Workday 2022 Release 1
An update from the Integrated Service Centre (ISC)

Overview

Workday 2022 Release 1 will go live on March 12th, 2022.

Workday is making these three key changes as part of its commitment to continuous improvement:

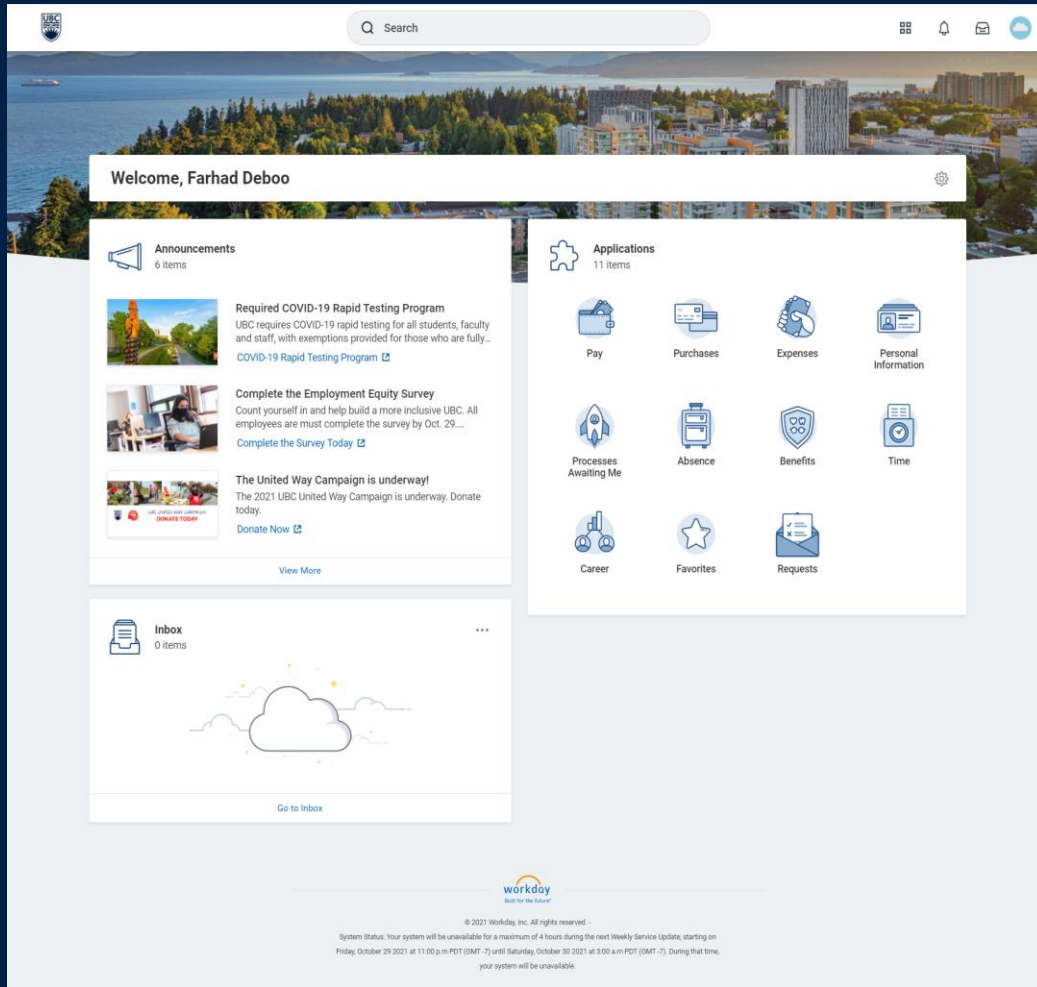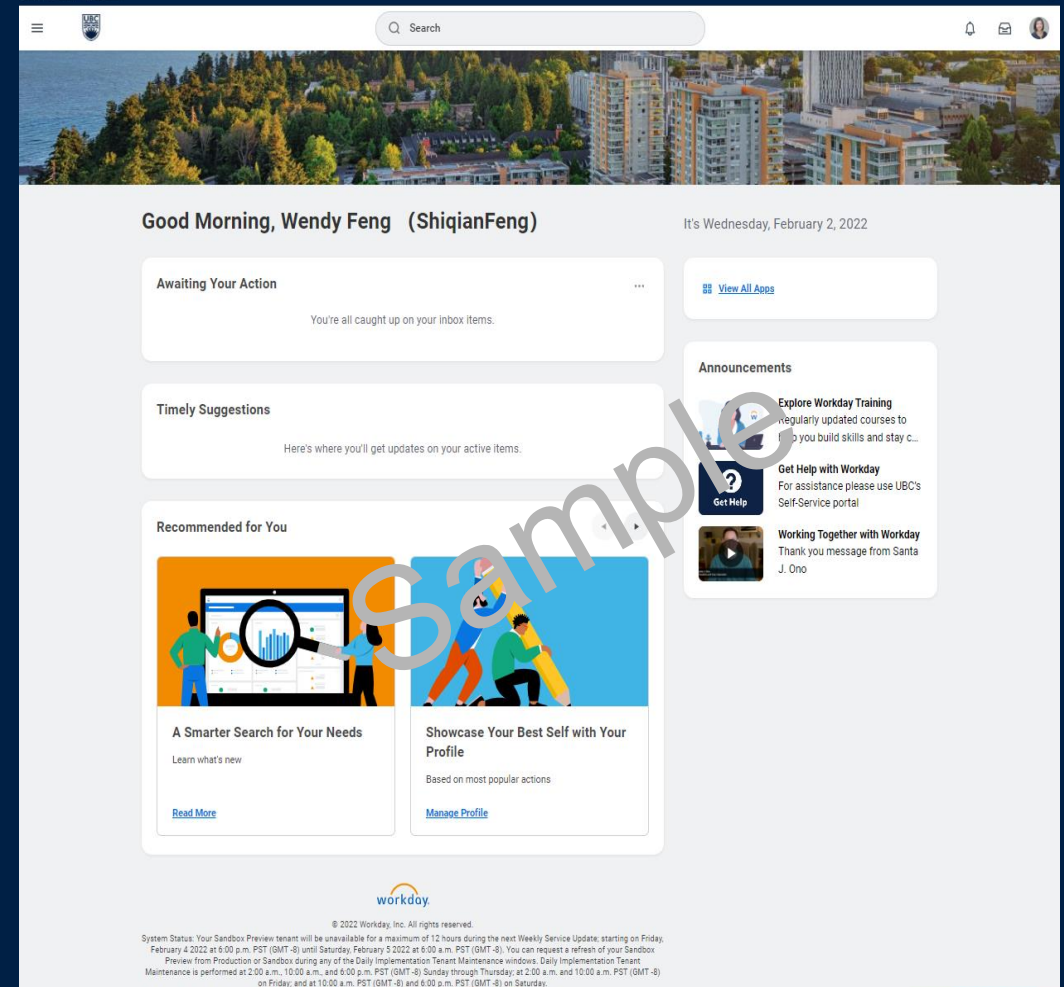| Workday Home Page	Global Navigation Menu (new)	Search Function
A new Home page layout, which includes sections to help users see the tasks and information most relevant to them.	A new Global Navigation Menu visible on every page, allowing users to access apps and shortcuts from wherever they are in Workday.	An updated look-and-feel for Workday Search, enabling users to choose the order in which search results are returned by category, based on their specific needs.

