

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

A new Home page layout, which includes sections to help users see the tasks and information most relevant to them.

Global Navigation Menu (new)

A new Global Navigation Menu visible on every page, allowing users to access apps and shortcuts from wherever they are in Workday.

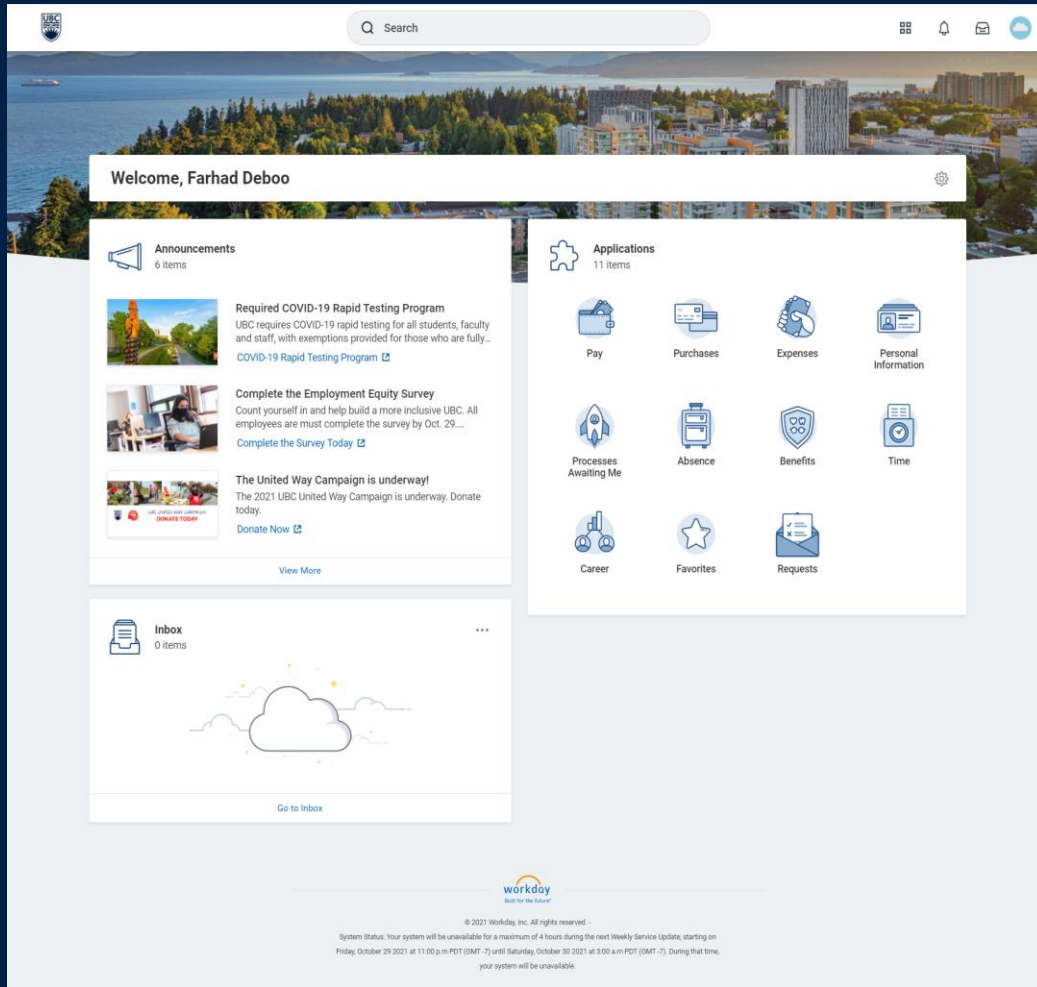
Search Function

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.

