

# Your Updated Workday Home Page

A summary of what's changed with Workday's latest release (Workday 2022 Release 1).

All UBC faculty and staff will see changes to the Workday homepage, search functionality, and navigation. Here is an overview of what's new.

## Awaiting Your Action 1

Up to 3 of the most recent items from your Workday Inbox, which you can also access from the Inbox icon.

## View All Apps 2

Your Workday applications (e.g. Pay, My Team) are now accessible under View All Apps and the new Global Navigation menu.

## Announcements 3

Up to 3 announcements that you can click on to see more information. If additional announcements are available, you can click 'View More Announcements' to see them all.

## Timely Suggestions 4

This section will highlight information that may be useful to you. For example, when you have a new pay slip available.

## Recommended for You 5

This section provides optional content from Workday based on your role and recent activity in Workday

## New Global Navigation Menu 6

With the new Global Navigation Menu, you can access your applications and shortcuts from anywhere in Workday, not just your home page.

### Managing Your Applications

You can easily customize the applications you see and their order. Click Manage Apps to see more options.

### My Shortcuts

Workday shortcuts are now under the Global Navigation Menu. Create shortcuts for up to 10 tasks and reports. Tip: Open a shortcut in a new tab using the right-click menu.

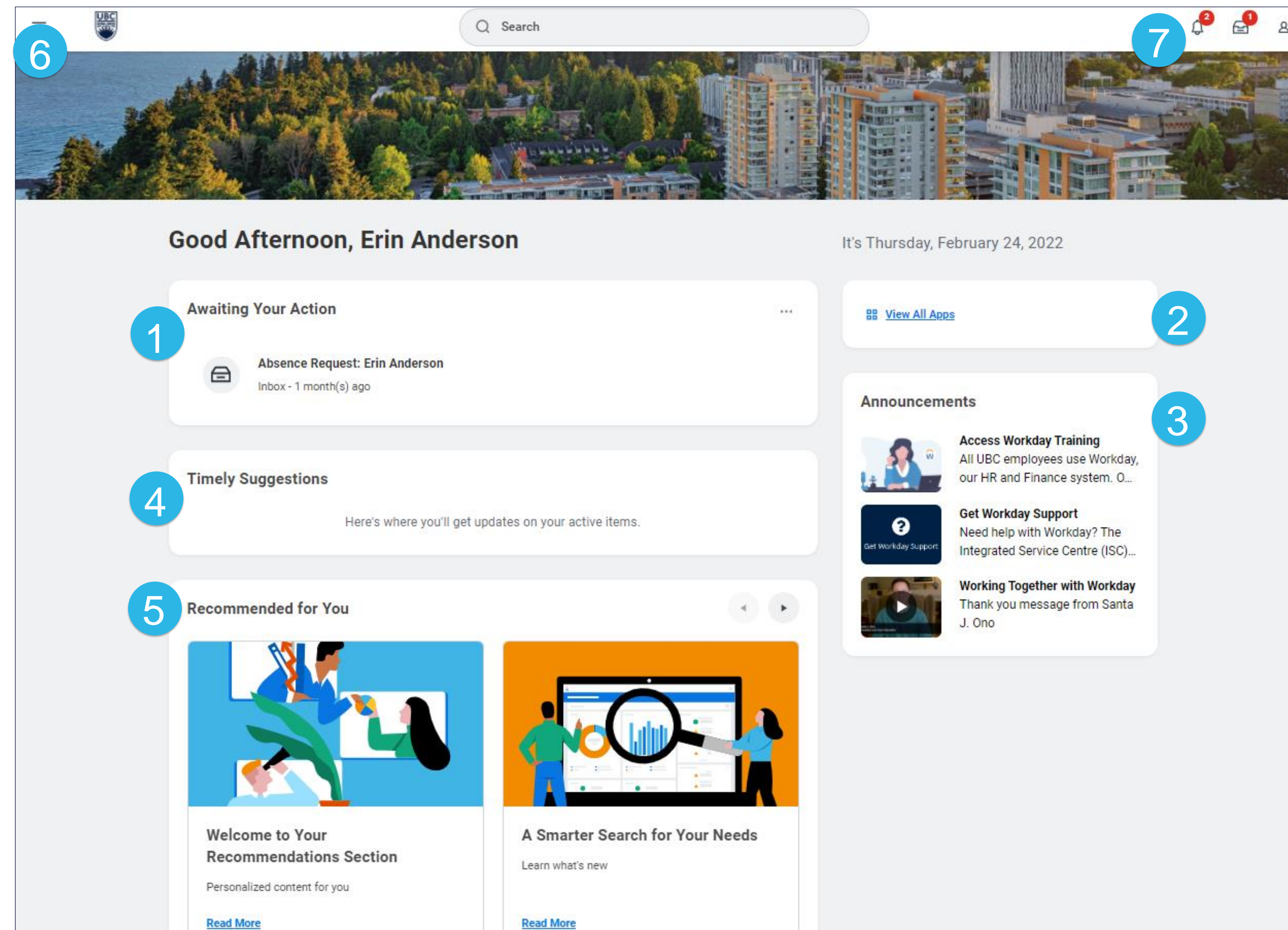
## New Search Functionality 7

### Personalized Search Results

Use Saved Categories to choose the order in which Workday searches through categories and displays the results. For example, a Manager may want to see search results for Staffing, Recruiting, and People.

### New Search Categories

When searching in Workday, you'll see different categories. If you search and don't see what you are looking for, check the category you are using. To search all categories (i.e. All of Workday) at once, add them to your Saved Categories list.



## Additional Resources

Want to learn more about these features?

- [Workday Releases](#) on the ISC website
- Updated Training Course: [Workday Basics](#)
- Updated Workday Knowledge Base guides: [Navigating the Workday Home Page](#), [Search Features in Workday](#),
- New Workday Knowledge Base guide: [Applications & Global Navigation](#)

**Note:** Training and Knowledge Base materials will be updated after March 12, 2022.

Details are subject to change.

