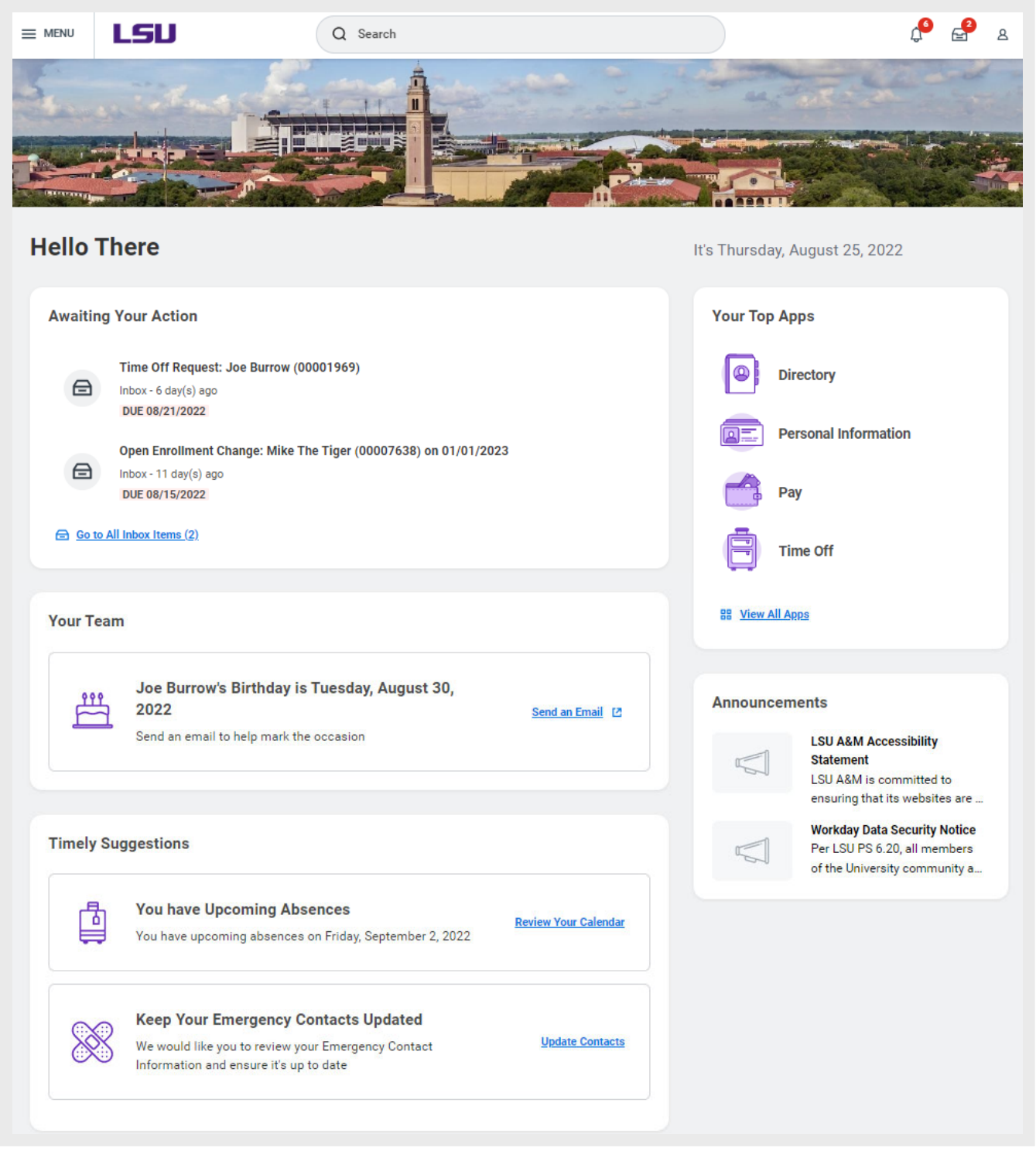
LANDING PAGE

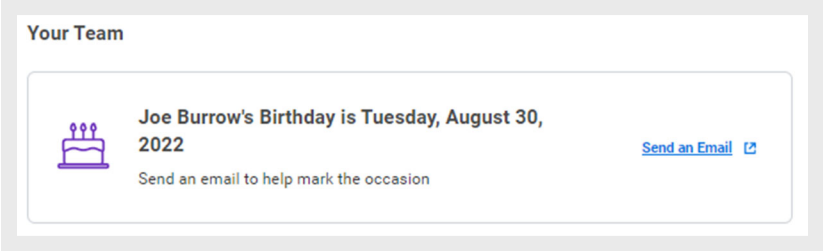
Beginning September 10, 2022, users will see a new landing page when logging in to LSU Workday. The new landing page is personalized to the individual user and divided into sections that highlight action items needing attention and upcoming events. The familiar field of application icons that dominated the right half of the page is available in a new global navigation menu.



