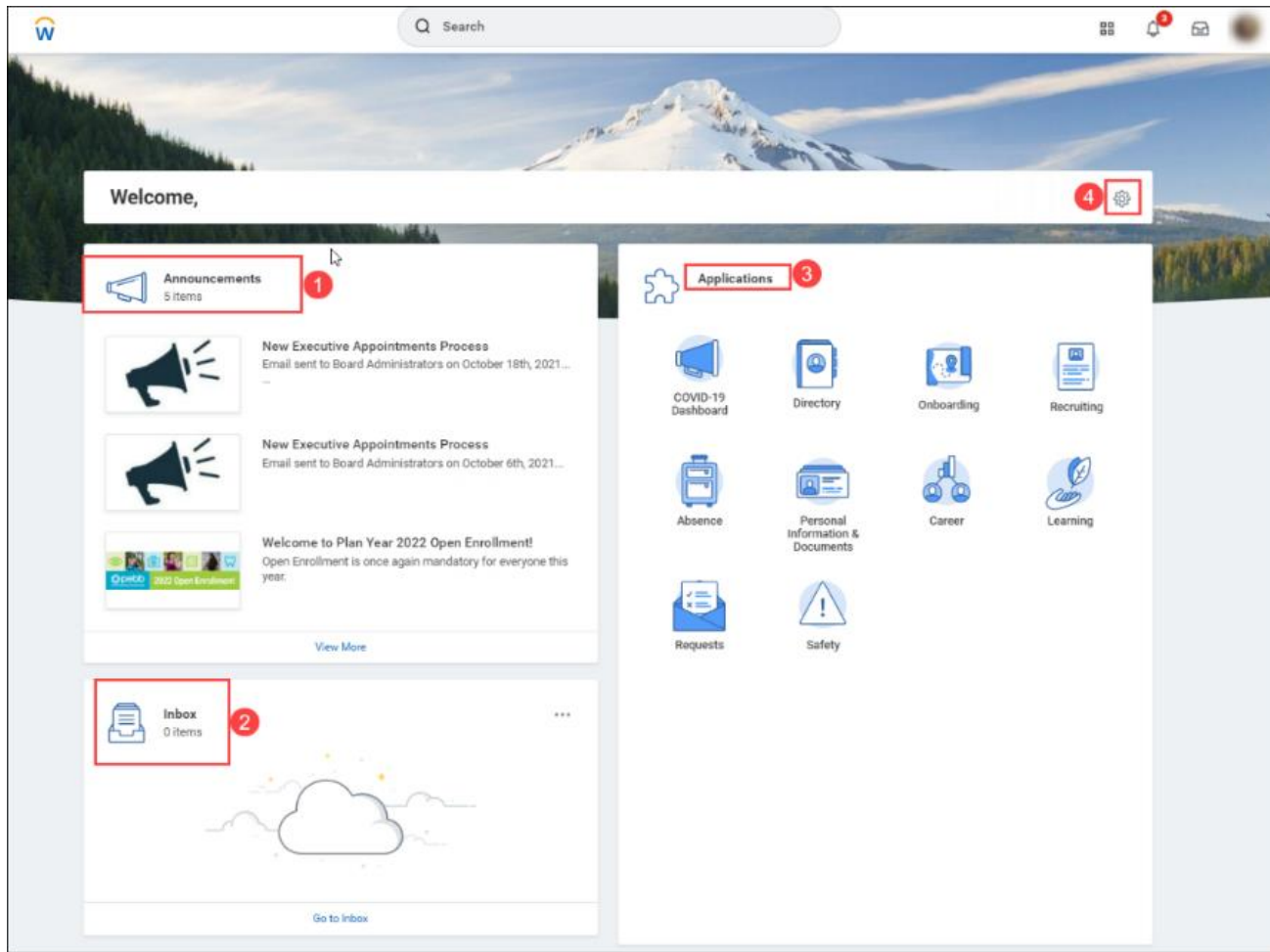


What is changing in Workday?

Workday has enhanced its user experience. Functionality has not changed, but where you find information has. Please review the before and after photos to help with the transition.