Please note: All details are subject to change. The ISC is continuing to test all new features and impacts to existing processes, and will share any Finance and HR impacts with the community.
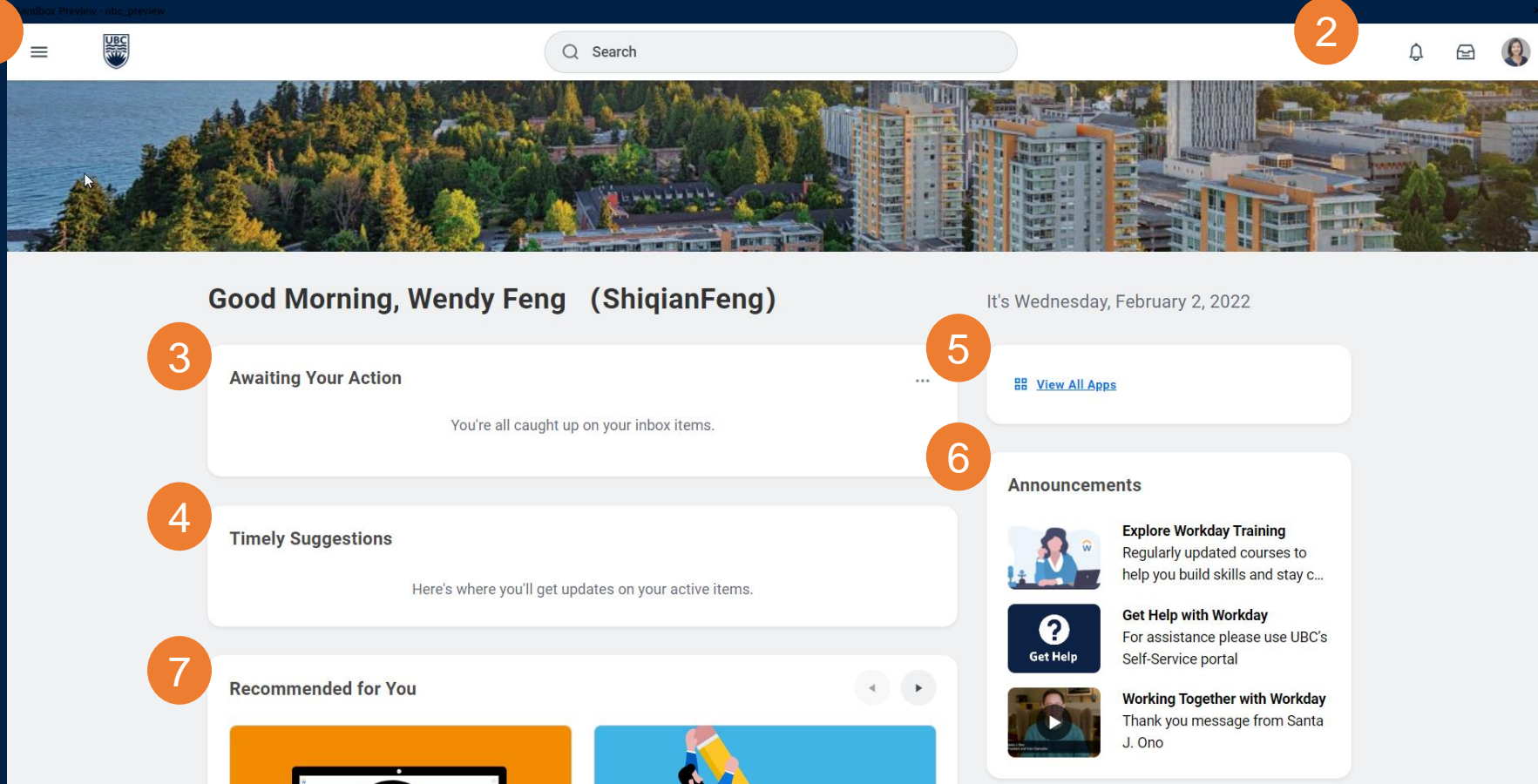
New Workday Home Page Design