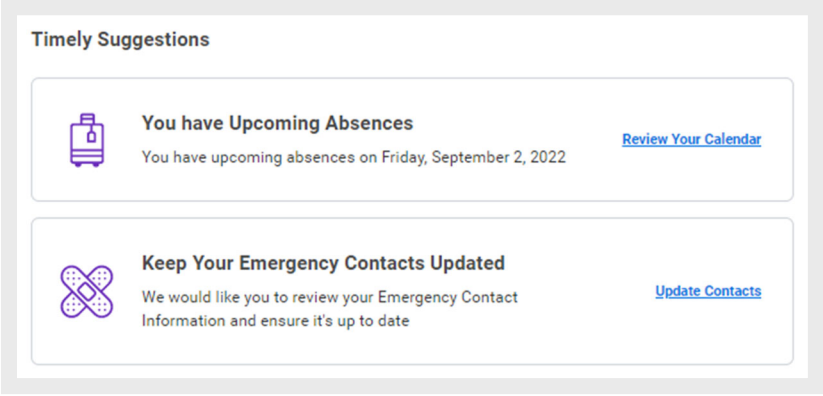
- **Awaiting Your Action**: Displays up to three tasks the employee needs to act on, with direct links to them. The full inbox can be viewed by clicking Go to All Inbox Items or via the bin icon in the upper right-hand corner.



- **Your Team:** Displays only for Managers and provides information for upcoming team member birthdays and work anniversaries.

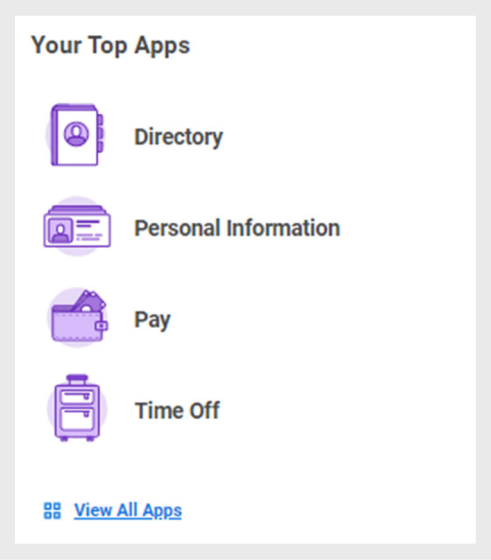


- **Timely Suggestions**: Displays employee-specific action items for important tasks (unsubmitted time entry, new credit card transactions, new payslip, etc.) and provides information for upcoming events, such as approved absences.

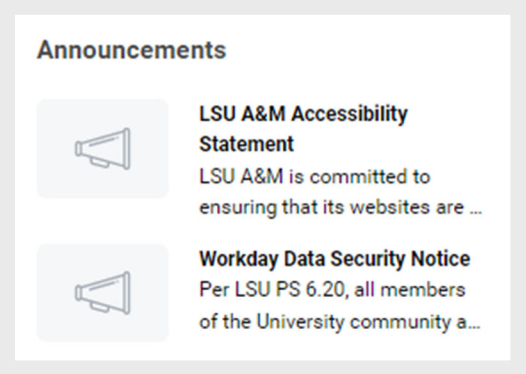


The information under the **Your Team** and **Timely Suggestions** sections changes depending on a user's role and time of year.

- **Top Apps**: Displays four apps selected by the user. All remaining Workday apps, which previously made up the entire homepage, can be viewed by clicking View All Apps or by clicking Menu in the upper left-hand corner. Adjust the four apps that appear in this section by clicking View All Apps and then Edit on the Apps tab. Drag and drop to rearrange the order of appearance.

