Workday 29: Update Overview

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Workday 29: Brown Testing Strategy

- Requires project plan, scenarios, meetings, etc. several weeks before testing, reviewing new and current (regression) functionality
- Configuration changes made by Brown based on business needs
- Testing begins 5 weeks prior to an update (September 8, 2017)
- Automated testing tool used for some regression; new functionality is tested manually
- Small testing groups for each functional area
- Engaging with Workday on new functionality through testing and design partnerships to contribute Brown’s point of view
- Brown is a top tester
Workday 29: 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 29: Feature Highlights

New User Interface, streamlines actions, views, and reports in Workday for enhanced end user experience:

- Icons on Home page have a new look; these tiles will also now appear in Mobile App
- Inbox and Notifications shortcuts have been added to the header menu next to Profile button
- Inbox and Notification will no longer appear in drop down menu from Profile button
- Workday “W” button next to Search box will now take you back to Home Screen
- Header menu with “W” home, search, inbox, and notifications buttons persist while navigating Workday
- Allows for quicker and easier access to these items from any page in Workday
Workday 29: Feature Highlights

New User Interface, streamlines actions, views, and reports in Workday for enhanced end user experience:

- When viewing reports, the download to excel, filter, grid view, and full screen view icons have an updated look

- High level worker information overview on Profile Summary
Workday 29: Feature Highlights

New User Interface, streamlines actions, views, and reports in Workday for enhanced end user experience:

- Blue Menu Header on left is now main navigation
- Each section on main navigation menu will provide sub-menus for additional worker-related details
- Print Icon now remains above worker name
- Actions button is now below worker name
- Clicking on the phone or email icons will display those details
Workday 29: Feature Highlights

Viewing Mobile Version (Workday Mobile App):

- Icons on Home page have new look
- Inbox and Notifications have been split into separate icons on the Home page for easier access
- Inbox and notification items will open in full view
  - Click on the left pane of the screen to open the navigation menu or rotate your mobile device to landscape to display the task and menu simultaneously
- All Inbox tasks are now actionable in the Mobile App, including delegated tasks
- Clicking on the Phone or Email icons will display those details
Workday 29: Feature Highlights

**Goal Setting in Workday**
- Employee goal setting process in Workday will feed the performance review
- Route to manager for approval of new or edited goals
- Managers can update goals for employees directly
- Talent and Performance worklet available to managers and employees includes both goals and prior performance reviews
Worksheets
- Export data to Google like experience directly in Workday for data sharing
- Upload data into Workday to combine with Workday reporting data and user collaboration
- Calculate data using excel formulas

View Workbook
Routing Details

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Workday 29: Feature Highlights

Prorated costing allocations:

- New option to split pay periods for allocations. To use the new feature, use the effective dates of the allocation to split the pay periods for the allocation.
- In the example below, the monthly worker’s salary will have a 50/50% allocation split for 10/1-10/15 to the accounts listed and a 100% allocation for 10/16 – 10/31 to the accounts listed.
New Vacation Balance Maximum Alert:

- Beginning October 1, a monthly notification will be sent to full-time, time-off eligible employees that are at or nearing their vacation balance maximums.
- Managers and Absence Partners will receive monthly notifications for any employees they support who are at or nearing their vacation balance maximums.
- You may also receive an email if you have email notifications enabled.
- You may view the notification reminder in your notifications box in Workday.

Calendar 2.0:

- Enhancement to the time off calendar. Use the drop down arrow next to the current month, you can now more quickly navigate to past or future months. If you select the left and right arrows, you can navigate to past or future years.
Workday 29: Stay Tuned

• Training support for these changes will be available soon via Workday web site
• Next release of Workday functionality in March, 2018