

Workday Live

at Workday Elevate

London

133 Houndsditch,
Liverpool Street,

24 May 2023



Safe Harbor Statement

This presentation may contain forward-looking statements for which there are risks, uncertainties, and assumptions. If the risks materialize or assumptions prove incorrect, Workday's business results and directions could differ materially from results implied by the forward-looking statements. Forward-looking statements include any statements regarding strategies or plans for future operations; any statements concerning new features, enhancements or upgrades to our existing applications or plans for future applications; and any statements of belief. Further information on risks that could affect Workday's results is included in our filings with the Securities and Exchange Commission which are available on the Workday investor relations webpage: www.workday.com/company/investor_relations.php

Workday assumes no obligation for and does not intend to update any forward-looking statements. Any unreleased services, features, functionality or enhancements referenced in any Workday document, roadmap, blog, our website, press release or public statement that are not currently available are subject to change at Workday's discretion and may not be delivered as planned or at all.

Customers who purchase Workday, Inc. services should make their purchase decisions upon services, features, and functions that are currently available.



Aileen Brown

Manager, Customer
Success Manager



Linda Mackessy

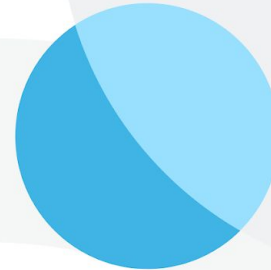
Manager, Product
Management



Baptiste Jutteau

Account Executive

**Are you maximising
your full user potential?**



LIVE POLL

1. HOW LONG HAVE YOU BEEN A WD CUSTOMER?

LIVE POLL

1. HOW LONG HAVE YOU BEEN A WD CUSTOMER?
2. HOW MANY ARE USING WORKDAY MOBILE?

LIVE POLL

1. HOW LONG HAVE YOU BEEN A WD CUSTOMER?
2. HOW MANY ARE USING WORKDAY MOBILE?
3. HOW MANY OF YOU ARE USING THE WORKDAY ASSISTANT?

LIVE POLL

1. HOW LONG HAVE YOU BEEN A WD CUSTOMER?
2. HOW MANY ARE USING WORKDAY MOBILE?
3. HOW MANY OF YOU ARE USING THE WORKDAY ASSISTANT?
4. HOW MANY ARE USING WORKDAY EVERYWHERE?

AGENDA

**TOP 5 THINGS TO IMPROVE
YOUR UX NOW**

**ELEVATING THE EXPERIENCE AT
SCALE**

User Experience Strategy

Simplify the
self-service experience



ENGAGE

Meet people in the
flow of work



EVERYWHERE

Personalization and
automation



EMPOWER



5 Ways To Improve Your UX Now

Home

Global Navigation

PEX Search

Workday Assistant

Workday Everywhere



Here's What's Happening

It's Monday, August 22, 2022

Awaiting Your Action

**Set Content: Ad hoc Review 2013: Adam Carlton**
Inbox - 30 second(s) ago
[Go to All Inbox Items \(1\)](#)

Quick Tasks

[Request Time Off](#)

[My Payslips](#)

[Time Off Balance](#)

Timely Suggestions

**Kickstart Your Career Growth**
Set goals, celebrate milestones, and make an impact on your journey
[Manage Goals](#)

**Keep Your Home Contact Information Updated**
We would like you to review your Contact Information and ensure it's up to date
[Update Contact Info](#)

Recommended for You

**Recognize a Colleague Who Supports You**
Show your gratitude by providing feedback
[Give Feedback](#)

**Understand Your People Network**
Based on your role
[View Org Chart](#)

Your Top Apps

 Pay

 Learning

 Benefits and Pay

 Time Off

[View All Apps](#)

Announcements

**Take Some Time Off**
Watch the video, enjoy the time off, then go to Interests and a...

workday

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System Status: Welcome to suv - 2022.34.231