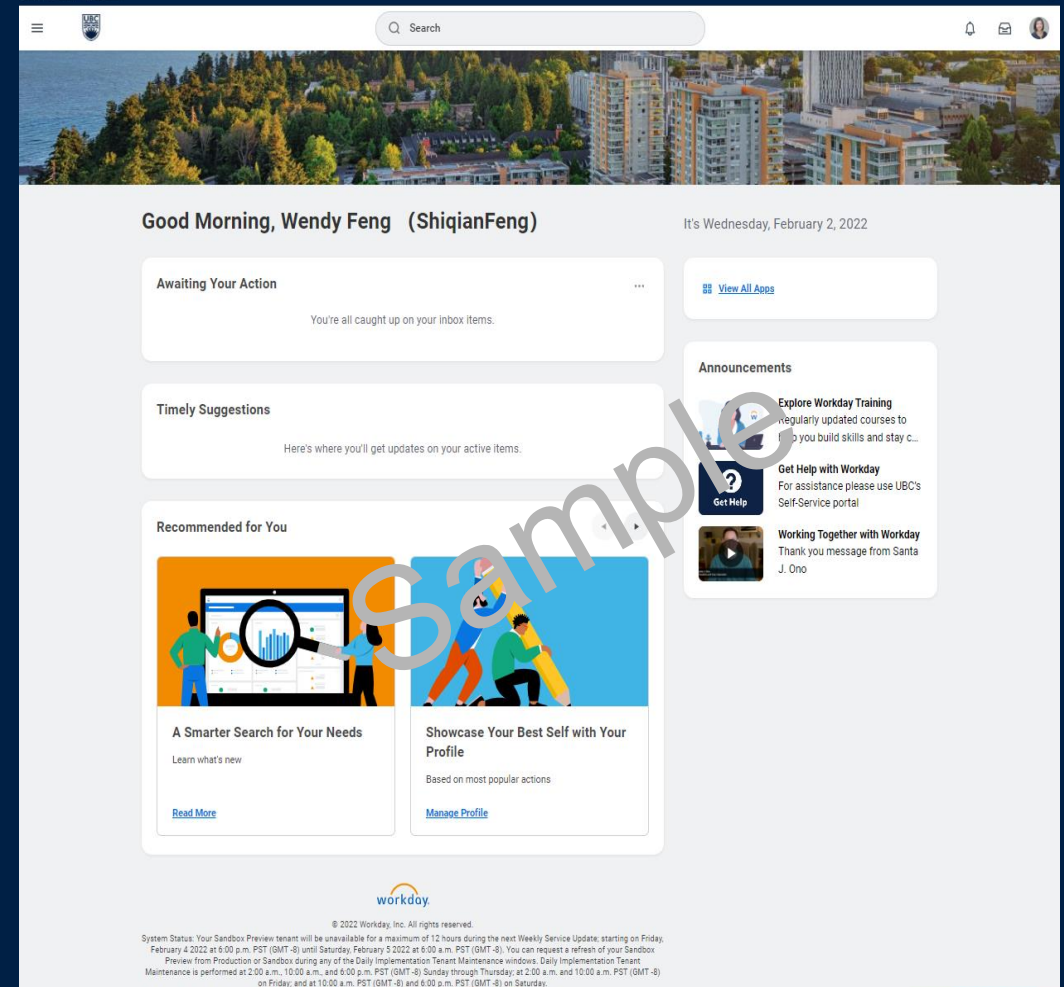
Please note: All details are subject to change. The ISC is continuing to test all new features and impacts to existing processes, and will share any Finance and HR impacts with the community.