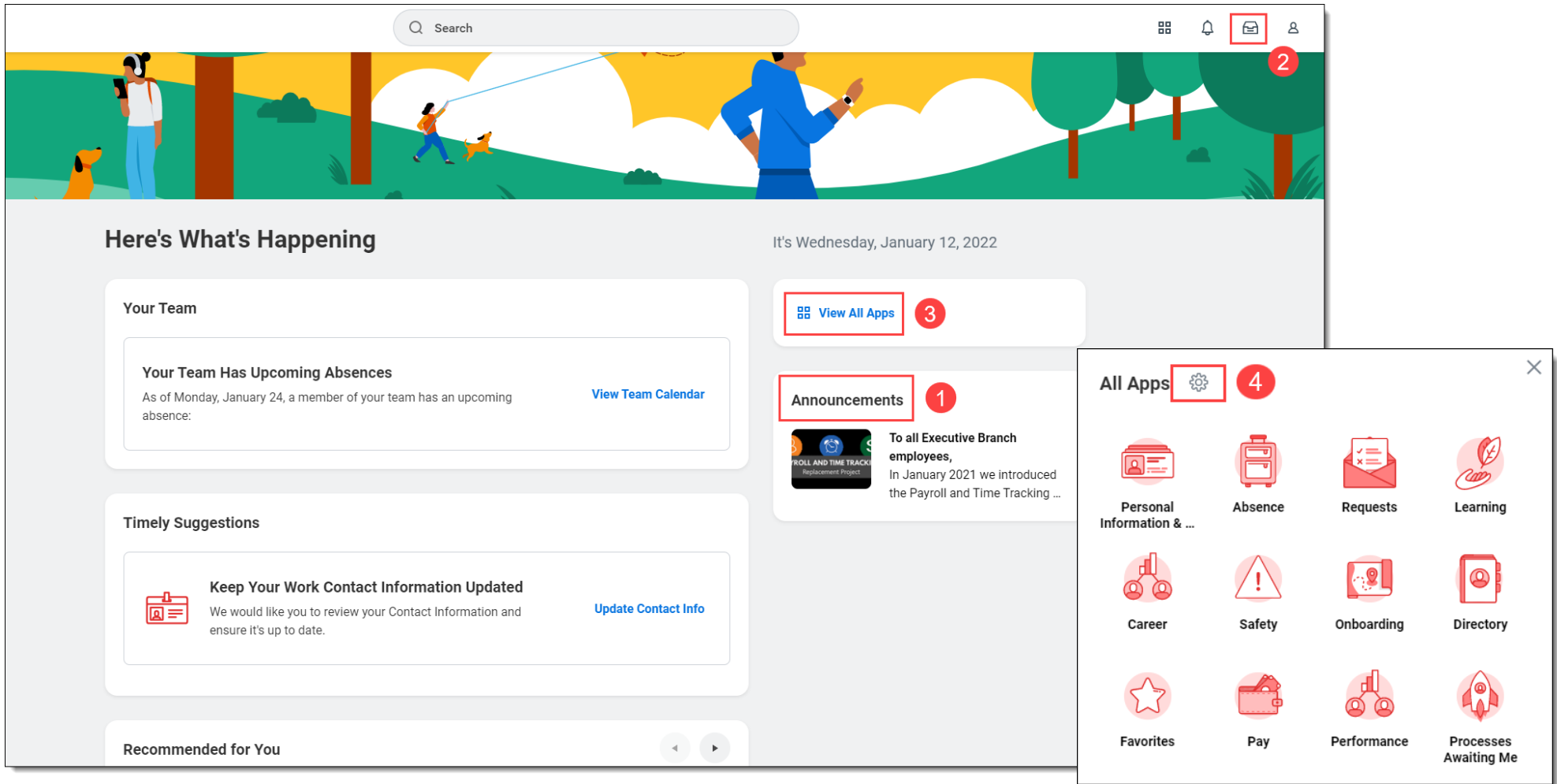
Before Change

Homepage: Areas of focus are **Announcements** (1), **Inbox** (2), **Applications** (3), and **Configure Your Applications** (gear icon) (4).



New Design

Homepage: Areas of focus are **Announcements (1)**, **Inbox (2)**, **View All Apps (3)**, and **Configure Your Applications (gear icon) (4)**.



