Understanding Workday Releases

Workday regularly delivers features and updates that are influenced by users, industry and market trends, and regulatory requirements. New features and updates are delivered in two ways: weekly service updates, and twice-yearly feature releases. The most significant changes are grouped into the twice-yearly releases. This year’s second release will go into effect on Saturday, September 10, 2022. This guide summarizes and provides information on a few key updates coming with this release.

Note: The first time you log in to Workday on or after September 10, 2022, you will see a pop-up (image below) that takes you through a brief tour of what’s new.

![Start the Tour](image)

Since the tour is fairly brief, this guide aims to provide additional details.

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What’s new?

Functionality Updates

1. **Enhanced Search functionality**
   Workday now has a more streamlined and customizable search functionality to meet specific user needs. Previously, when you used the search box to perform a search, Workday by default displayed “Tasks and Reports” on the top of the results and then displayed all other results further down below. To refine your search results, you were previously given the option to filter to search categories from the left-hand side of the screen.

   With this update, in order to make your search results more customized and decluttered, Workday now gives you the option to select and save your preferred search categories (1). This will ensure search results within only those categories display each time you perform a search. You still have the option to view other categories by clicking “More Categories” (2). Furthermore, if you wish to edit and reorder categories, you may click “Configure Search” (3) and reorder categories by dragging and dropping them.
2. Search within your inbox

With this update, you can now search even within your inbox. The previous functionality only allowed you to sort and filter items in your inbox. Now, in addition to sorting and filtering, you can use the new search box (1) to type in keywords such as an employee’s name, a journal number, etc. and look for specific items or tasks. This update is specifically beneficial to those users who have several items in their inbox.

Besides, the user interface in the inbox has also been revamped for an enhanced user experience as shown in the screenshots below.
**Home page updates**

**3. Your Top Apps**

On your Workday home screen, previously, you would see a tile called “Applications” which would display the applications/worklets you or your organization have chosen to be displayed. With this update, in order to declutter and better organize information on your home screen, Workday now displays only “Your Top Apps” (1) (four in total) on the home screen. All other apps can still be accessed by clicking the “View All Apps” (2) button at the bottom of the same tile.

Alternatively, these apps can also be accessed by clicking the “Menu” (3) button towards the top left-hand side of the home screen.
When accessed, all your apps and shortcuts will display within a pane to the left of your screen (as shown in the image below).

You have the option to click “Add Apps” (4) to search for, and add more apps. You also have the option to reorder or remove any apps by clicking “Edit” (5) and then dragging and dropping, or removing. The same actions can also be taken on shortcuts (6).
4. Timely Suggestions

On your Workday home screen, Workday has added a new tile labeled “Timely Suggestions”. As the name suggests, this tile brings to your attention timely information or tasks for you to action. For example, if you have upcoming approved time off, Workday will display a reminder in the 30 days leading up to that time off. It will also display a link to the time off calendar in case you need to make an adjustment or cancel the request. After the time off passes, the notification will disappear from the “Timely Suggestions” tile until there is another time off to display. Similarly, any other time-sensitive actions that you can take to keep your Workday account up to date or improve your Workday user experience will be displayed within this tile.

5. Your Team – for Managers

For Managers, you will now have a tile on the home screen labeled “Your Team”. This will provide information such as upcoming birthdays or time sheets requiring approvals for your direct reports. This can serve as a convenient reminder for you to acknowledge key team milestones or approve requests.