New Workday Home Page Design



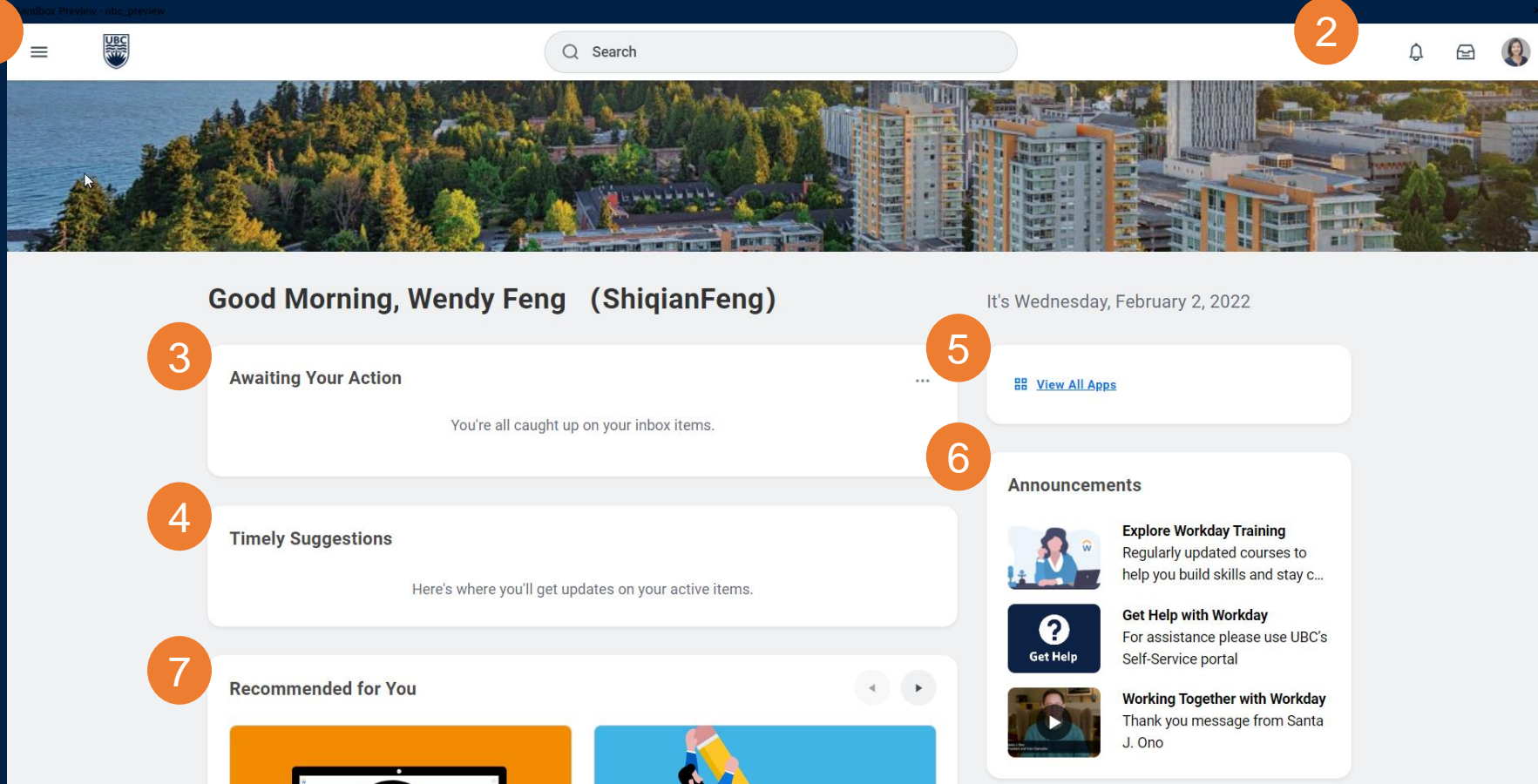
Current Home Page



Post-Release Home Page



New Workday Home Page Design

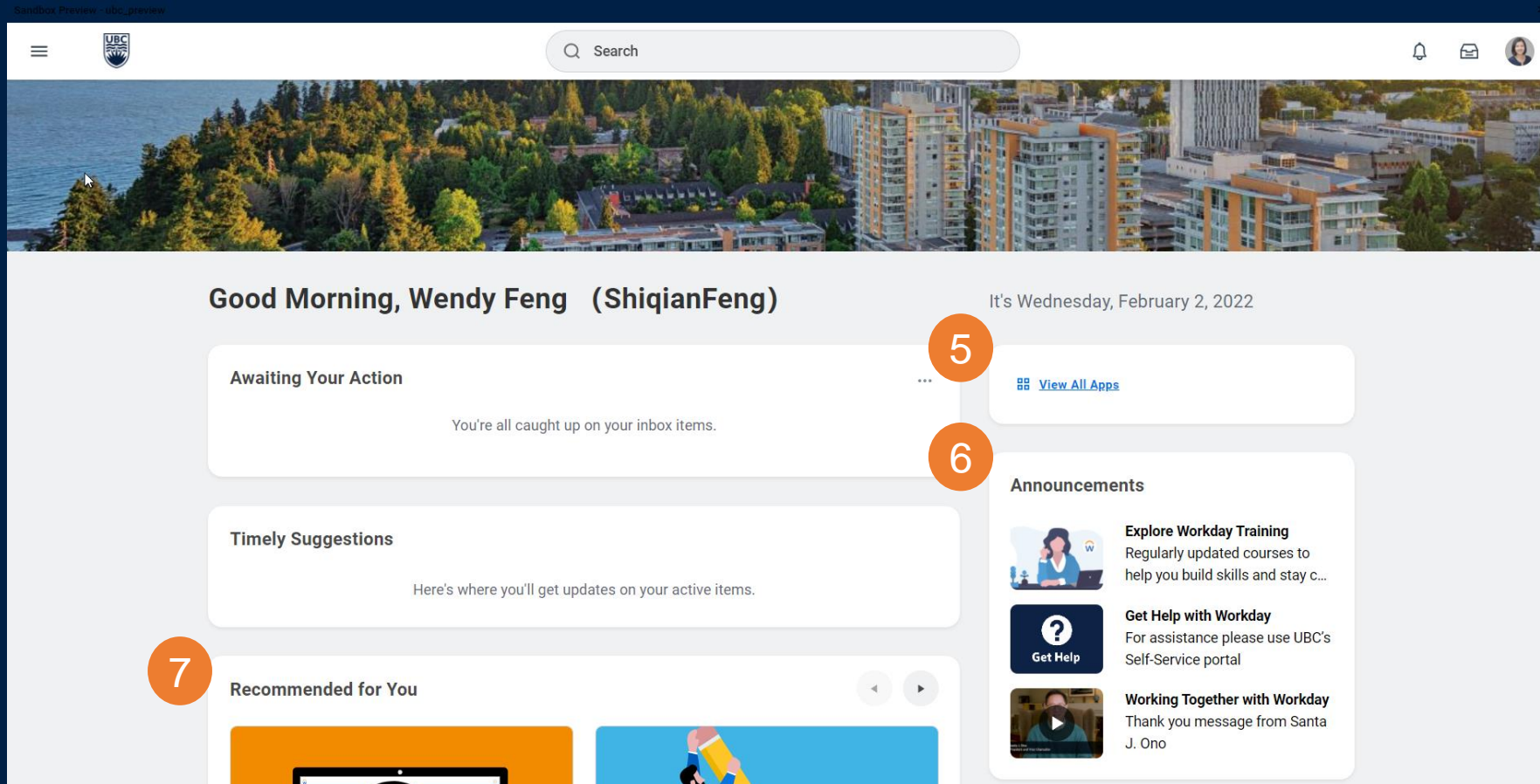


- 1 New **Global Navigation Menu**
- 2 **My Shortcuts** moved under the new **Global Navigation Menu**