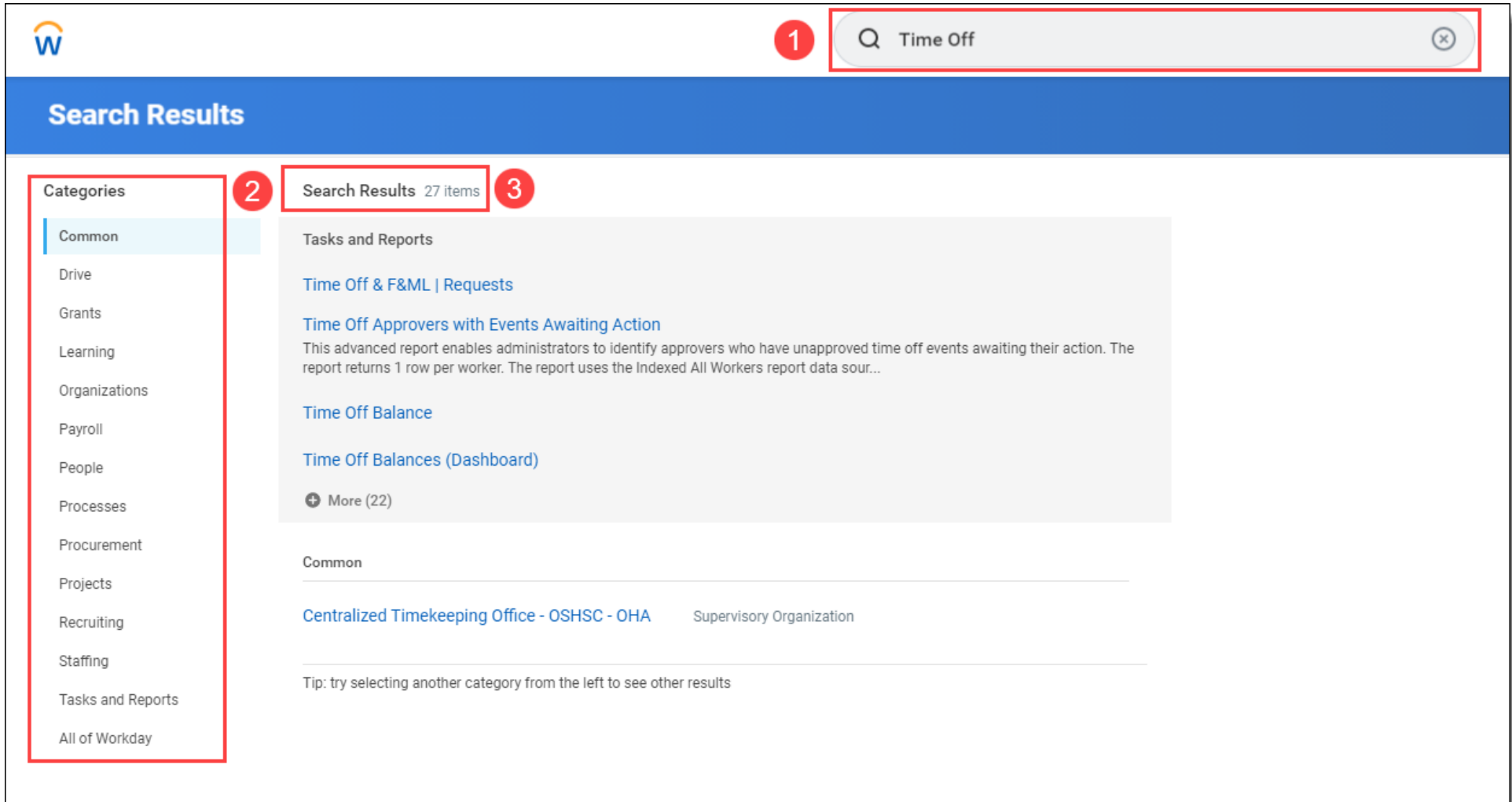
The screenshot shows the Workday homepage interface. At the top, there is a search bar and navigation icons for grid, notifications, inbox (2), and user profile. Below the header is a large illustration of people in a park. The main content area is titled "Here's What's Happening" and includes a date: "It's Wednesday, January 12, 2022".

