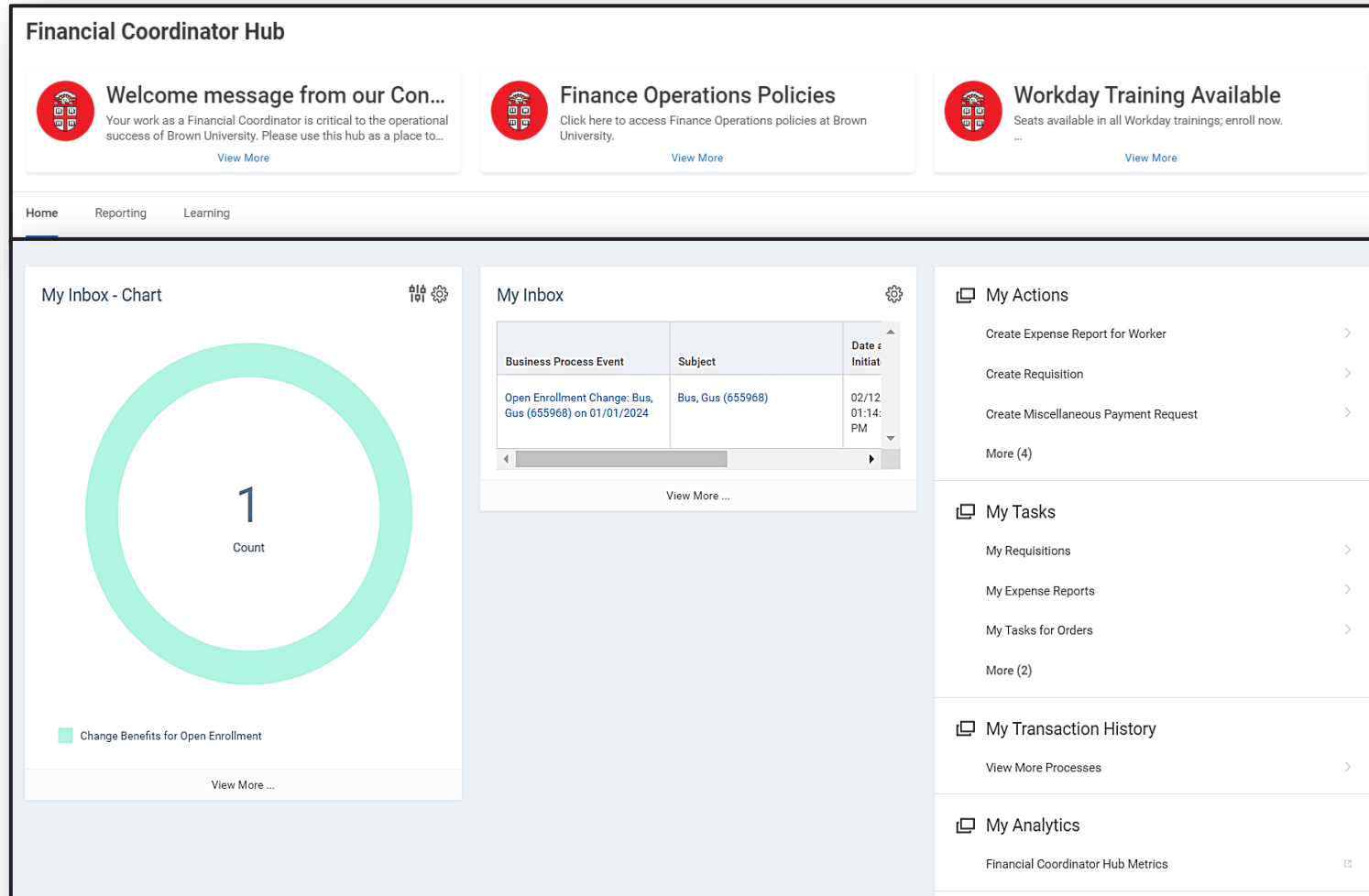
- Single point of access for all expense - based data and transactions
- **Expense Reports:** Create expense reports, view expense report status and history; view expense reports awaiting action or requiring additional information for completion
- **Expense Transactions:** View expense transactions awaiting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

Expenses Hub



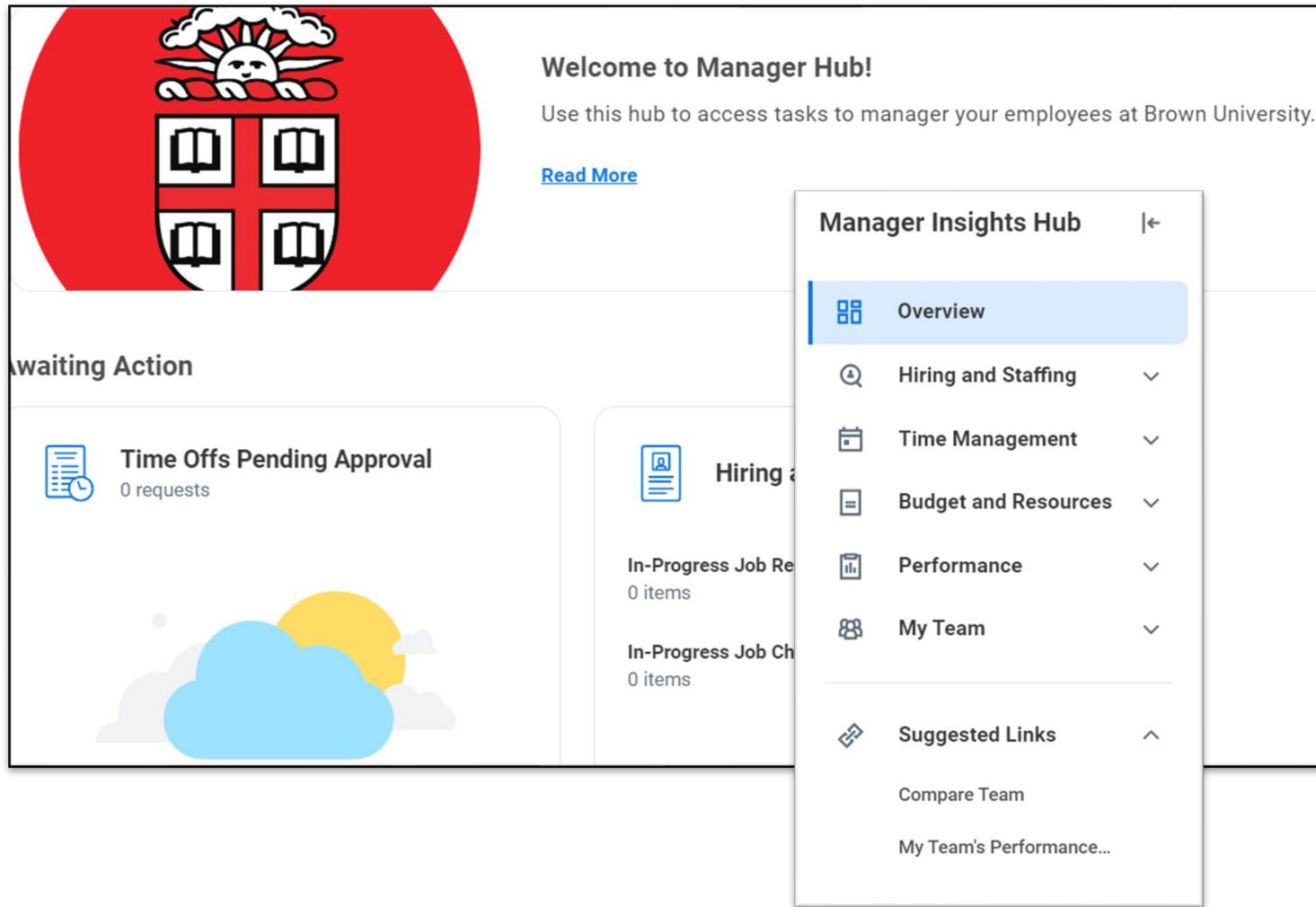
- Single point of access for HR related data for HR Business Partners and HR Coordinators
- **Header:** Has announcement information and references links available to users
- **Reports:** Reports identify **Worker Movement** including incoming and outgoing workers and change job events; process level data available for viewing and to take action
- **Suggested Links:** Links to available reports, dashboards, 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 worked and time off review and approval, hiring and staffing information, team compensation details and performance management
- Review team details and initiate processes for team members from hub

Manager Insights Hub

Welcome to the Time and Absence Hub!

Use this hub in conjunction with the Absence and Time Dashboard to access policies, reports, training and to take action on tasks for Time Entries, Time Offs and Leaves of Absence.