- 3 **Awaiting Your Action** which will display 3 most recent inbox items
- 4 A new **Timely Suggestions** section will display a selection of possible actions from Workday

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**

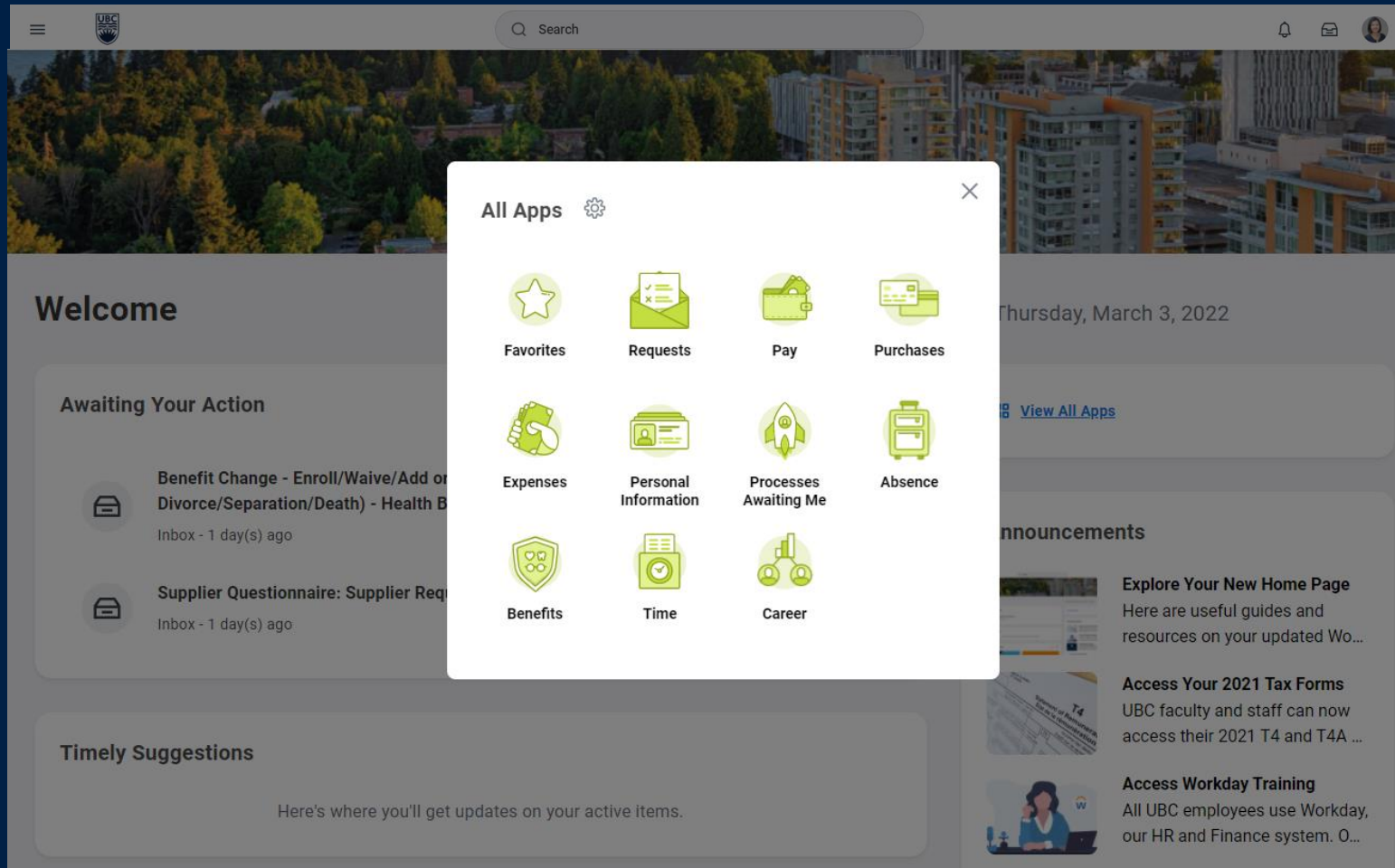
6 **Announcements** will be moved to the right hand side of the homepage

