

Workday Announcement Criteria



Specialized Role

Workday provides a platform – “Announcements” - to reach all state government employees in Workday, with important messages. Create a Workday help case to request an announcement. For information on creating a help case, see the knowledge article [Create Case for Central Workday Support by Elevated Role](#).

Criteria

Workday Announcements reach the entire enterprise of state government, so it is important to ensure each requested announcement meets the necessary criteria. Consider does the announcement:

- Apply to all state employees (Executive, Legislative, and Judicial Branches)
- Relate to HR, payroll, or benefits topics? (e.g., PERS’ request to remind employees to update their mailing address)
- Promote enterprise project/initiatives that aim to improve the culture of state government? (e.g., Positivity Project)
- Announce something really big for all Oregonians? (e.g., Real ID)

Required Information

The Workday Announcement feature has a set structure that requires you to specify the following pieces of information for each announcement:

- **Schedule:** Announcement Expiration Date
- **Title:** Maximum of 15 words
- **Ratio, and max size, of Banner Image:** Approximately 1920 x 1080
- **Text:** Maximum of 350 words
- **Hyperlink:** The capability to hyperlink is available and can be used to provide additional materials, although it is not required

Workday Announcements Limitations

There are limitations to what can be done within the announcements feature.

- **Set font:** Roboto
- **Font size:** Three options – 24, 18 and 13.5
- **Font color:** Four options – orange, blue, green and black
- **Bullets:** One level for bulleted lists
- **Images:** No capability of additional images (other than the banner image)