[Read More](#)

Team Actions

Time Tracking

- Assign Custom Work Schedule
- Enter Time for Worker
- Time Clock History

Absence

- Request Absence
- Manage Absence
- Return Worker from Leave

Needs Review

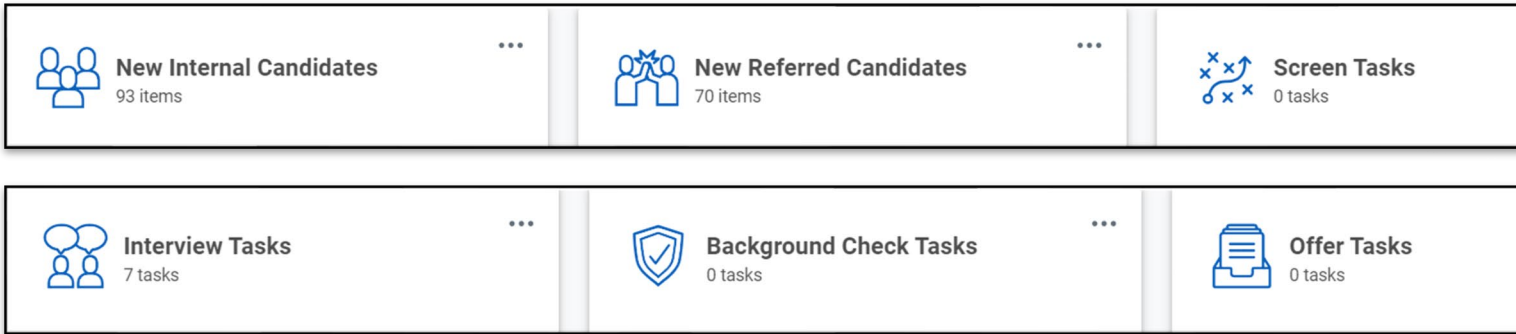
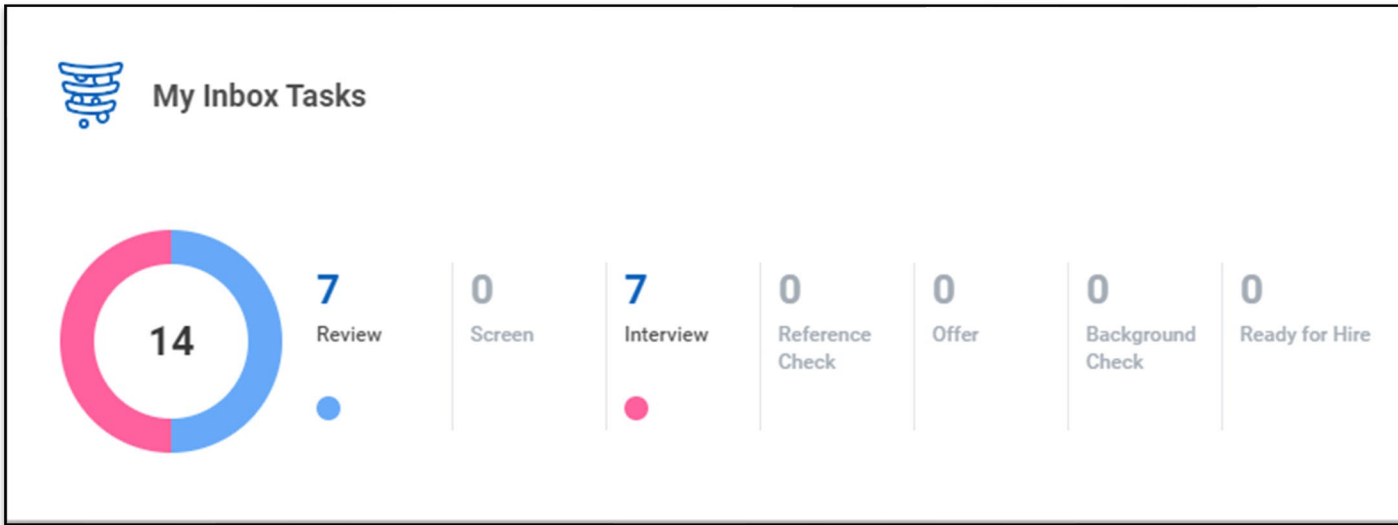
Time Offs Pending Approval
0 requests

Time and Absence Hub

- Overview
- Review and Approve Time
- Direct Reports
- Team Absence Calendar
- Suggested Links
- Absence and Time Dash...

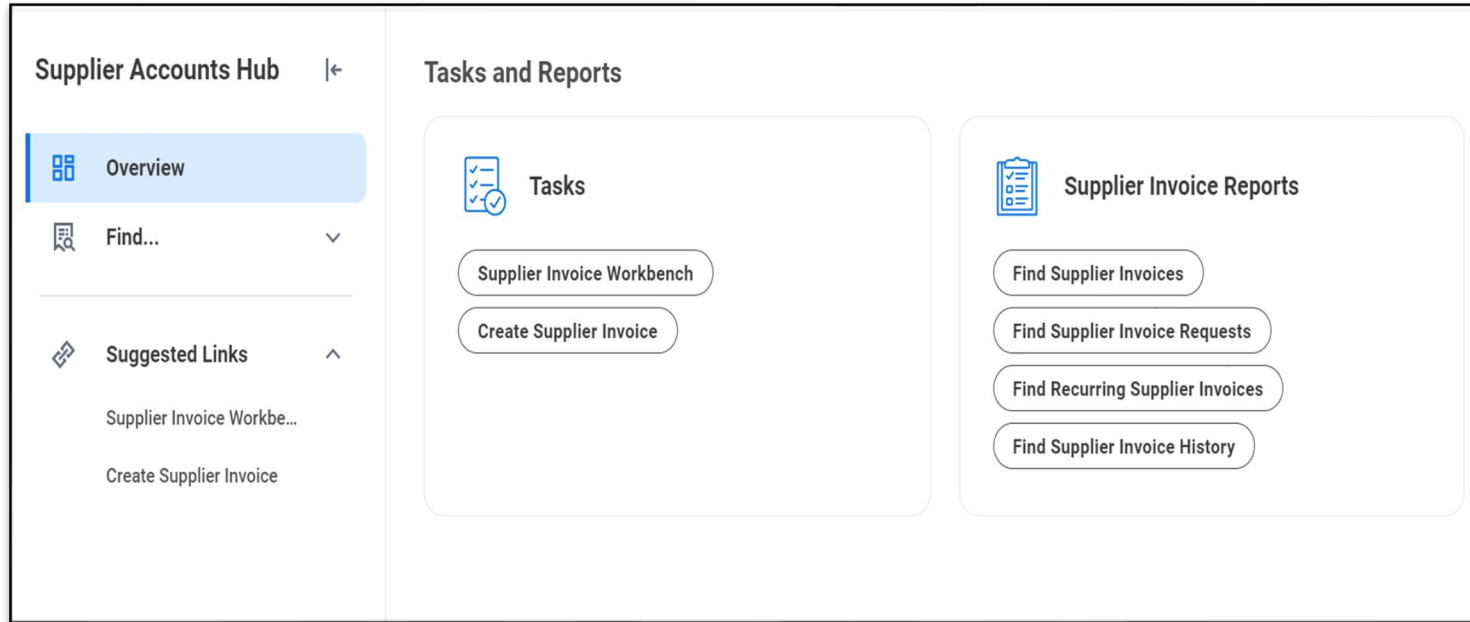
- Single point of access for time entry, leave of absence and time off transaction and data
- Link to related policies and reports for Absence Partners and Timekeepers
- Process level data available for viewing and to take action

