

# Configuring Your Workday Home Page

Updated August 2022

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

The screenshot displays the Workday Home Page layout, which is organized into several key sections:

- Awaiting Your Action:** A notification card for "Time Entry" showing a balance of -30 hours from 08/01/2022 to 08/14/2022, with a link to "Go to All Inbox Items (1)".
- Timely Suggestions:** A card titled "Keep Your Emergency Contacts Updated" with a "Update Contacts" link.
- Recommended for You:** A card featuring an illustration of two people with large pencils and the title "Review Your Workday Profile", with a "Manage Profile" link.
- Your Top Apps:** A vertical list of app icons including "My Time", "Expenses", "Pay", and "Personal Information", with a "View All Apps" link at the bottom.
- Announcements:** Two announcement cards: "Request Alternative Work Arrangement" and "Changes to your Workday Home Page" (which includes the text "Beginning in mid-August you will notice the look and feel of...").

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

## Personalizing your Home Page

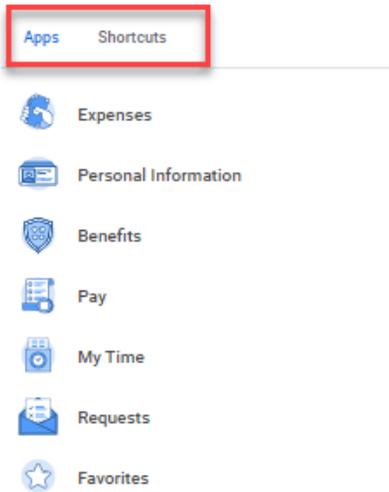
On the right side of your screen, you will find “Your Top Apps”. Your apps that appear here start out as a default but will update over time, based on your usage patterns. You can still access all apps by selecting one of two options outlined below in gold.

The screenshot shows a user's home page with a blue header banner featuring a person walking on a tightrope. The page is divided into several sections:

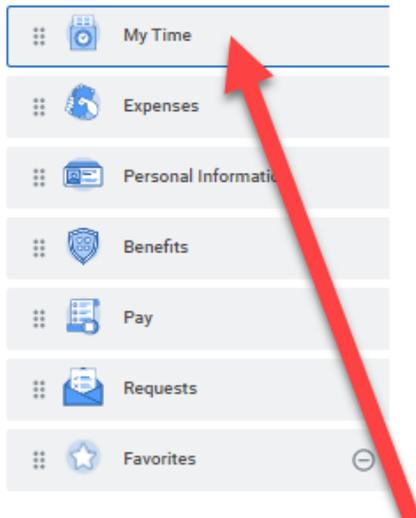
- Top Left:** A "MENU" button and a user profile icon "W" are circled in gold.
- Top Right:** A search bar with the text "Search".
- Center:** A greeting "Good Afternoon," followed by a white input field. Below it is a card titled "Awaiting Your Action" with a "Time Entry" notification: "Time Entry: - 30 hours from 08/01/2022 to 08/14/2022" and "Inbox - 6 day(s) ago". A link "Go to All Inbox Items (1)" is also present.
- Bottom Center:** A "Suggestions" section with a card titled "Keep Your Emergency Contacts Updated" and a link "Update Contacts" circled in gold.
- Right Side:** A "Your Top Apps" sidebar with icons for "My Time", "Expenses", "Pay", and "Personal Information". At the bottom of this sidebar, a "View All Apps" button is circled in gold.

A large red arrow originates from the "MENU" button and points to the "View All Apps" button, indicating the path to access all applications.

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.



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.



## Guided Tour

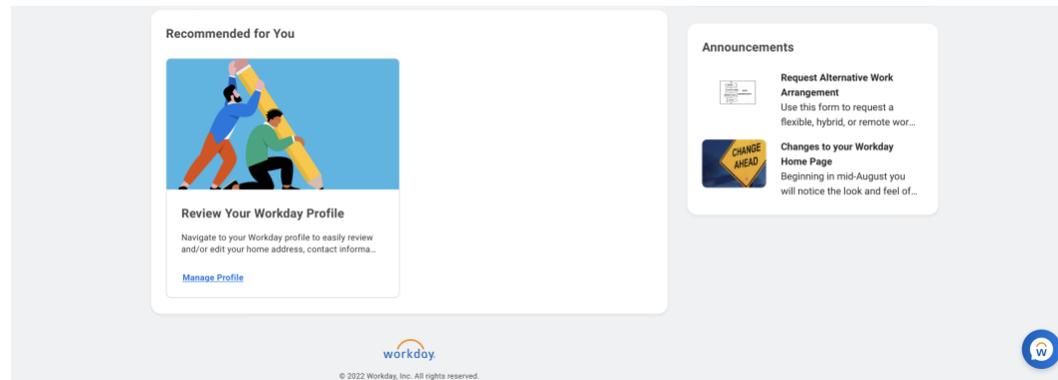
At the very top of the page, you will be alerted to any items in Workday “Awaiting Your Action” from within your inbox. Just below this, within the Timely Suggestions Box, you will see actions that you can take to keep your Workday account up to date or improve your Workday user experience.

The screenshot displays the Workday user interface. At the top, there is a search bar and notification icons. Below the header is a banner image of a statue. The main content area is divided into several sections:

- Good Afternoon, [User Name]** and **It's Thursday, August 11, 2022**
- Awaiting Your Action** (circled in yellow): A card showing a "Time Entry" item with a link to "Go to All Inbox Items (1)".
- Timely Suggestions** (circled in yellow): A card titled "Keep Your Emergency Contacts Updated" with an "Update Contacts" link.
- Your Top Apps**: A list of application tiles including "My Time", "Expenses", "Pay", and "Personal Information", with a "View All Apps" link at the bottom.
- Announcements**: A section header at the bottom.

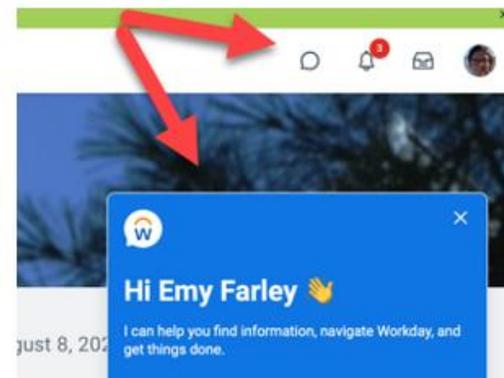
Two red arrows are overlaid on the image: one points from the "Go to All Inbox Items (1)" link in the "Awaiting Your Action" section to the top-right notification icons, and another points from the "Update Contacts" link in the "Timely Suggestions" section to the same notification icons.

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.