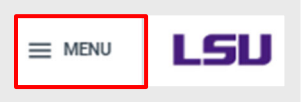


- **Announcements**: Displays up to three announcements that can be clicked on to see more information. This section remains largely unchanged, but the location moves to the lower right-hand corner. Additional announcements can be viewed by clicking View More Announcements.

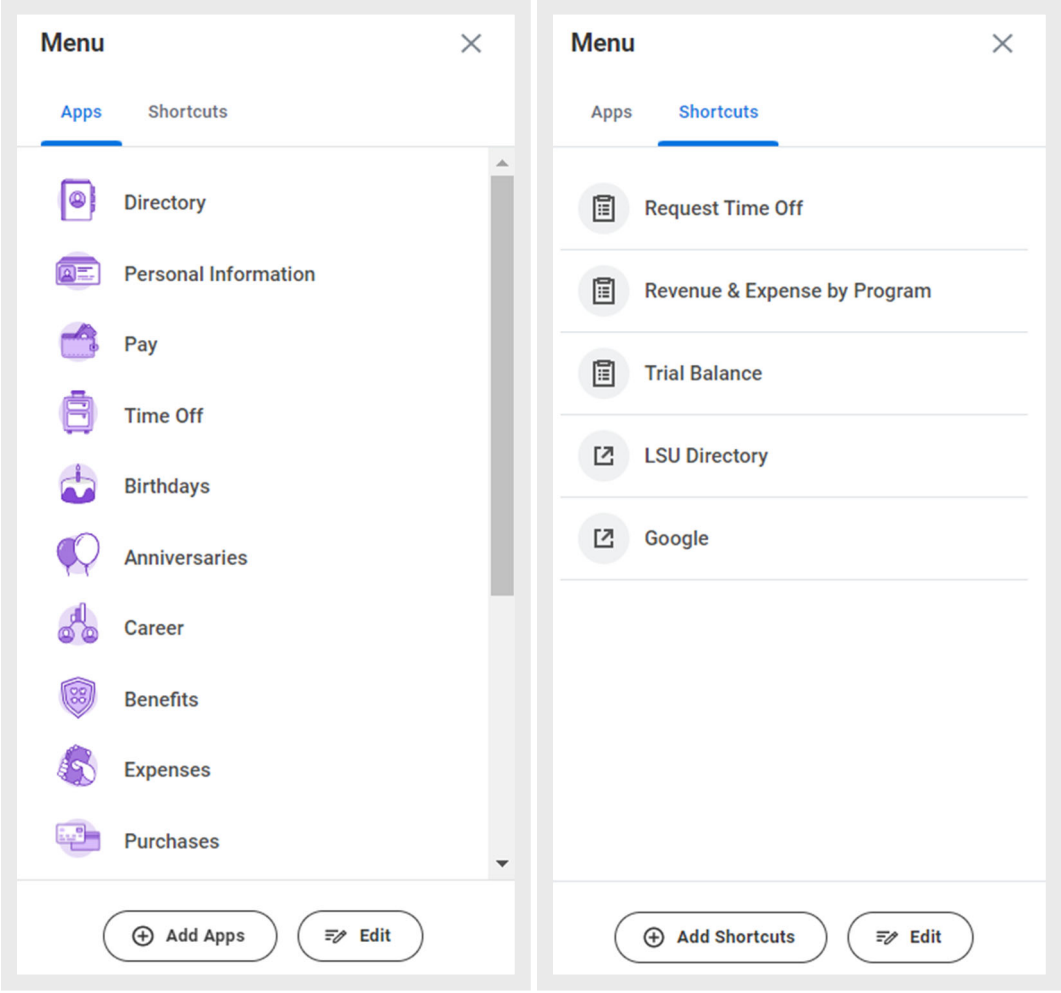


GLOBAL NAVIGATION MENU

The new global navigation menu can access applications and shortcuts from anywhere in Workday, not just the homepage, by clicking **Menu** in the upper left-hand corner.



- **Apps:** Customize the list of apps and their order by clicking **Add Apps** or **Edit**. A maximum of 20 apps can be displayed on the menu.
- **Shortcuts:** Customize the list of shortcuts and their order for frequently used tasks, reports, and external links by clicking **Add Shortcuts** or **Edit**. A maximum of 10 shortcuts can be displayed on the menu.

