


Workday Release 2 Changes at a Glance | Overview

Workday Announces: People Experience!


In a continual effort to improve its look and functionality, Workday releases new features and enhancements every year. This year's second release (R2 2022 Release) focuses on improving **user experience** such as offering new enhancements and increased customization to your Workday homepage, search, and inbox. These changes will be effective as of **September 10, 2022**.

 **Please Note:** These changes **WILL NOT** impact the Workday FIN tasks and reports you run. All worktags & FDM (the data model used for Financials) will not be changed. You will still follow the same processes and steps prior to the Workday R2 Release but it is important to understand what is changing.

What's New in Workday?

Workday
Homepage (Cards)



New sections! The homepage is now broken up into "Cards" that will display based on your role. In addition to announcements and inbox items, Workday will now provide information to you in categories of: Timely Suggestions, My Team, and/or Recommended for You. Cards will come and go as information is available/not available, so each time you come to Workday you may find different cards displayed.

Global Navigation
Menu


The apps are moving! Rather than taking up the bulk of space on the homepage, you'll find all the apps (or worklets) you regularly use in the new Global Navigation Menu. This houses your Applications (which you can reorganize) and your Shortcuts (if any). You can access the Menu from the Menu icon on the left-hand corner of your Workday screen or by clicking View All Apps on your home page. You can have up to 20 applications and 10 shortcuts!

Enhanced Search
Functionality


Personalized search results! The new search view provides you a better view of how results match to your keyword search in two sections: Saved Categories and More Categories. By default, you will have Saved Categories (the main view) of 'People' and 'Tasks and Reports.' Other categories display in the 'More Categories' section. Use the Configure Search button found on your search to drag and drop categories from the More Section to the Saved section.

My Tasks (Inbox)


Inbox search! My Tasks is an enhanced view of the items awaiting your action, with the improved ability to search for items through new tabs and filters.

R What..?

Workday **Releases** are named for the calendar year in which they become effective and their release number:

- R1 for Release 1
- R2 for Release 2

The **R2 Release** is effective as of **September 10, 2022**.

Workday Release 2 Changes at a Glance | Frequently Asked Questions

Workday Homepage (Cards)

Why does my homepage look different?

The Workday homepage may look different as it offers you more relevant information (through the 'Cards' on the new home page) as well as increased customization (e.g., through the ability to reorganize your applications and/or specify the search categories that are important to you).

Can I remove these homepage cards?

Cards will display based on your role. You cannot remove or alter the cards on your home page. Cards will come and go as information is available/not available, so each time you come to Workday you may find different cards displayed.

Where are my Workday applications? I used to see them on the home page.

The applications are now housed within the 'Menu' item in your Workday toolbar. You can access the Menu by clicking on the Menu/hamburger icon in the upper, left-hand corner of your Workday screen or by clicking the 'View All Apps' button on your home page.

Can I remove applications?

If you add applications to your set, you can later remove those applications. You are unable to remove the list of default applications. However, if you have more than 20 applications listed in your Edit Apps view, you can move any non-desired apps below the 20th application in your list as it will not display in the menu.

Why do my search results look different?

With this latest release, Workday has enhanced the search view. The new search provides you a better view of how results match to your keyword search. By default, you will have Saved Categories (the main view) of 'People' and 'Tasks and Reports.' Other categories display in the 'More Categories' section.

What are the 'Search Tips' I see?

Search tips are now more prominent and are accessible through the 'View Search Tips' button (bottom left corner of the search results page). Search Tips provide you with insight into how keywords/prefixes can help expedite your search.

Why does my Workday inbox seem different?

Your updated Workday inbox offers you an easier way to view the tasks awaiting your action; this view is called 'My Tasks.' You will now see a side panel of options that you can expand/collapse with the familiar functionality included: All Items view, Filters view, Archive view, Bulk Approve, and Manage Delegations.

I see a search field in my inbox now, does that mean I can search my inbox?

Yes! With this new 'My Tasks' view, users are now able to search their inbox for specific names/task types. For users with large inboxes (and all users in general) this will be a notable improvement; simply type the task name/individuals name in the search prompt, hit enter, and Workday will limit your inbox to respect your search.

Workday Release Changes at a Glance | Additional Resources



There are various resources available for you to better understand the new changes in Workday

How can I learn more?

- [Workday R2 Release Office Hours](#) will be offered Tuesday & Thursday the week of September 6th & September 13th
 - These sessions are open forums for employees to ask questions and will provide live demonstrations related to these new changes
- Review the What's New: Workday R2 Release; this is a short self-paced course that provides in-depth details of these new changes
- View brief overview videos to see how these features work:
- [Workday Homepage Update video](#) (2 minutes) and/or the [Workday Inbox Update video](#) (2 minutes)
- Workday Digital Assist users can also engage with our Interactive WalkThru touring the experience.
 - Not a WDA user? Download WDA today by visiting the [WDA Webpage](#) and downloading the WalkMe Extension.
- Visit the [Workday Finance Training page](#) for updates such as new learning resources
- Contact AskHR@virginia.edu or AskFinance@virginia.edu if you have any additional questions