Workday *People Experience* Reference Guide

September 2022

Introduction & Purpose

A new user interface (UI), referred to as *Workday People Experience* will be introduced to all users on Tuesday, September 6, 2022. The new UI leverages machine learning to personalize each users' experience throughout the system, allowing employees to gain easier access to their most-used tasks in order to promote efficient use of the system overall. While the system as a whole will remain user-friendly and intuitive, some aspects will have a new look and feel to support the overall intent of *People Experience*. The following provides information on some key changes that will accompany the move to this enhanced UI.

Impacted Areas and Relevant Information

- **Home Page:** One of the biggest changes users will see is to their landing page, which will now be able to surface relevant and timeline information through various means of delivery.

  Users will continue to have easy access to inbox items, under the "Awaiting Your Action" header. To navigate to your full inbox view, click on "Go to All Inbox Items."

- **Cards and Announcements** affixed to the homepage will call the user's attention to timely reminders and other important information within the system. Announcement content will vary based on each users' security level. Quick links will be embedded into these areas to provide easy navigation to key areas within the system.

Timely Suggestions

You Have a New Payslip
Review your payslip information to ensure accuracy

View Payslips

Your Team Has Upcoming Absences
As of Monday, August 22, members of your team have upcoming absences:

View Team Calendar

- **App view** will be truncated and accessible from the right-hand side of the landing page under the "Your Top Apps" heading. App icons will be organized based on frequency of use. Click on "View All Apps" to expand the view and access all Apps available to the user.
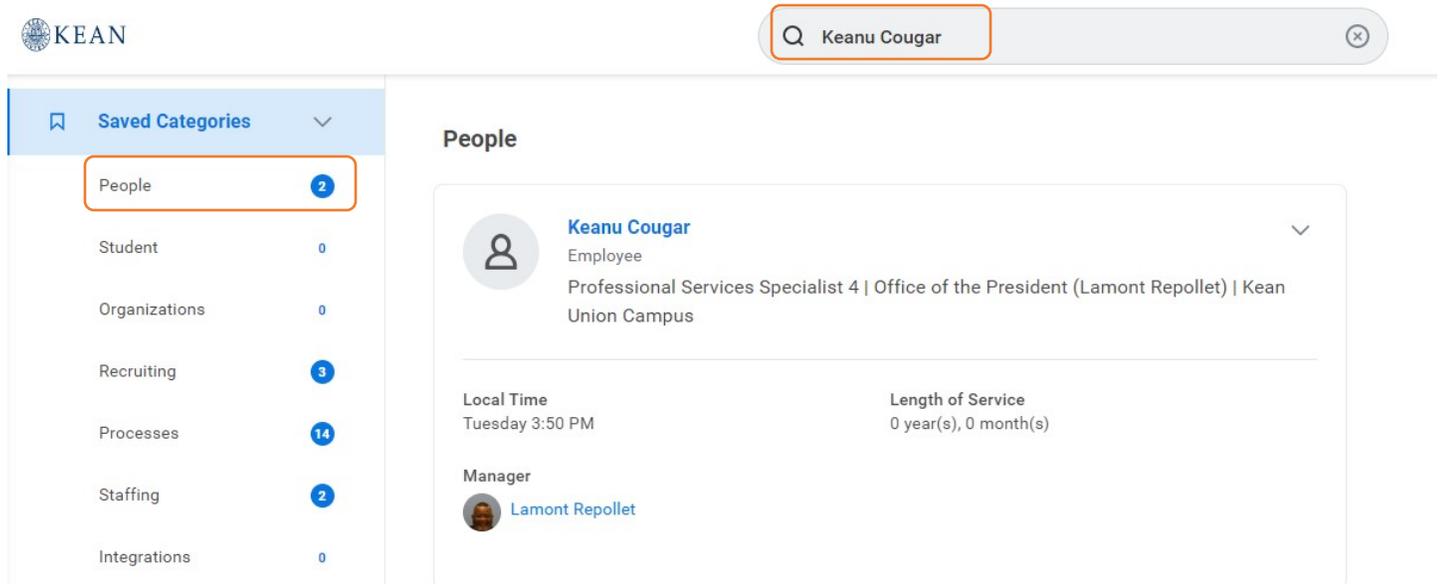
Your Top Apps

Time

Team Performance

Absence

Pay

View All Apps

- **Search functionality:** A federated search feature allows the system to search multiple sources of data at once, providing categorized results for quick and easy access to top hits.

Please note that search results may differ from what is displayed in the sample image based on each user's security within the system.

For additional information on Workday, including training guides and videos, please visit our [Workday Webpage](). If you have specific questions about Workday or the new user interface, please feel free to contact us at our dedicated e-mail address, [workday@kean.edu]().