Time and Absence Hub



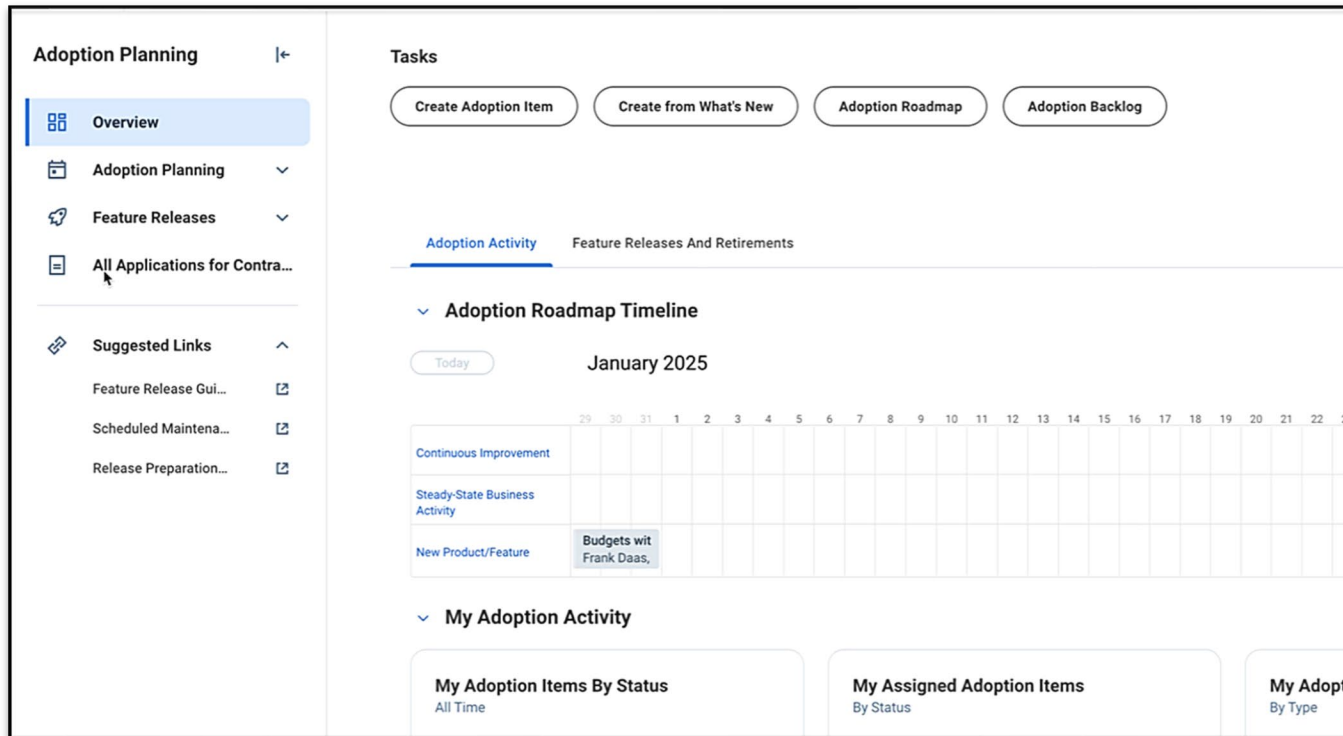
- Single point of access for all recruiting tasks for which you are an HR Business Partner in Workday
- Take action from the hub on in progress tasks, view data across all organizations and requisitions to easily identify items awaiting action
- Coming fall, 2025

Recruiting Hub



- Supports creation of invoices and ability to review supplier invoice reports in a central location
- Provides link to Supplier Invoice Workbench and Work Que

Supplier Accounts Hub



- Single point of access for adoption items and new features for Workday administrators
- Tracks adoption items directly in Workday for enablement
- Supporting roadmap planning and sharing upcoming features with impacted functional units

Adoption Planning Hub (*coming soon*)

Workday 44: Feature Highlights

Recruiting, Staffing, and Compensation

- Job Profile AI
- Consolidated Hire to include Propose Compensation for Hire
- Assign Costing Allocation Updated User Interface
- Change Location process
- Change Job Enhancements
- Recruiting Enhancements
- Total Rewards
- Enhanced Resignation User Interface
- Performance Changes

▼ Description

Job Profile Summary

Assists in the preparation, analysis and distribution of financial statement packages. Ensures financial statements are generated in a timely and accurate manner. Responsibilities include internal audit function, audit research, and other projects as assigned by senior management. Maintains a positive and supportive working relationship with both internal and external customers to guide them in daily accounting related activities and helps ensure their overall success. Performs duties in accordance with company's established Core

Job Description

Normal ▼ | B | I | U | A ▼ | :: 🔗 ▼ | ✉ ▼

✦ Generate with AI

Generated based on this job's details. ⓘ

- Job Description Generation on Job Profile leverages generative AI to enable users to quickly create consistent, high-quality job descriptions
- Improves the data integrity of your job profiles by saving time and reducing manual effort
- Provides uniformity, easy customization, and scalability

Job Profile AI

Hire Employee |←
Test, Test

☰

- Hire Details
- Organization Assignments
- Compensation**
- Assign Pay Group
- Submit

Salary

Plan Name	Assignment Details
Brown Salary Plan	90,000.00 USD Annual
ADDED	ADDED

Effective Date
03/03/2025
ADDED

Salary

Plan Name	Assignment Details
Staff Salary Increase Plan	2.75% Annual
ADDED	ADDED

Back Next Close

- Propose compensation for hire is now included in hire process guided experience
- Streamlined interface for end user
- Pay group and costing step will remain standalone sub-process

Consolidated Hire

The screenshot displays the 'Proposed Costing Allocations' tab. At the top, there are two tabs: 'Proposed Costing Allocations' (active) and 'Existing Costing Allocations'. Below the tabs, there is an '+ Add' button. A table is shown with a header 'Click here to sort' and two columns of dates: '03/03/2025' and '03/08/2025'. A third row is highlighted with a blue background and contains the date '03/09/2025'. To the right of the table, there is a trash icon and a 'Copy Costing Allocation' checkbox. Below these, there are 'Start Date' and 'End Date' fields. The 'Start Date' field is set to '03/09/2025' and has a red asterisk. The 'End Date' field is set to 'MM/DD/YYYY'.

- These enhancements streamline the user experience of adding and removing proposed costing allocations and simplify workflows for revising, approving, and reviewing costing allocation changes for workers
- Proposed Costing Allocations tab supports adding, editing, removing, copying and sorting ranges of costing allocations by start or end date
- Existing Costing Allocations tab supports viewing existing costing allocations for the specified costing criteria and an empty grid when a worker doesn't have any costing allocations
- Proposed Costing Allocations and the Existing Costing Allocations tabs can be accessed from inbox tasks

Assign Costing Allocation UI

The screenshot displays the Workday interface for an employee profile. On the left, a blue sidebar contains the user's name 'Korn, Kathy (656097)' with the title 'Executive Assistant', a 'Team' icon, and a navigation menu with 'Summary', 'Overview', 'Job', 'Compensation', and 'Pay'. The main content area shows employee details: Location 'Pizzitola', Manager 'Legault, Nicole A (605988)', Position Title 'POS347927 Executive Assistant', and Supervisory Organization 'Workday EIB Testing (DEMO) (Legault, Nicole A (605988) (Inherited))'. Below this, a 'Start Job Change' button is highlighted with a red box, and a 'Location Change' button is highlighted with a red box and a red arrow pointing to it. At the bottom, a dropdown menu for 'Job Change' is open, showing options: 'Start Job Change' (highlighted with a red box), 'Add Job', 'Terminate Employee', and 'Manage Probation Periods'. The 'Job Change' menu item in the dropdown is also highlighted with a red box.

- 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 by HR Coordinator from the worker profile or as a related action under “Job Change”
- Edit Location is no longer available using Edit Position

***Location updates for non-remote locations**

Change Location Updates

Start

Start Details

When do you want this change to take effect? *

04/01/2025



Why are you making this change? *

Who will be the manager after this change?

Altomari Cavanagh, Stephanie M (314198)

- Change Job corrections are now available via new templates including adjustments to supervisory organization
- Change Job process is now available on the mobile application

Change Job Enhancements

Details

Target Hire Date (Job Requisition)

03/04/2025

Hire Date *

03/07/2025

Hire Reason

New Hire Employee > New Hire

Location *

University Hall

Document Language

English (United States)