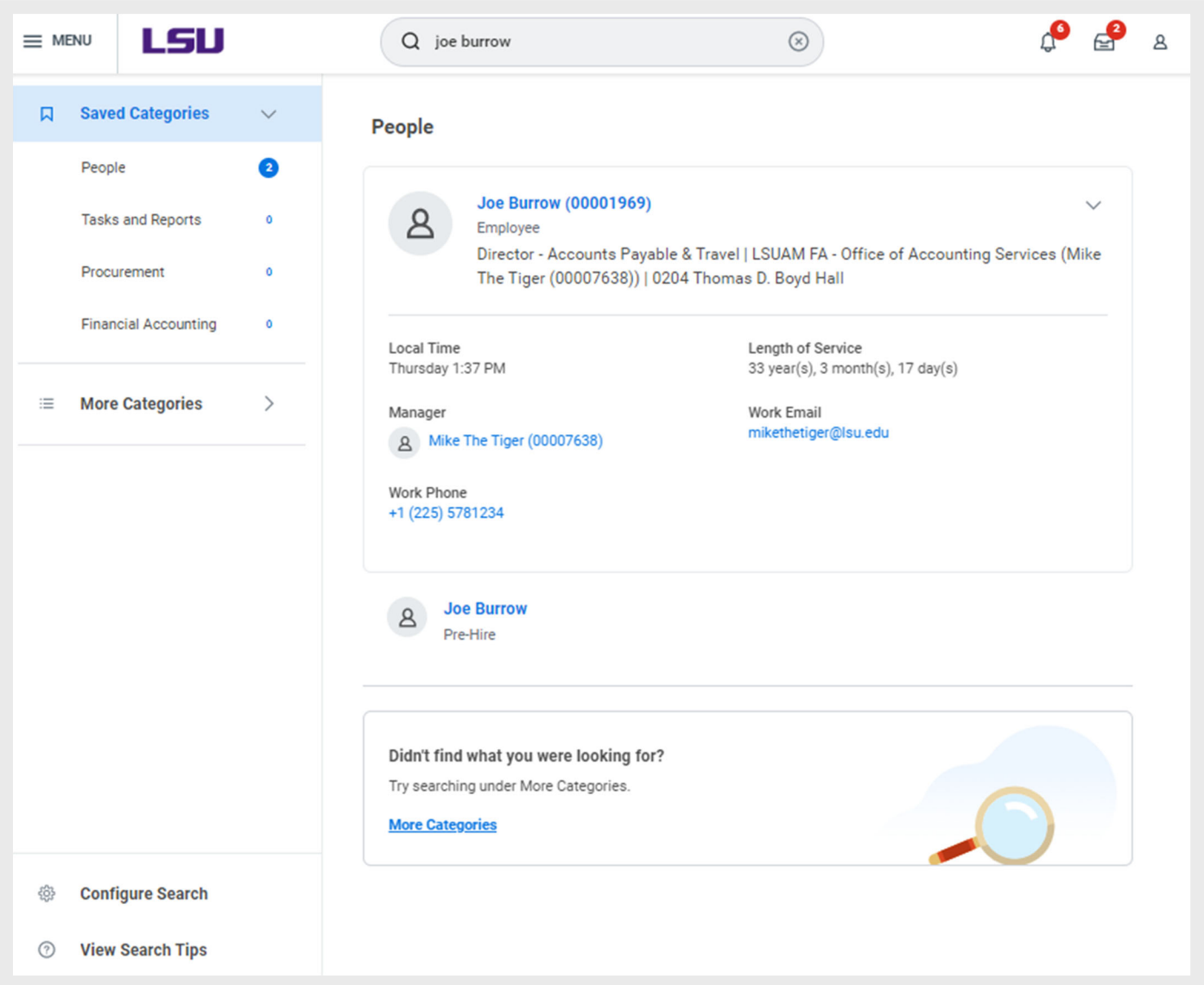


Open an app or a shortcut in a new tab by right-clicking on the app/shortcut and selecting **Open Link In New Tab**.