Current Home Page

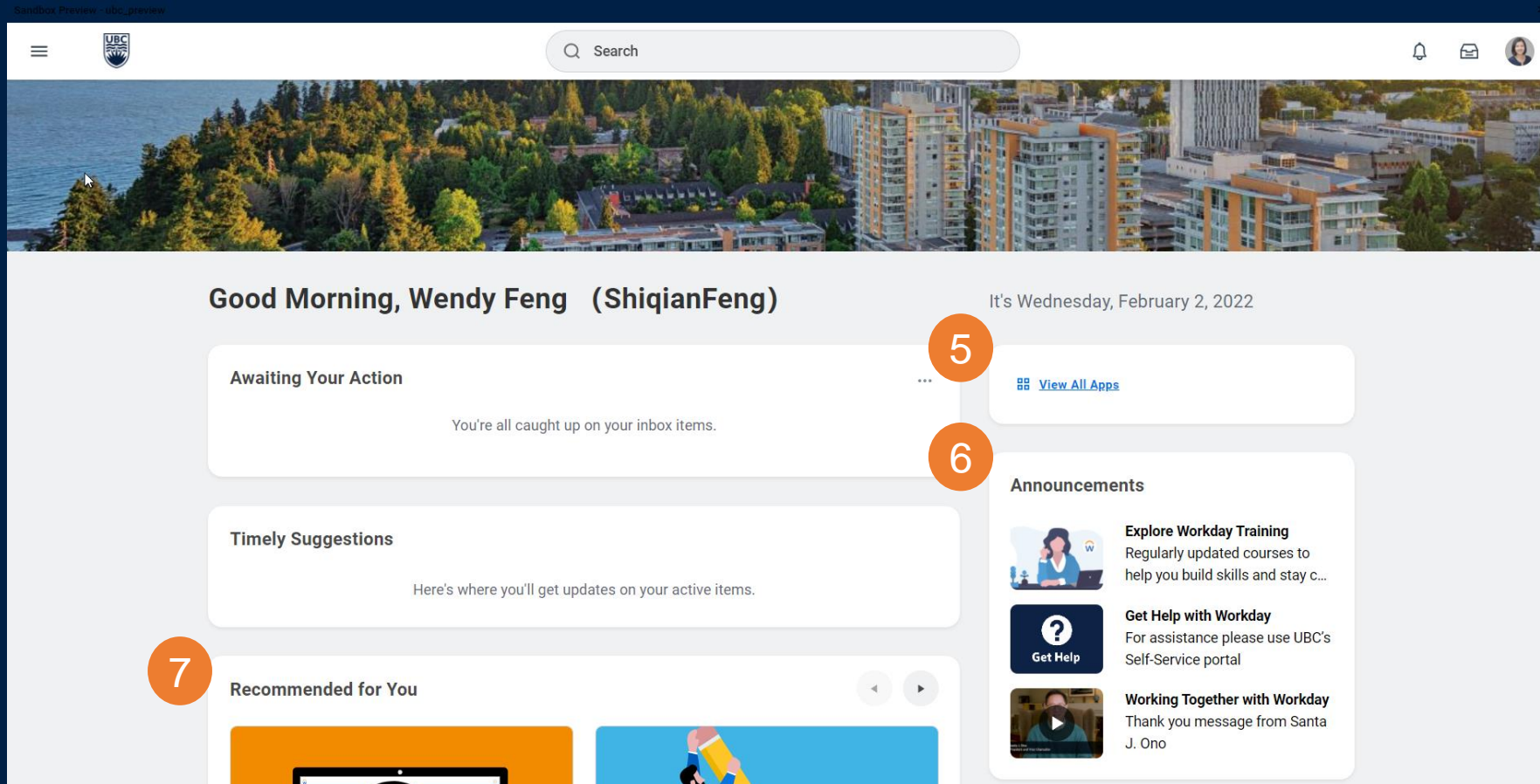*Post-Release Home Page*

New Workday Home Page Design

1. New **Global Navigation Menu**

2. **My Shortcuts** moved under the new **Global Navigation Menu**

3. **Awaiting Your Action** which will display 3 most recent inbox items