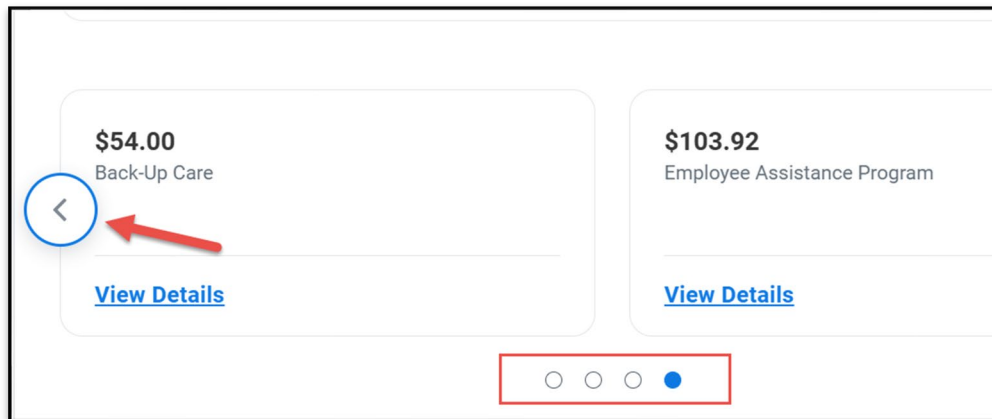
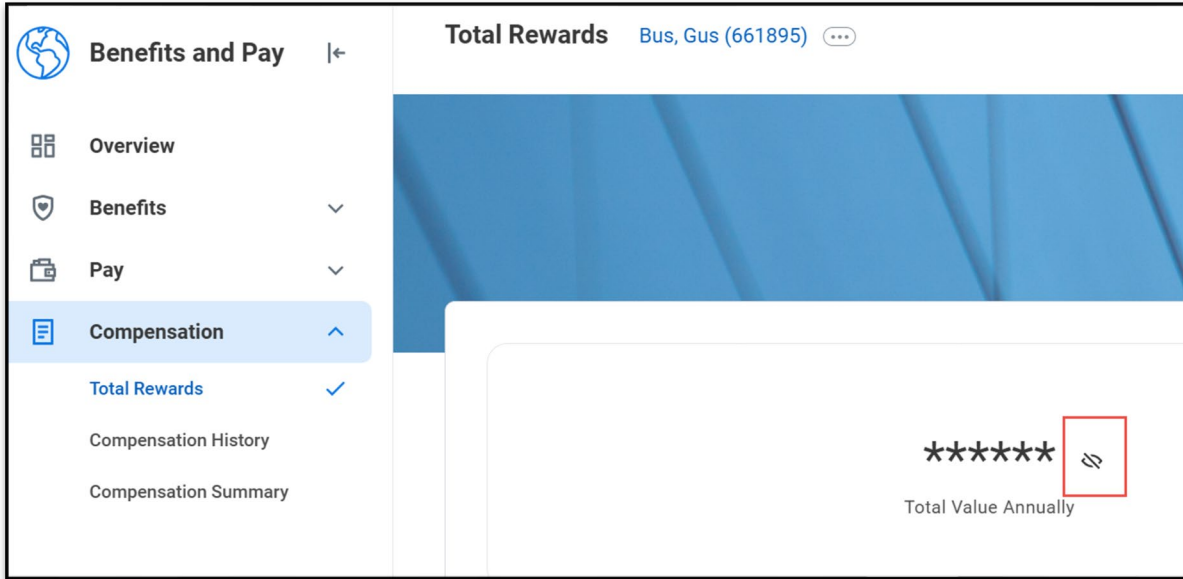
Job Details

Job Profile

Human Resources Specialist

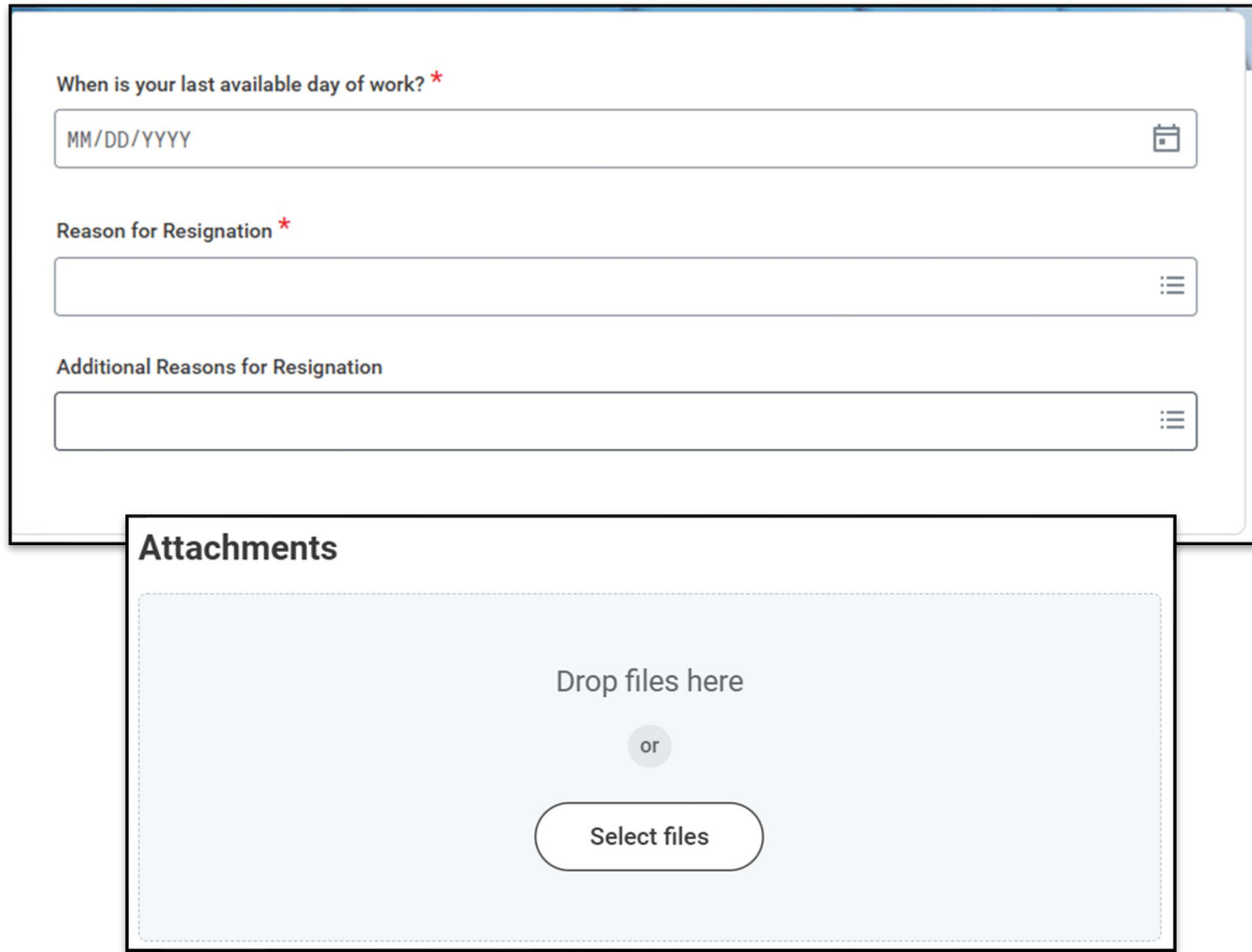
- Offer will be updated to include HRBP approval prior to UHR approval
- National IDs (SSN) will be collected as part of the candidate offer process
- Candidate Offer Letter more easily reviewed in Candidate Home
- Additional Routing for Job Requisitions based on job level

Recruiting Enhancements



- Total Rewards includes monetary elements of a comprehensive package including compensation and benefits for staff including base pay, applicable allowances and supplements as well as Brown University's contributions to benefit plans like health and dental plans for which the employee is enrolled
- The statement also includes employer benefit contributions like Back-Up Care and FSAP
- Use tabs to access different cards of rewards. Access eye icon to display total associated dollars

Total Rewards (*coming soon*)



