

# What's New in Workday

## HR Edition

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## Welcome to the 2nd edition of the What's New in Workday newsletter!

This newsletter will share updates and tips on HR Workday processes that impact employee recruitment, hiring, onboarding, timekeeping, manager tasks, performance management, and employee profiles.

### More Accessible Data – Manager Insights Hub

We're excited to announce the launch of the Manager Insights Hub—a powerful new feature in Workday designed to help managers lead with confidence and clarity.

This centralized dashboard provides some real-time, actionable insights into your team's key metrics, including:

- My Team
- Reports
- Hiring and Staffing
- Time And Absence
- Performance

This will be the location of new reports and new features as they are developed.

To access the Manager Insights Hub, simply type "Manager Insights Hub" into the Workday search bar. For quick access, you can also add the app to your main menu.

### Updated Onboarding Dashboard

New Features Alert: Onboarding Dashboard Just Got Smarter!

We're excited to unveil a fresh set of enhancements to the onboarding dashboard designed to make your new hire experience smoother, faster, and more personalized than ever.

Here's what's new:

**Progress Tracker:** Stay on top of your onboarding journey with a dynamic visual tracker that shows completed steps and what's next.

**Help Center:** Get instant access to resources and support directly from the dashboard.

**Team Introductions:** Meet your colleagues with interactive profiles and welcome messages.

These updates are all about helping you hit the ground running. Log in today and explore the new features!

To access the Onboarding Page, simply type "Onboarding" into the Workday search bar. For quick access, you can also add the app to your main menu.



## New Period Activity Report!

**Name of the Report:** Period Activity Pay by Worker - WPHR

 Academic Managers and their Workday assigned Admins



### How to access and run the report:

Simply type in the name of the report in Workday search tab. This report will provide you with all activities a worker has in Workday, as well as the payment status.

You are required to enter an employee-Note you can only see employees that are in your respective supervisory structure.

You can choose an academic period or leave blank for ALL

A screenshot of a software interface window titled "Period Activity Pay by Worker - WPHR". The window has a close button (X) in the top right corner. Below the title bar, there is a link that says "View Report Definition". Underneath, there are two input fields: "Employee" with a red asterisk and a dropdown menu icon, and "Academic Period/s" with a dropdown menu icon. At the bottom of the window, there are two buttons: "Cancel" and "OK".

## Time and Scheduling Hub

This centralized dashboard provides some real-time, actionable insights into your team's key metrics, including:

- Review and Approve Time
- Direct Reports
- Edit and Approve Time
- Operational Analytics
- Team Absence Calendar

To access the Hub, simply type "Time and Scheduling Hub" into the Workday search bar. For quick access, you can also add the app to your main menu.

## Remember to Update your Student and Project Workers scheduled weekly hours!

With the implementation of budgeting, please review all your student and temporary part-time staff assignments. Scheduled weekly hours will drive the obligation on your budget.

☑ **Extend/Update** the assignments for those who **are actively** working.

☑ **End** Please end job or terminate workers who are no longer working in the assigned assignments

Useful resources:

1. ***'Student/Project Worker Audit Report – WPHR' Report in Workday***

This report will provide a list of all active student and project workers in your team, their "End Employment Dates." And their "Scheduled Weekly Hours".

*How to access:* Simply search for this report in the workday search tab.

2. **Need to extend an assignment?**

If a student or project worker will continue working past their current end employment date, be sure to **extend their assignment**.

👉 [How to Extend Assignments!](#)

3. **Need to end an assignment?**

If a student is graduating or a student/project worker who will not be returning, remember to end their assignment!

👉 [How to End Assignments](#)

## Remember only supervisory managers can terminate direct reports

If you see an issue on your operationing budget and click on the name- please reach out to the manager of that person to adjust the worker record (job change or end job) if it is not your direct report.

## Help Desk Tickets

If you have any issues, would like clarification on processes or any other suggestions. Please submit a Help Desk Ticket..

[Human Resources Web Site](#)