4. A new **Timely Suggestions** section will display a selection of possible actions from Workday

Note: *The final home page may vary.*

New Workday Home Page Design

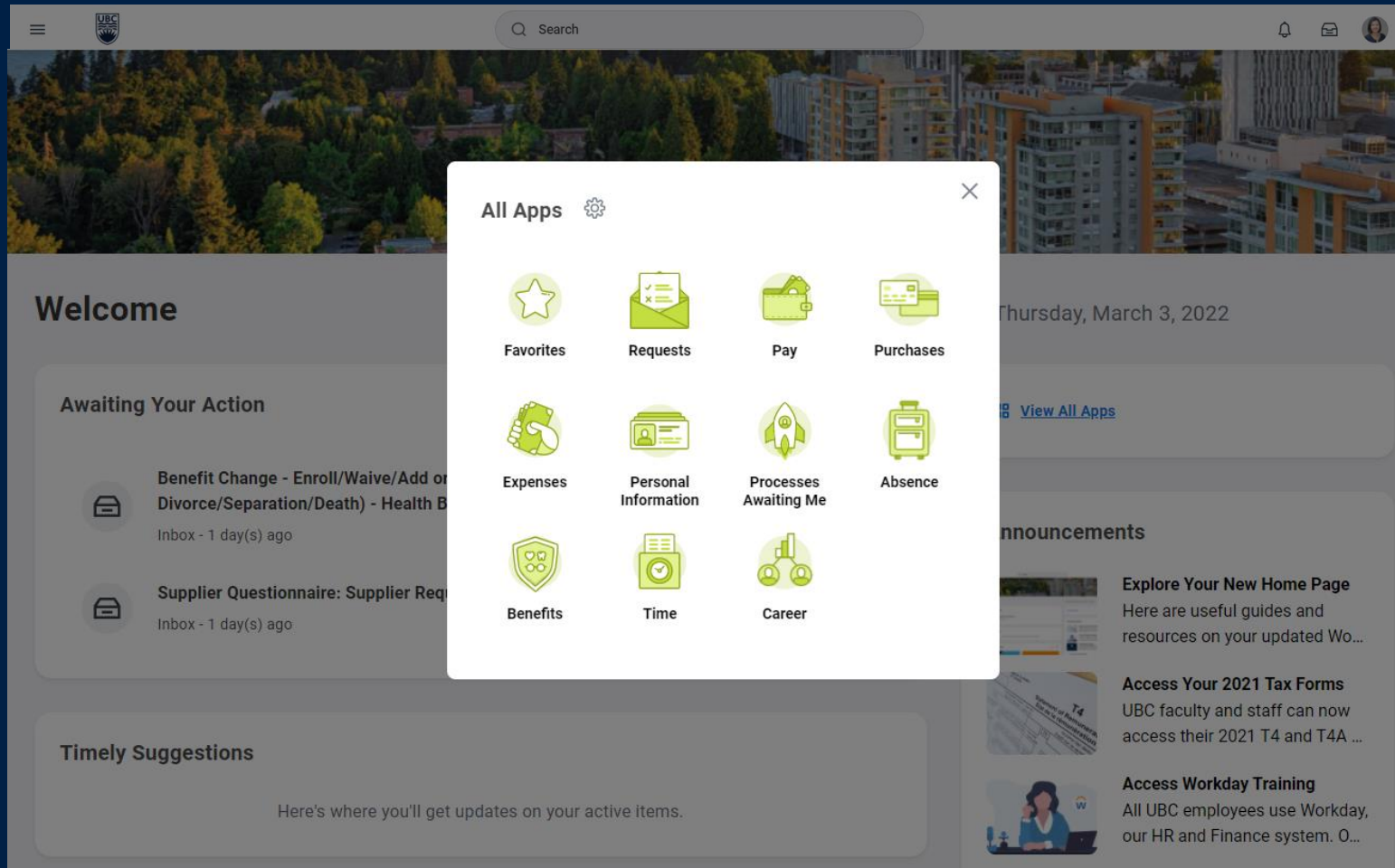**5** Applications now accessible via *View All Apps* or the *Global Navigation Menu*