When is your last available day of work? *

MM/DD/YYYY

Reason for Resignation *

Additional Reasons for Resignation

Attachments

Drop files here

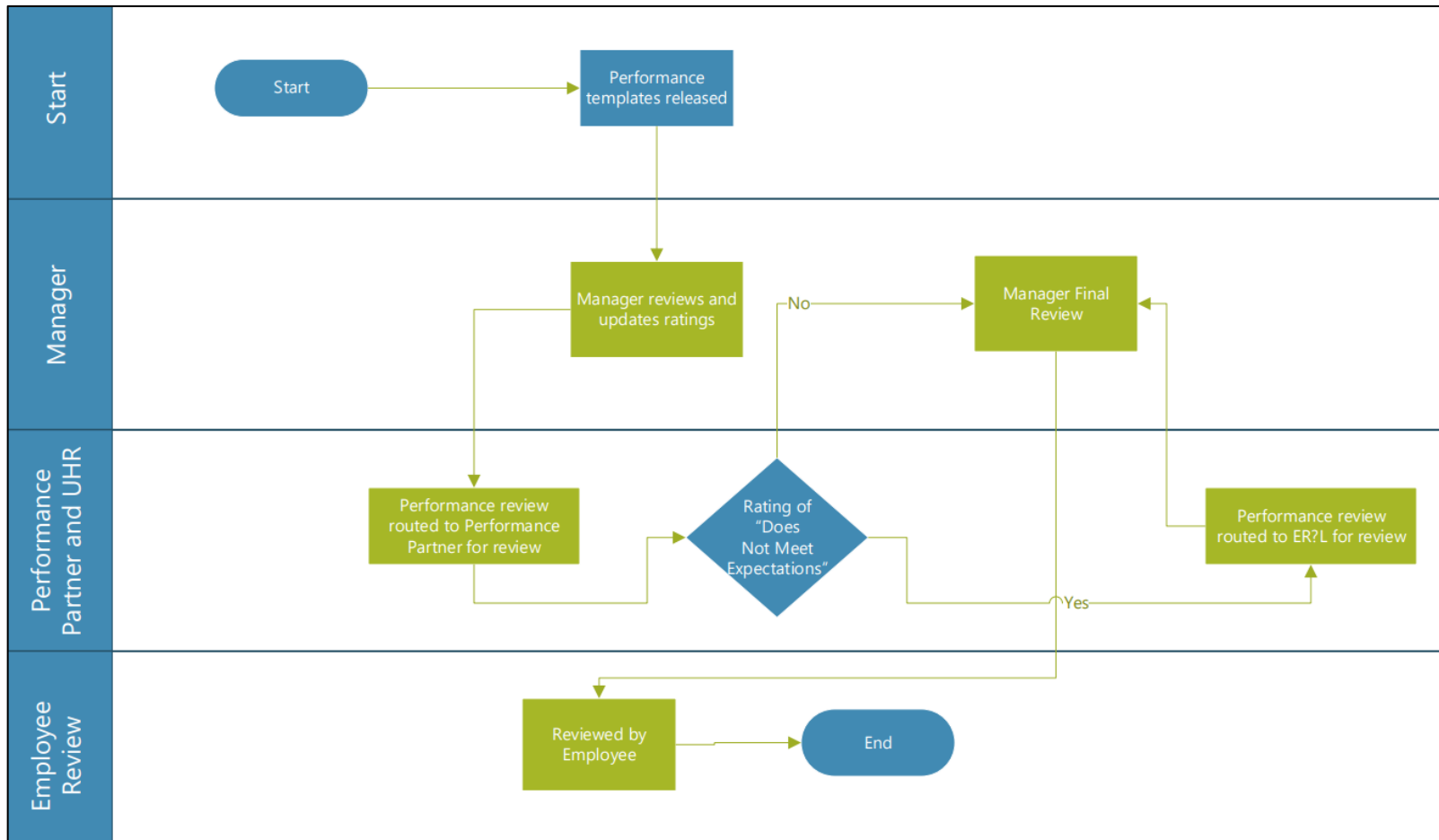
or

Select files

The image shows a web form for resignation. It includes a date field for the last available day of work, a text area for the reason for resignation, and another text area for additional reasons. Below these is an 'Attachments' section with a dashed border, containing a 'Drop files here' instruction, an 'or' button, and a 'Select files' button.

- Resignation User Interface has been streamlined
- Attachment for resignation letter required

Resignation User Interface



- Routing to UHR only for ratings of "Requires Improvement"
- Added Manager step to release review to employee after performance discussion

Performance Enhancements

Workday 44: Feature Highlights

Purchasing, Supplier Accounts and Grants

- Requisition App Enhancements
- Supplier Accounts Hub Enhancements
- Supplier Invoice Work Que
- Supplier Invoice Enhancements
- Export Control Questionnaire in Requisition
- Expense Distance Calculation
- Additional decimal precision in effort certification
- Effort Certification Work Area
- Copy Grant with Copy Award Line

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](#)

Start Requisition 1 **Edit Details** 2

Ordering Methods

 [Request Non-Catalog Items](#) 1

 [Connect to Supplier Website](#) 2

 [Select from My Procurement Favorites](#) 3

- Requisitions App ordering methods have been streamlined for most applicable items
- Default requisition details can be stored to streamline the requisition initiation process

Requisitions App Enhancements

Request Type 1 ☒ Goods ☐ Service

Request Details 2

Supplier Item Identifier

Supplier

Supplier Contract

Commodity Code

Request Description*

Pricing 3

Quantity*

Unit of Measure*

Price

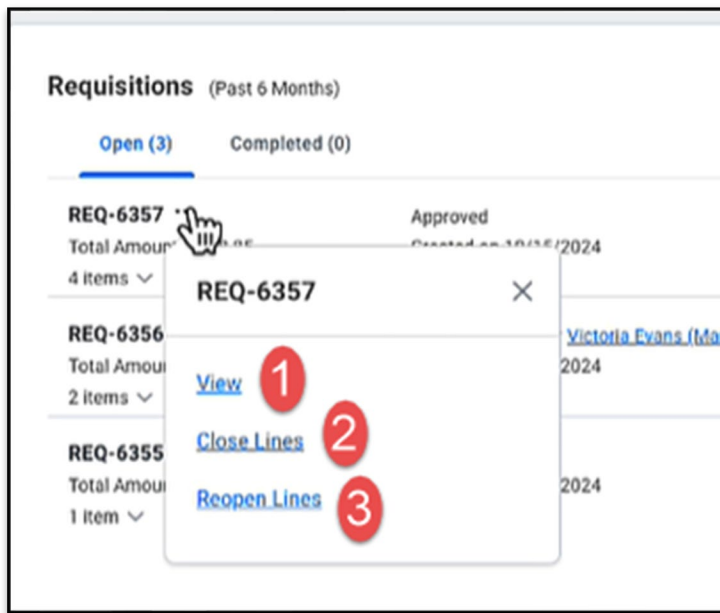
4 Subtotal \$0.00 USD

Memo

[Add to Cart](#) [Back to Requisitions Home](#)

- Streamlined User Interface for non-catalog requisitions
- Default to *Goods* as most common type of requisition; this can be easily updated as needed
- Update sections, view Subtotal and Add to Card with less scrolling

Requisition App Enhancements *continued*



Close Requisition

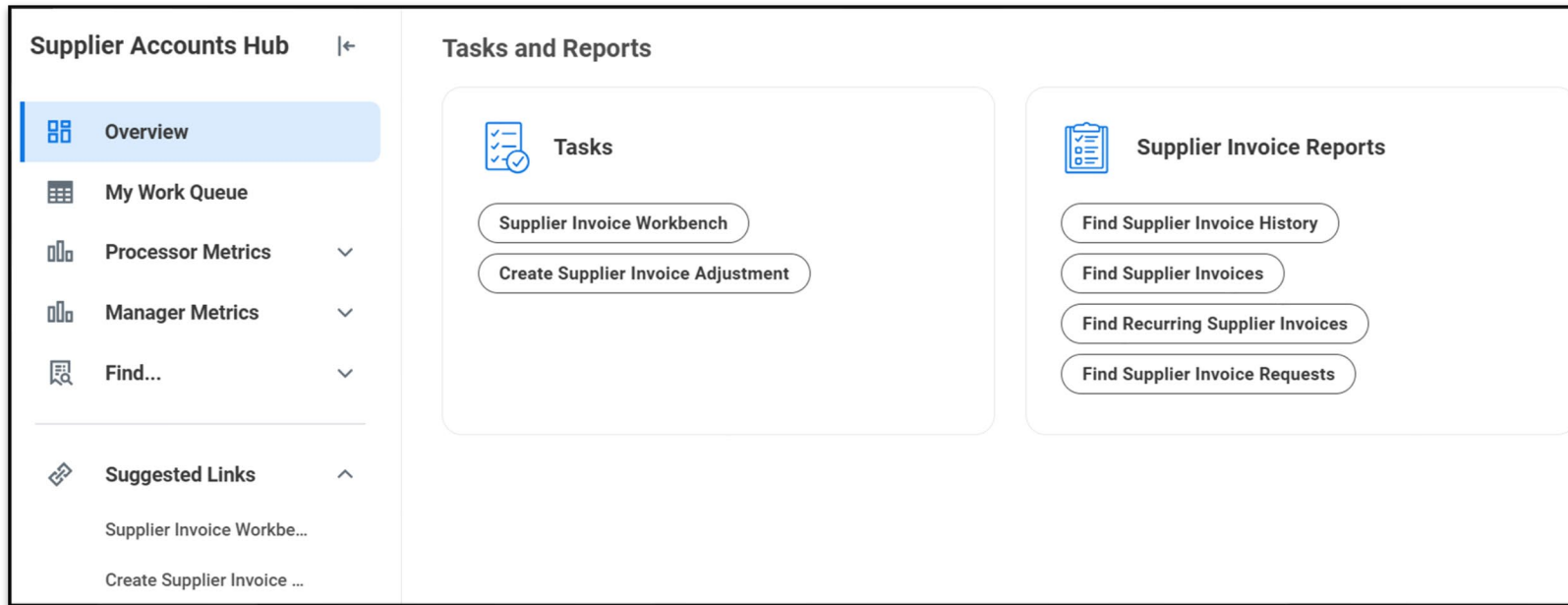
Are you sure you want to close the Requisition?