Key elements and annotations:

- 1**: "Announcements" card with a red circle containing the number 1. The card title is "Announcements" and the content starts with "To all Executive Branch employees, In January 2021 we introduced the Payroll and Time Tracking ...".
- 2**: "Inbox" icon in the top right navigation bar, highlighted with a red box and a red circle containing the number 2.
- 3**: "View All Apps" button in the "Your Team" section, highlighted with a red box and a red circle containing the number 3.
- 4**: "All Apps" drawer with a gear icon (Configure Your Applications) highlighted with a red box and a red circle containing the number 4. The drawer contains icons for: Personal Information & ..., Absence, Requests, Learning, Career, Safety, Onboarding, Directory, Favorites, Pay, Performance, and Processes Awaiting Me.

Before Change

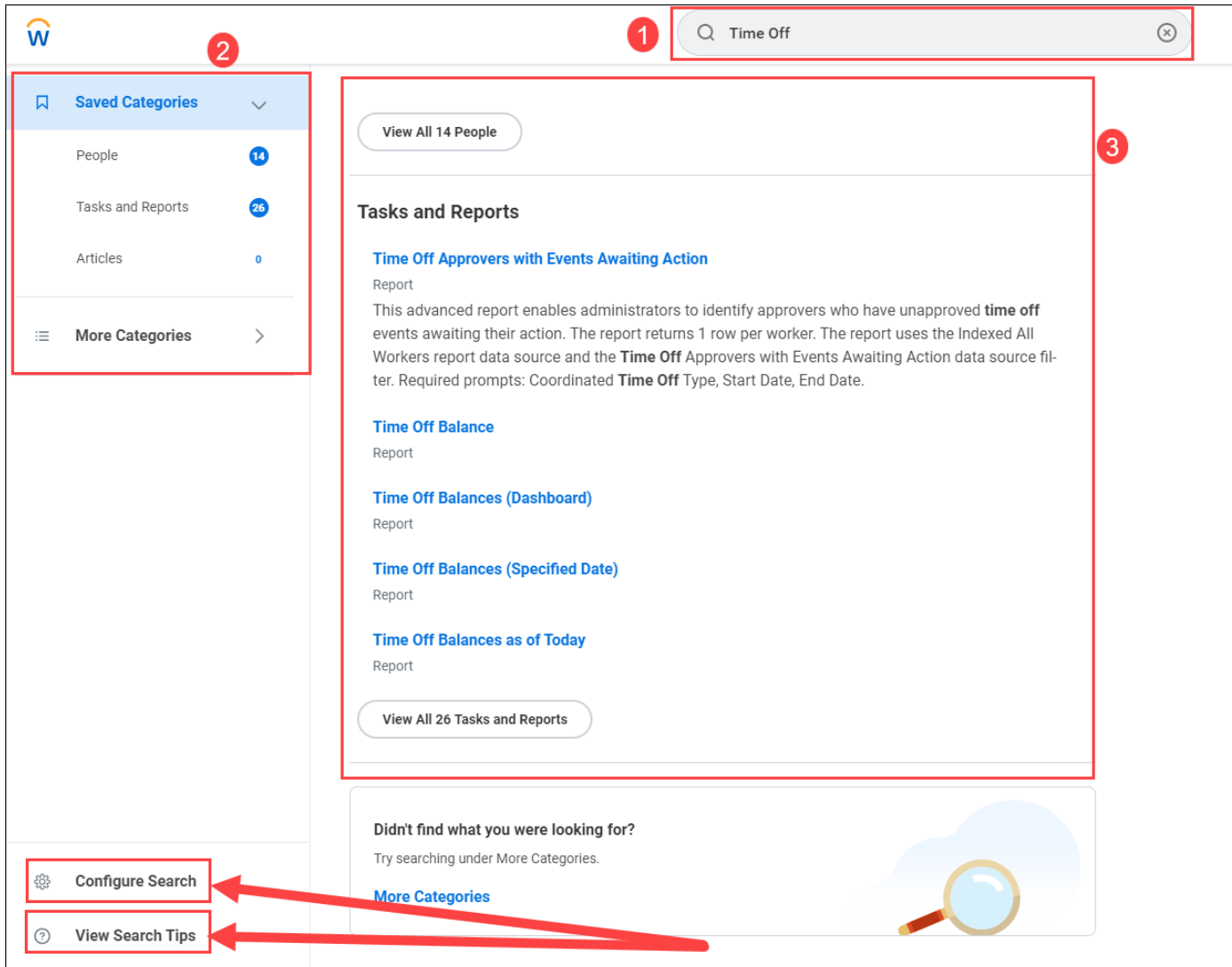
Search: Areas of focus are **Search** (1), **Categories** (2), **Search Results** (3).