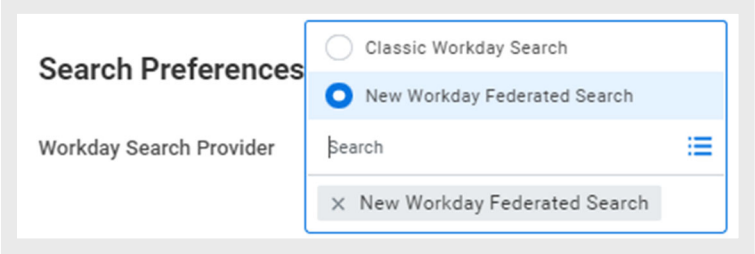
WORKDAY FEDERATED SEARCH

The updated search feature, which is now category based and does not have the ability to utilize the All of Workday filter, includes customizable search categories and displays more detail on the search results page. By using saved categories, Workday searches the areas used most to deliver results faster. After returning results for saved categories, the search continues to process in the background while the user can begin reviewing the initial results.

- On the search results page, the left menu has been reduced to a list of Saved Categories and More Categories. These are customizable by clicking **Configure Search** in the lower left-hand corner, reordering the search categories, and moving the categories between the Saved Categories and More Categories sections. Additionally, results now identify the number of returns for each search category. To see additional search results, click **More Categories**.



- Users can revert to the **Classic Workday Search** via the below steps:
  - Log into Workday
  - Click the cloud circle icon in upper right-hand corner
  - Select My Account
  - Select Change Preferences
  - Scroll down to Search Preferences and select Classic Workday Search
  - Log out and back into Workday to see changes



- Users can click **View Search Tips** to learn better ways to search in Workday.

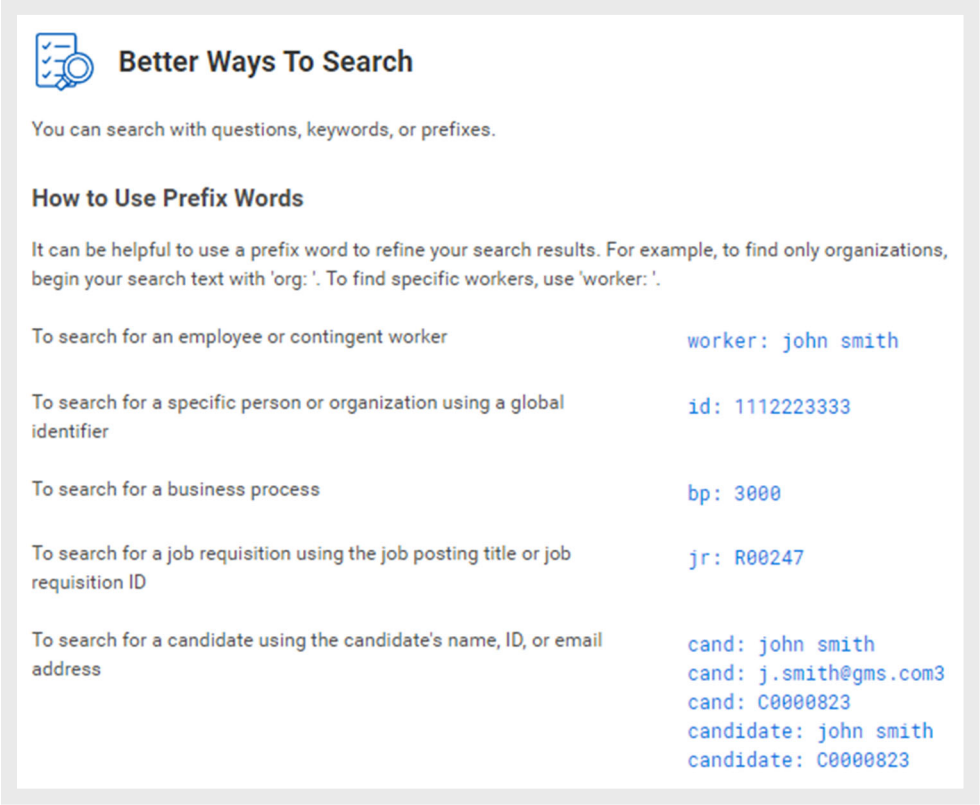


TABLE VIEW

Tables no longer have two viewing options and users will be required to view results in pages. Users can jump to different pages of a report instead of scrolling through the data and waiting for it to load.

- **Pagination**: At the lower right-hand corner below a report table, users will see pagination options. A dropdown list provides the option to show 30 items per page or to view all items. The selection will default to show 30 items per page. A page number input box is available once the table has greater than 5 pages (150 results). Click the double right arrows to jump to the last page.