Reason **1**

Comments **2**

- Manually Close and Reopen Requisition Lines can be used to keep requisitions open that are partially sourced, awaiting full sourcing and reopen closed lines when needed
- Reasons and comments can now be added to requisitions that are closed or canceled in the Requisitions App

Requisition App Enhancements *continued*



- Enhanced tasks and filters consolidated for AP organization
- Create tasks, access reports and view processing metrics for organization
- Link to Supplier Invoice Work Que to take action on invoices

Supplier Accounts Hub

Supplier Invoice Work Area ...

Manager Overview **My Work Queue** Pending Approval Supplier Invoice Cycle Times

> Search Criteria

Search Refresh

To Be Processed Queue 250 Items

<input type="checkbox"/>	Edit	Override PO	Override Contract	Inbound Invoice Details	Supplier Invoice	Invoice Type	External Source	Invoice Number	Invoice Exceptions
<input type="checkbox"/>		Override	Override			Supplier Invoice		INV-0853219	0
<input type="checkbox"/>		Override	Override						
<input type="checkbox"/>		Override	Override						

Mass Reassign Mass Edit Work Queue

Apply Assignment Rules

Processed by OCR ☐

External Source (empty)

Assignee

Work Queue Tags

Work Queue Notes

Normal

External Reference

- Easily identify and filter on invoices for action
- Identify invoices created by AP awaiting approval
- Quickly view total liability for invoices in the work queue
- Work queue can be updated with assignees on supplier invoices

Supplier Invoice Work Queue

Invoice Information	Terms and Taxes
Company Brown University	Payment Terms ACH 5
Supplier Workday Inc	Discount Amount Override 0.00
Currency USD	Discount Date (empty)
Invoice Date 02/16/2025	Due Date 02/21/2025
Invoice Received Date (empty)	Default Payment Type ACH
Total Invoice Amount 800.00	Default Tax Option Enter Tax Due to Supplier
Amount Due	

→|

Attachments

Brown University WD-37I

Undock to new wind...

Attachments

Brown University WD-37C

Dock to right

- Supplier invoice document has been updated to remove fields as applicable
- Supplier invoice attachments will now be viewed as a pop-out versus next to invoices, limiting the need to scroll and move attachments to a new window

Supplier Invoice Enhancements

EC Requisition

Purchase Order requisitions for goods/equipment will move through an Export Control questionnaire. Depending on the answers, this requisition may move to the Export Control Team for a review and approval of the purchase. For more information about Export Control, see [Export Control FAQs](#). Should you decide not to continue with this requisition at this time, please cancel it.

Does this purchase involve any of the following?

- Items potentially going to outer space, including rockets, spaceships, and CubeSats
- Weapons, Explosives and other items with military applications
- Drones/unmanned aerial vehicles (UAV)
- Electronic intelligence, surveillance, or monitoring systems (and systems to counteract these)
- Cameras with infrared, thermal imaging or night vision capabilities
- GPS
- Semiconductors
- Chemical agents and compounds
- Biological agents and compounds
- Robots
- High end computing equipment
- Items that may be shipped or hand carried (exported) outside the US

- Export control questionnaire will be added to the create requisition workflow to uphold purchasing requirements
- This will be a required step for purchases as outlined [here](#)

Export Control

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 using the expense item of mileage
- Round trip calculation can automatically be assessed by selecting "Round Trip".

Distance Calculation

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

Award Lines

Copy Line and Copy Grant ¹ Copy Line ²

Line Number 1 Billed Amount 169,329.76 Recognized Deferred Revenue 0.00 Deferred Revenue Balance 169,329.76

Line Status

Line Item Details

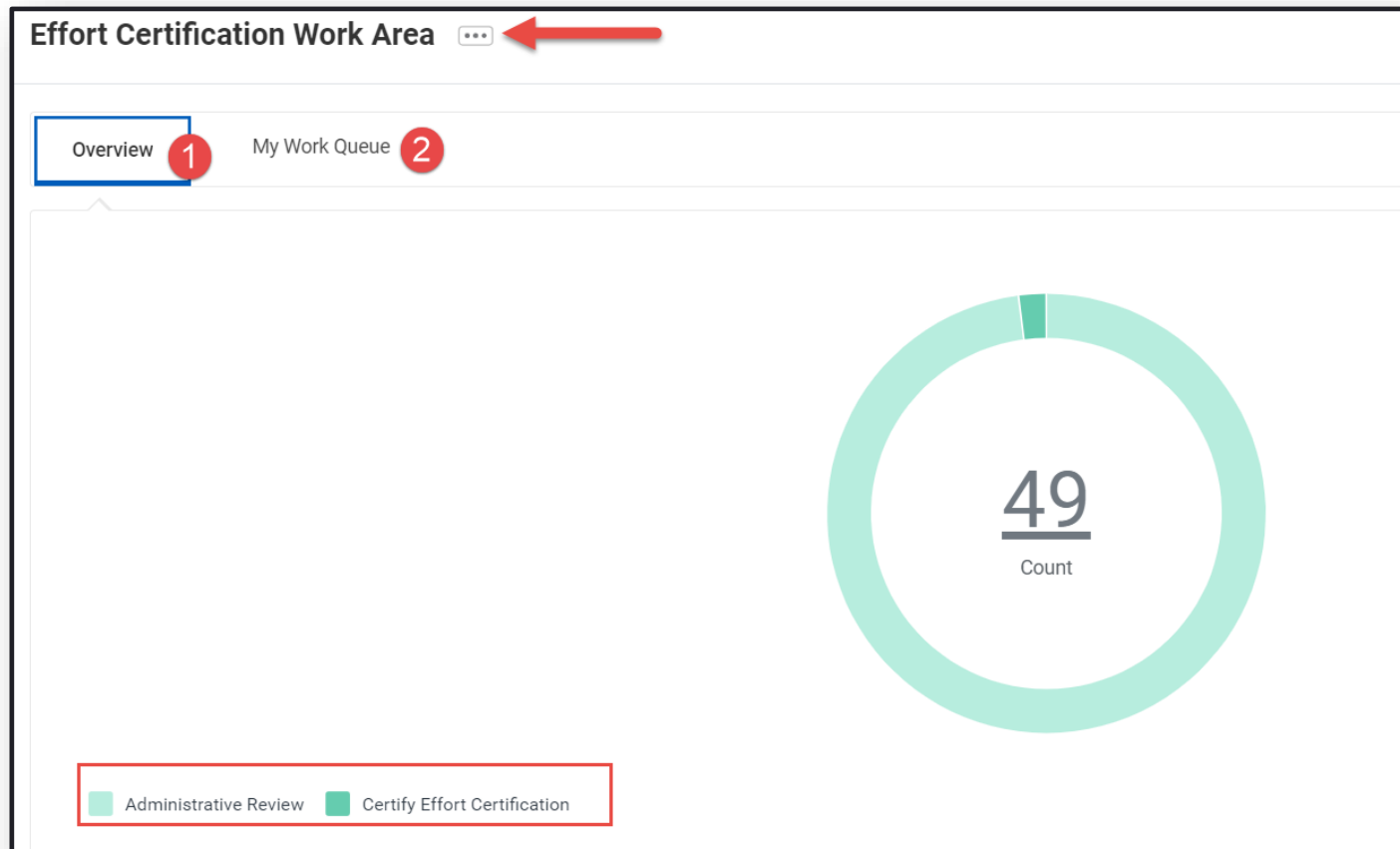
Company *

Line Type *

Primary ☒

- Copy Grant with Copy Award Line enables quick creation of new grants by reusing information from existing grants, saving time and reducing the risk of data entry errors
- This enhancement also reduces the need to navigate back and forth between grant and award line tasks, improving usability and streamlining processes

Copy Grant with Copy Award Line




- 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 44: Feature Highlights

Learning and Time Tracking

- Inactive Learning Removed from Search
- Certifications in Learning
- LinkedIn Learning Update
- Enter Time by Period
- Enter Time by Period Comments
- Edit and Approve Time *coming soon*



Course

PCI Compliance Training - 2017-2018 (Inactive)

Departments accepting credit cards for payment must comply with University policy, including Payment Card Industry Data Security Standards (PCI-DSS). PCI DSS includes technical and operational requirements for security management, policies, procedures, network architecture, software design ...