The screenshot displays the Workday search interface. At the top left is the Workday logo. A search bar at the top right contains the text "Time Off" and is highlighted with a red box and a red circle labeled "1". Below the search bar is a blue header with the text "Search Results". On the left side, there is a vertical list of categories, including "Common", "Drive", "Grants", "Learning", "Organizations", "Payroll", "People", "Processes", "Procurement", "Projects", "Recruiting", "Staffing", "Tasks and Reports", and "All of Workday". This list is highlighted with a red box and a red circle labeled "2". The main content area shows search results for "Time Off", with a red box and a red circle labeled "3" around the "Search Results 27 items" text. The results include links for "Tasks and Reports", "Time Off & F&ML | Requests", "Time Off Approvers with Events Awaiting Action" (with a description), "Time Off Balance", and "Time Off Balances (Dashboard)". A "More (22)" link is also present. Below the results, there is a "Common" section with a link for "Centralized Timekeeping Office - OSHSC - OHA" and the text "Supervisory Organization". A tip at the bottom reads: "Tip: try selecting another category from the left to see other results".

New Design

Search: Areas of focus are **Search** (1), **Saved Categories** (2), **Tasks and Reports** results (3).



The screenshot shows the Workday homepage search interface. A search bar at the top contains the text "Time Off" and is annotated with a red circle containing the number 1. To the left of the search bar is a "Saved Categories" sidebar, annotated with a red circle containing the number 2. The sidebar lists "People" (14), "Tasks and Reports" (26), and "Articles" (0), with a "More Categories" link at the bottom. The main content area, annotated with a red circle containing the number 3, displays search results for "Time Off". It includes a "View All 14 People" button, a "Tasks and Reports" section with several report links (e.g., "Time Off Approvers with Events Awaiting Action", "Time Off Balance", "Time Off Balances (Dashboard)", "Time Off Balances (Specified Date)", "Time Off Balances as of Today"), and a "View All 26 Tasks and Reports" button. At the bottom of the main content area, there is a "Didn't find what you were looking for?" message with a "More Categories" link and a magnifying glass icon. In the bottom left corner, there are two buttons: "Configure Search" and "View Search Tips", both annotated with red boxes and arrows pointing to them from the right.

Configure Your Search

Drag and drop desired categories to **Saved Categories**, then click **Save** to improve search results.

Configure Your Search

✕

Drag and drop to reorder both lists.

Saved Categories
What are the categories you would like to search first? (Minimum of 1)

- ⋮ People
- ⋮ Tasks and Reports
- ⋮ Articles

More Categories
What are the categories you do not want to show?


- ⋮ Recruiting
- ⋮ Staffing
- ⋮ Financials
- ⋮ Organizations
- ⋮ Payroll
- ⋮ Time Management
- ⋮ Security
- ⋮ Learning
- ⋮ Reporting
- ⋮ Processes
- ⋮ Drive

Save

Cancel

View Search Tips

Find the best way to search for desired data.



Better Ways To Search

You can search with questions, keywords, or prefixes.

How to Use Prefix Words

It can be helpful to use a prefix word to refine your search results. For example, to find only organizations, begin your search text with 'org: '. To find specific workers, use 'worker: '.

To search for an employee or contingent worker	<code>worker: john smith</code>
To search for a specific person or organization using a global identifier	<code>id: 1112223333</code>
To search for a business process	<code>bp: 3000</code>
To search for a job requisition using the job posting title or job requisition ID	<code>jr: R00247</code>
To search for a candidate using the candidate's name, ID, or email address	<code>cand: john smith</code> <code>cand: j.smith@gms.com3</code> <code>cand: C0000823</code> <code>candidate: john smith</code> <code>candidate: C0000823</code>