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Workday Update – What’s new in the latest Workday release

Most of us are now pretty comfortable using Workday for our human resources needs. When we become comfortable with something, it’s a little easier to see where improvements might be made. One of the reasons we implemented Workday is the consistent review and revision that takes place because of input from Workday customers just like us. The Workday team takes suggestions from users and submits them to the developers for consideration. Twice a year, Workday releases a new version that addresses the most common ideas that have been raised to improve functionality and customer experience.

Beginning on Sept. 12, you may notice some subtle changes to the Workday screens you may be used to.

1. **Searches:** The search feature has been updated to include a worker’s photo, supervisory organization, position and location.
2. **Related actions menu:** Workday has added a new Frequently Used Actions section on the related actions menu for workers. The new section populates with your 5 most frequently accessed related actions, helping you access them more quickly and easily.
3. **My shortcuts tab:** A new “My Shortcuts” tab at the top of the Workday screen provides users with the three most frequently used worklets and allows users to add up to 10 of their own shortcuts to tasks and reports in an easy-to-find location.
4. **Warnings and errors:** Any warnings or errors on reports will be displayed in red text rather than an exclamation point icon.
5. **Expenses:** The consistency across devices in the “Expenses” area continues to improve and the expense report creation and submission process has been streamlined, including moving the Attachment to the top of the page. More features are now included on mobile devices as well.

To see the details of these changes, please go to <https://iowadot.gov/workday/Home>.

As always, we want you to get in and search around in Workday. You may learn a few things you hadn’t discovered before. If you get stuck and need help, remember the [Iowa DOT’s Workday website](#) has all kinds of information including Job Aids for frequent tasks. (Note: some items may have slight variations due to the new changes.) You can also reach out to the Helpdesk at 515-239-1075 or DOT.Helpdesk@iowadot.gov.

The Workday Team