☆☆☆☆☆ (0) • 4 lessons • 131 enrolled

- Inactive learning content including instructor led or media will no longer display when searched by user
- Learning Administrators can continue to view inactive content in Full Course Catalog

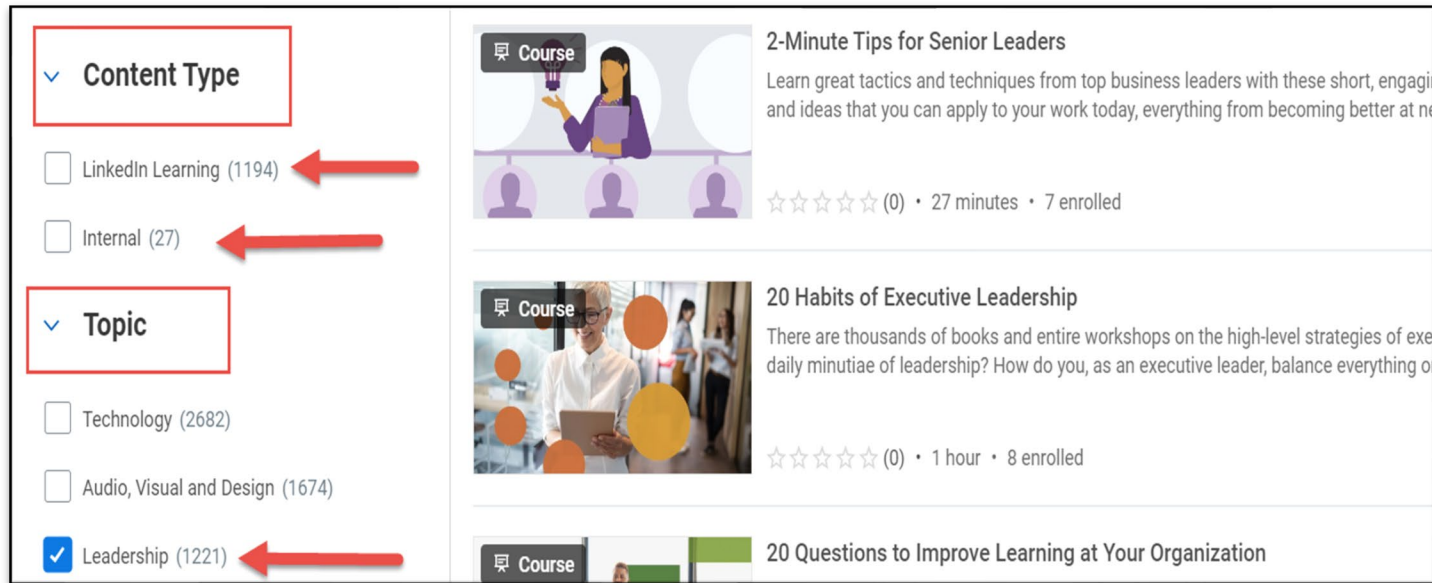
Inactive Learning Removed from Search

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



- LinkedIn Learning skills are mapped to Brown's enhanced learning topics to provide better support to find LinkedIn Learning content
- Search for Available Learning has been enhanced to view all LinkedIn Learning options inline with Brown's own learning content

LinkedIn Learning Update

Enter Time Johns, Jill (656103) ⋮

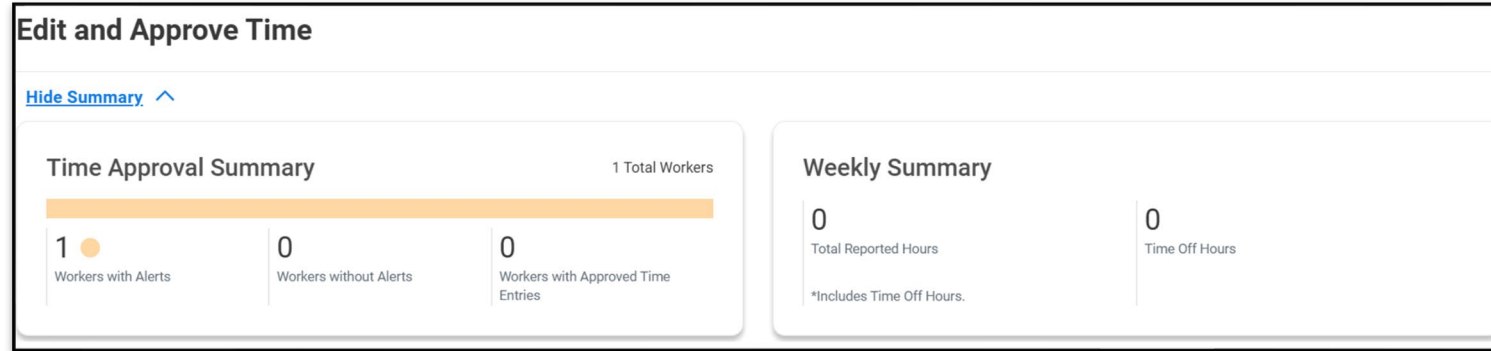
Today < > Feb 25 – Mar 9, 2024 Actions ▾

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>	

Enter Time by Period

- Enter Time by Period displays 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 and Type



- Enter time by type
- Time is displayed with respective warnings and status for mass actions

Today	<	>	Feb 16 – 22, 2025 ▼					
				Sun, 2/16 0 Hours	Mon, 2/17 0 Hours	Tue, 2/18 0 Hours	Wed, 2/19 0 Hours	Thu, 2/20 0 Hours
<input type="checkbox"/>	>	Workers with Alerts (1)						
<input type="checkbox"/>	>	Workers without Alerts (0)						
<input type="checkbox"/>	>	Workers with Approved Time Entries (0)						

Enter Time by Type Comments

Edit and Approve Time

[Hide Summary](#) ^

Time Approval Summary

1 Total Workers

1

Workers with Alerts

0

Workers without Alerts

0

Workers with Approved Time Entries

Weekly Summary

0

Total Reported Hours

*Includes Time Off Hours.

0

Time Off Hours

Today

<

>

Feb 16 – 22, 2025 ▼

Sun, 2/16

0 Hours

Mon, 2/17

0 Hours

Tue, 2/18

0 Hours

Wed, 2/19

0 Hours

Thu, 2/20

0 Hours

>

☐

>

Workers with Alerts (1)

☐

>

Workers without Alerts (0)

☐

>

Workers with Approved Time Entries (0)

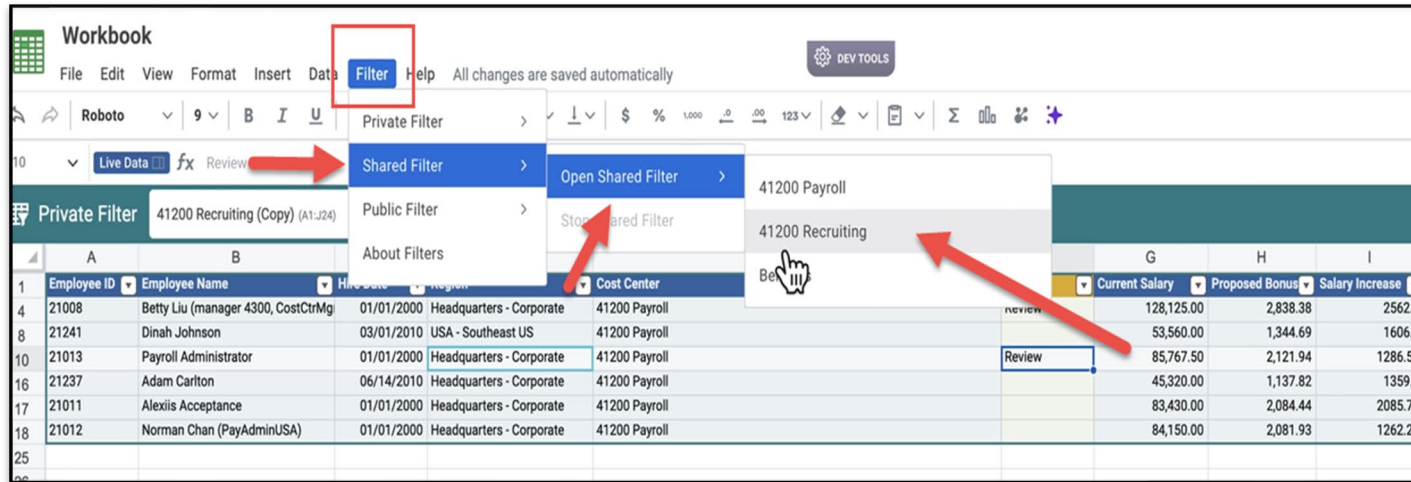
- Report is used to enter, submit and approve time on behalf of the hourly staff and students you support
- Time is displayed with respective warnings and status for mass actions

Edit and Approve Time *coming soon*

Workday 44: Feature Highlights

Worksheets and Mobile

- Worksheet Filter Sharing
- IA Formulas
- Learning Actions
- Change Benefits via Mobile
- Update Payment Elections
- Miscellaneous Updates



- You can now save the private filters you create in a workbook so that you can reuse them
- You can also share filters and collaborate on customized views of data with anyone who has access to the workbook without impacting the work that others are doing
- Everyone you are sharing a worksheet with will have access to edit the filters

Filtering in Worksheets

1

2

3

4

Formula Writer

Formula Description

What is the average current salary for employees with a review rating of '4 - Exceeds Expectations' in the Supervisory Org '4000 Human Resources'?

