

What's New in Workday

HR Edition

Recruiting

Onboarding

HCM (Human Capital Management) Core

Talent Management

Absence (Leave Management)

Time Tracking

Payroll

Reporting

Welcome to the 3rd 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.

Home Page Navigation Update

With the new release of Workday, the Menu dropdown of Apps has been replaced with icons. This update addresses the critical need for efficient, scalable, and a cleaner interface. Users can work faster and more efficiently with reduced clicks and context switching across various workflows such as HR and Finance.

These icons group your apps into easy to locate areas. Clicking on the icon shows the group with the list of available options underneath – You must click on the unbolded words to get to the proper area.

The wheel at the bottom allows you to customize your page to suit your preferences –

If you prefer the old view with the menu icon on the top left – Switch this off.

Reminder -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.



New Reports Added to the Manager Insights Hub!

Name of the Report: All Compensation Summary - WPHR

 Managers

 **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 the compensation of all your direct and indirect reports.

Recruiting Changes

You can no longer move a candidate in an evergreen requisition; the candidate must be moved into a linked requisition to move forward through the hiring process.

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 an employee only has one position and will no longer be working, use the link provided below to terminate their employment. If the employee has more than one active position, use the End Job task located in the employee’s profile under Actions

Job Change End Job.

 [How to End Assignments](#)

Remember only supervisory managers can terminate direct reports.

If you see an issue on your operating budget and the employee is not your direct report, please reach out to the manager of that person to adjust the worker record (job change or end job).

Help Desk Tickets

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

[Human Resources Web Site](#)