6 *Announcements* will be moved to the right hand side of the homepage

7 *Recommended for You* at the bottom of the homepage displays additional resources from Workday

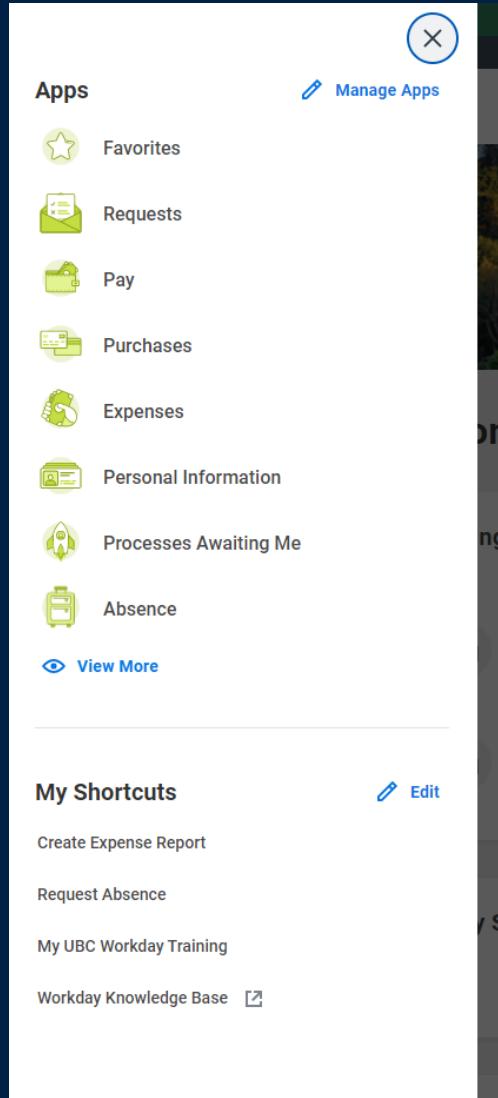*Note*: The final home page may vary.

New Workday Home Page Design

Applications now accessible via *View All Apps* or the *Global Navigation Menu*

New Global Navigation Menu

Accessible from the top left corner anywhere in Workday for quick access to **Apps** and **My Shortcuts.**

Benefit: Allows users to access all apps and their shortcuts wherever they are in Workday.

Updated Search Function

Updated look on the search result page.

New configuration options that allow users to personalize search results.

Where You Can Learn More

Before March 12, 2022

- Find additional details of what's changing on March 12 on the Workday Releases page of the ISC Website. This will be continually updated with more details.

After March 12, 2022

- Check the Workday Knowledge Base for new and updated guides, including Navigating the Workday Home Page, Search Features in Workday, and Applications & Global Navigation in Workday (to come)

- Review the updated Workday Basics course in WPL