Configuring Your Workday Home Page
Updated August 2022

Starting in mid-August, you will notice an updated look to the Workday home page:

Note: Your apps and menu items may display differently depending on your access to the system.

Personalizing your Home Page

On the right side of your screen, you will find "Your Top Apps". Your apps that appear here start out as a default but will update over time, based on your usage patterns. You can still access all apps by selecting one of two options outlined below in gold.

Once the Menu option is selected, the app display can be customized by selecting Edit at the bottom of the screen and then dragging and dropping the apps based on preference. This is also the new location where Shortcuts are available for administrative users that use this feature.

Apps   Shortcuts

Expenses

Personal Information

Benefits

Pay

My Time

Requests

Favorites
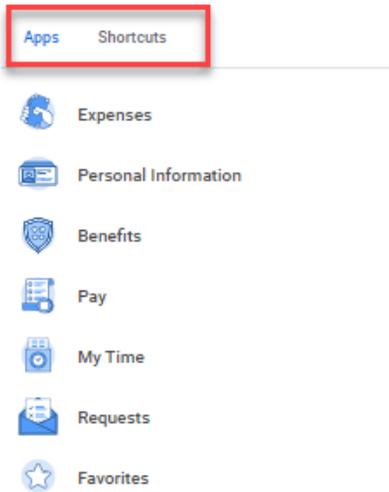
In the example below, the My Time app was selected with the mouse and dragged up to the top of the list and then Saved Changes selected at the bottom of the screen.

My Time

Expenses

Personal Informati

Benefits

Pay

Requests

Favorites
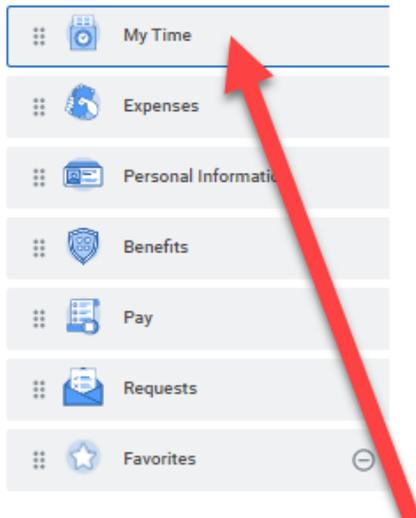
Guided Tour

At the very top of the page, you will be alerted to any items in Workday "Awaiting Your Action" from within your inbox. Just below this, within the Timely Suggestions Box, you will see actions that you can take to keep your Workday account up to date or improve your Workday user experience.

At the bottom of your screen, you will see a Workday-chosen article about something they are recommending for you. Here, you can see it is a suggestion to update your profile. There is also a section for announcements, which are items Bowdoin placed on your home page for your attention.
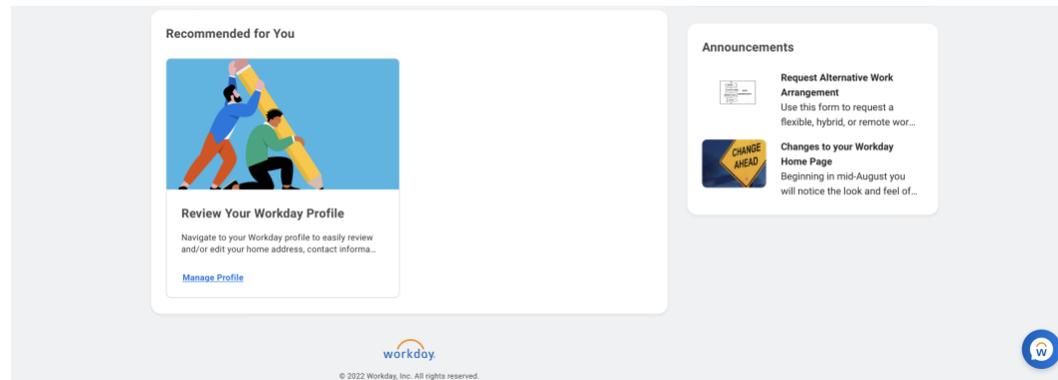
At the top right of the screen, you will see four icons.

➢ The first is a speech bubble; by clicking here or on the Workday speech bubble at the bottom of the screen, you will see the Workday Assistant appear. This is a quick way to get answers or help, as well as see suggested actions, from Workday's Artificial Intelligence (AI) bot.
➢ Second is a bell; this icon shows you any alerts you have. These notifications relate to items such as reminders, approved requests and payroll notifications.
➢ Third is your Workday inbox. These are items that require your action or attention, such as your initial onboarding or requests pending your approval relating to a business-processes in Workday.
➢ Fourth is your profile image. This is the gateway to reviewing your profile information, account preferences and for system help resources. Selecting "View Profile" provides easy access to information about yourself and your employment.
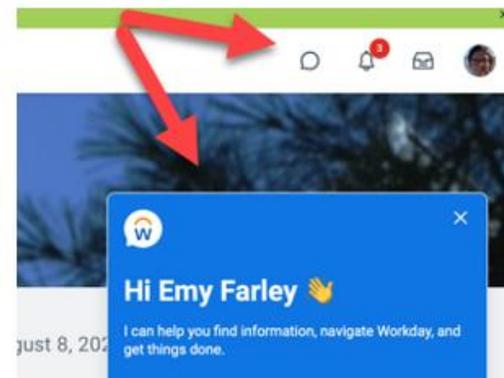
Lastly, on the home page, you will see a dialog box from Workday to receive a guided tour of the new layout. If you still have questions about how to navigate and customize your home page, just click the button to Start the Tour or call the Workday Assistance line at extension 7070.