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

Note: The final home page may vary.

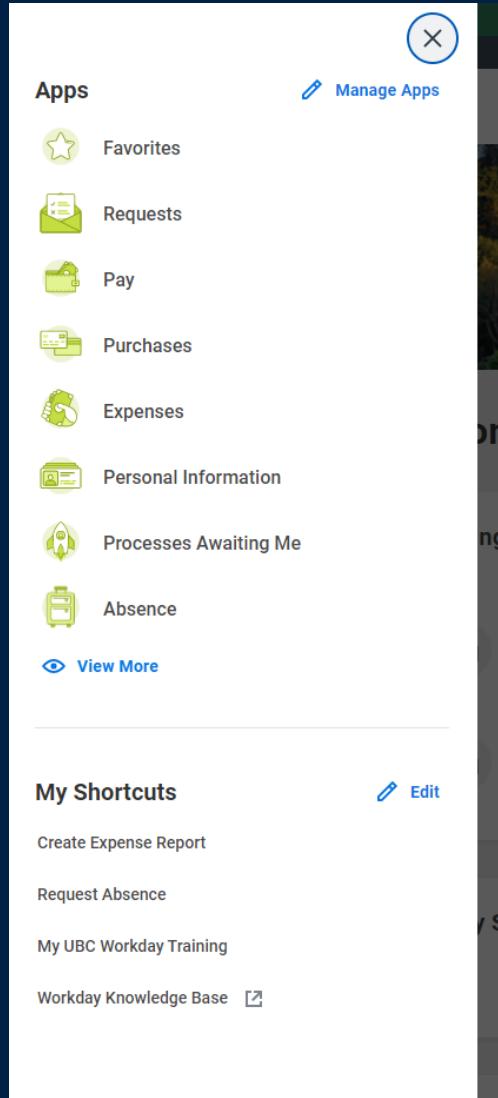


New Workday Home Page Design



5 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.

The screenshot shows a search interface with a search bar containing 'expense'. The left sidebar has a 'Saved Categories' dropdown menu with items: Expenses (3), Tasks and Reports (37), Procurement (100), Reporting (100), and Financial Accounting (100). Below this is a 'More Categories' section with a right-pointing arrow. At the bottom of the sidebar are 'Configure Search' and 'View Search Tips' options. The main content area is divided into 'Expenses' and 'Tasks and Reports' sections. The 'Expenses' section lists: 'Patenting | Recoverable Patent Expense' (Spend Category), 'Benefits | Extraordinary Expense Fund (EEF)' (Spend Category), and 'Patenting | Non-Recoverable Patent Expense' (Spend Category). The 'Tasks and Reports' section lists: 'Expense Partner KPI' (Report), 'Expense Partner KPI' (Report Definition), and 'Expense Partner WIP' (Report).

The dialog box is titled 'Configure Your Search' and includes a close button (X). It contains the instruction 'Drag and drop to reorder both lists.' Below this are two sections: 'Saved Categories' with the prompt 'What are the categories you would like to search first? (Minimum of 1)' and a list of categories: People, Tasks and Reports, Expenses, and Processes; and 'More Categories' with the prompt 'What are the categories you do not want to show?' and a list of categories: Recruiting and Staffing.



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