See Examples

Generate

Result

=AVERAGE(FILTER(Compensation_Details__WS[Current Salary],Compensation_Details__WS[Review Rating]='4 - Exceeds Expectations',Compensation_Details__WS[Supervisory Organization]='4000 Human Resources'))

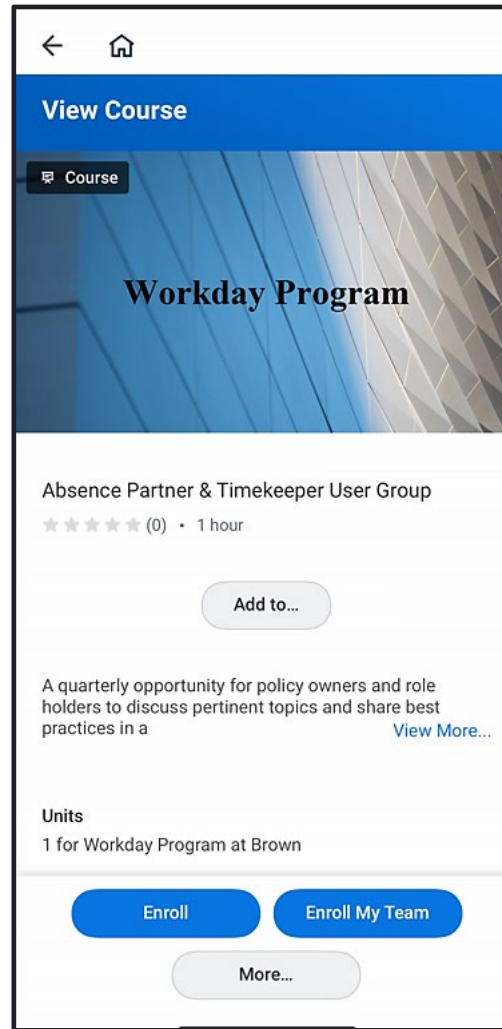
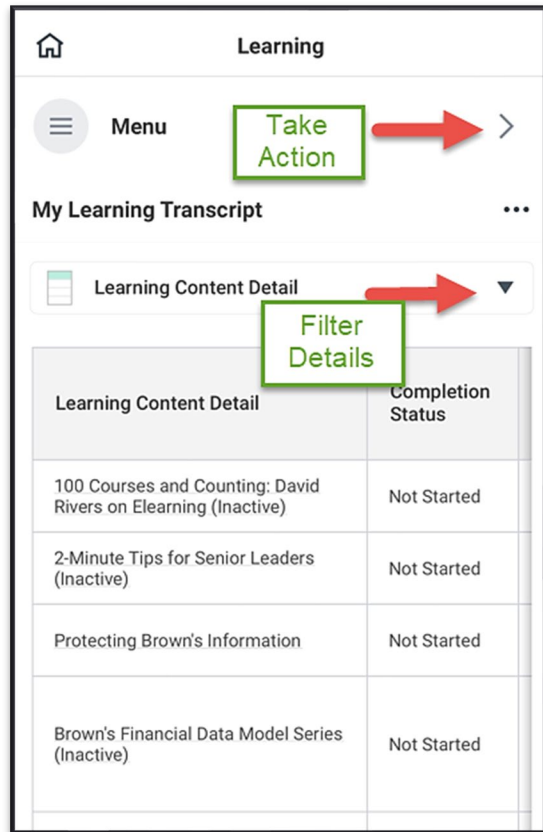
Insert into C26

Formula Explanation

The AVERAGE function calculates the average

- Worksheets GenAI Formula Writer automatically creates workbook formulas based on your description of what you want the formula to do
- Insert the resulting formula into the workbook, or you can use the generated formula as a guide and edit as needed
- You can also see an explanation of how a formula works by selecting a cell containing a formula, right-clicking the cell, and selecting Explain Formula

GenAI Formulas



- 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

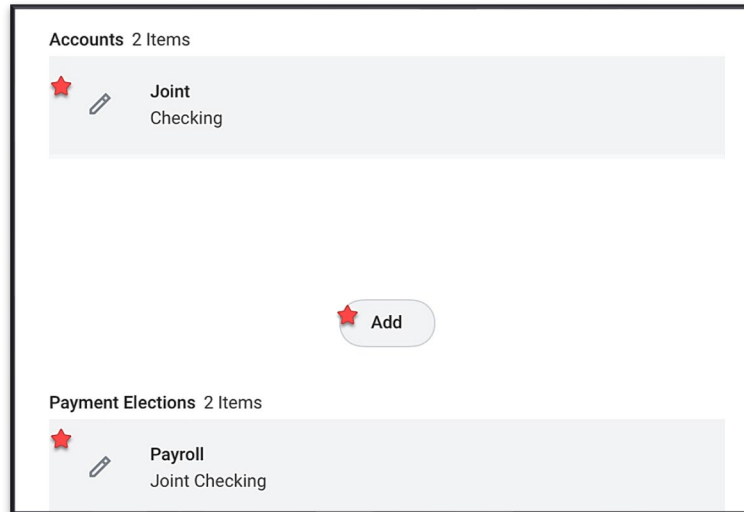
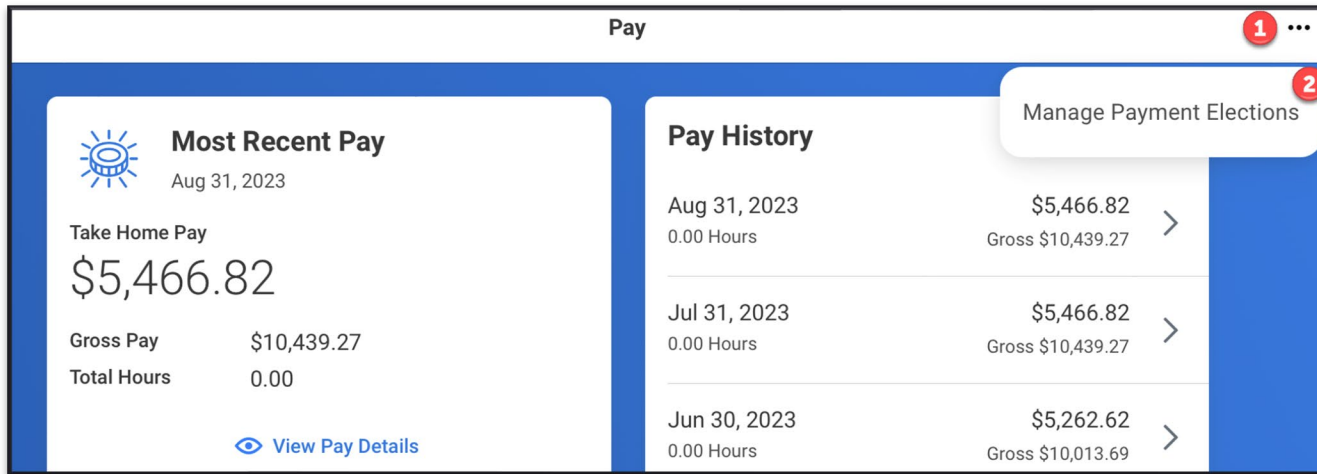
Learning Access in Mobile

The desktop interface shows a 'Change Benefits' form. At the top, there's a 'Change Reason' field with a red asterisk. Below it is a 'Submission Comments' section with a user profile icon and a text input labeled 'Comment'. A dropdown menu is open, displaying a search bar and a list of reasons: 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, and Delete Dependent. At the bottom of the form are 'Save for Later' and 'Submit' buttons.

The mobile app interface shows the 'Benefits' screen. At the top, the status bar shows 8:26. The app header includes a back arrow, a home icon, and the title 'Benefits'. Below the header is a blue bar with '\$0.00' and 'Cost Per Paycheck', along with an information icon. The main content area is titled 'Retirement' and displays four benefit cards: '403(b) Voluntary Fidelity Deferred Vesting, TIAA RC Defer...' (Included), '403(b) Employer Contribution TIAA Deferred Vesting RC, Fidelity Deferred V...' (\$0.00), '403(b) Voluntary Roth Enroll', and '457(b) TIAA 3%'. A 'View Summary' button is at the bottom.

- Open Benefits and Pay Hub from application
- 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, 2025