Available Home Cards



Benefits



Time Tracking



Workday Help



Expenses



Inventory



Productivity



Human Resources



Manager Experience



Learning



Projects



Absence Management



Career



Payroll



Talent Management



Student



Procurement



Peakon Employee Voice

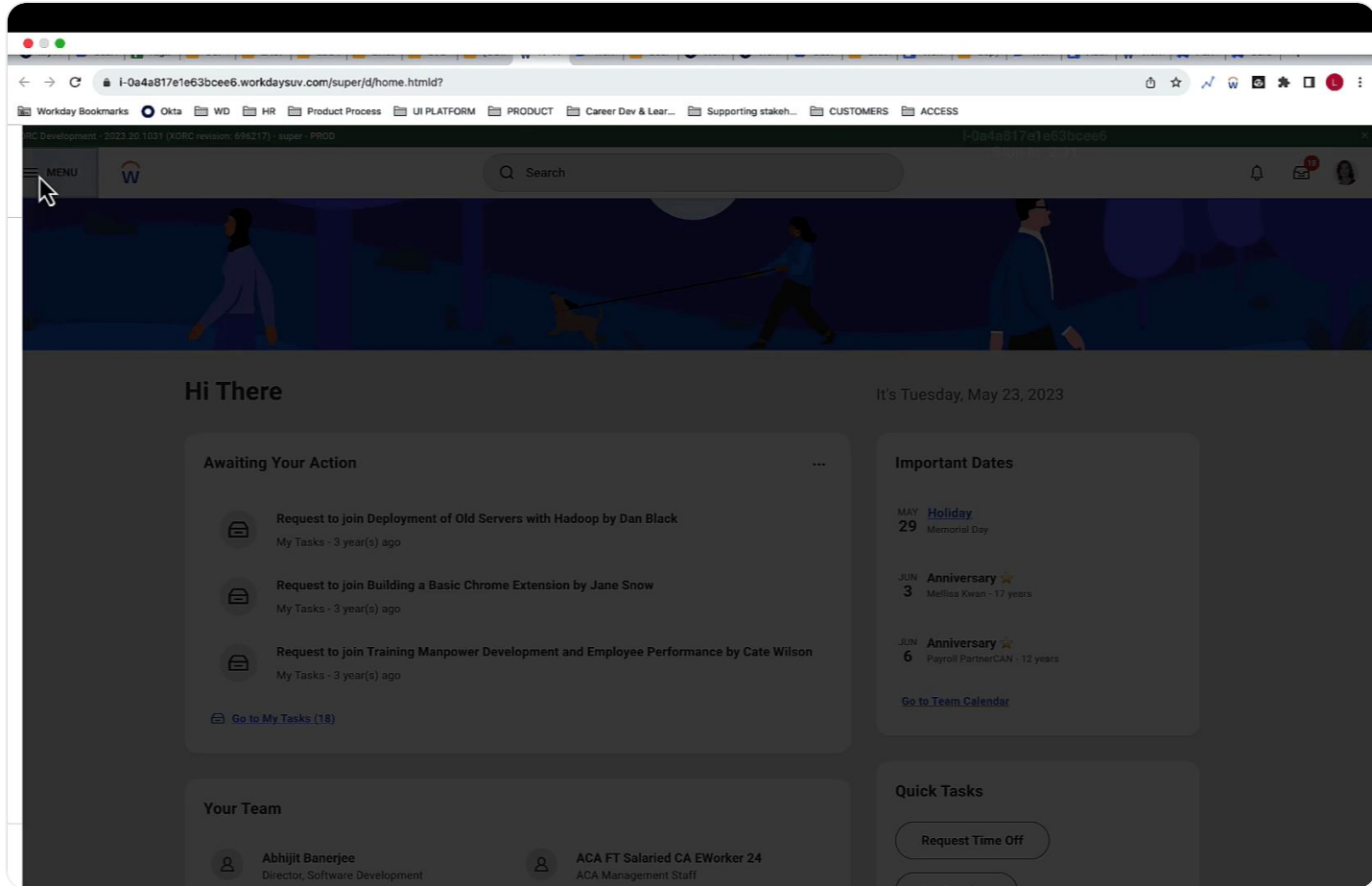
Home

Global Navigation

Search

Workday Assistant

Workday Everywhere



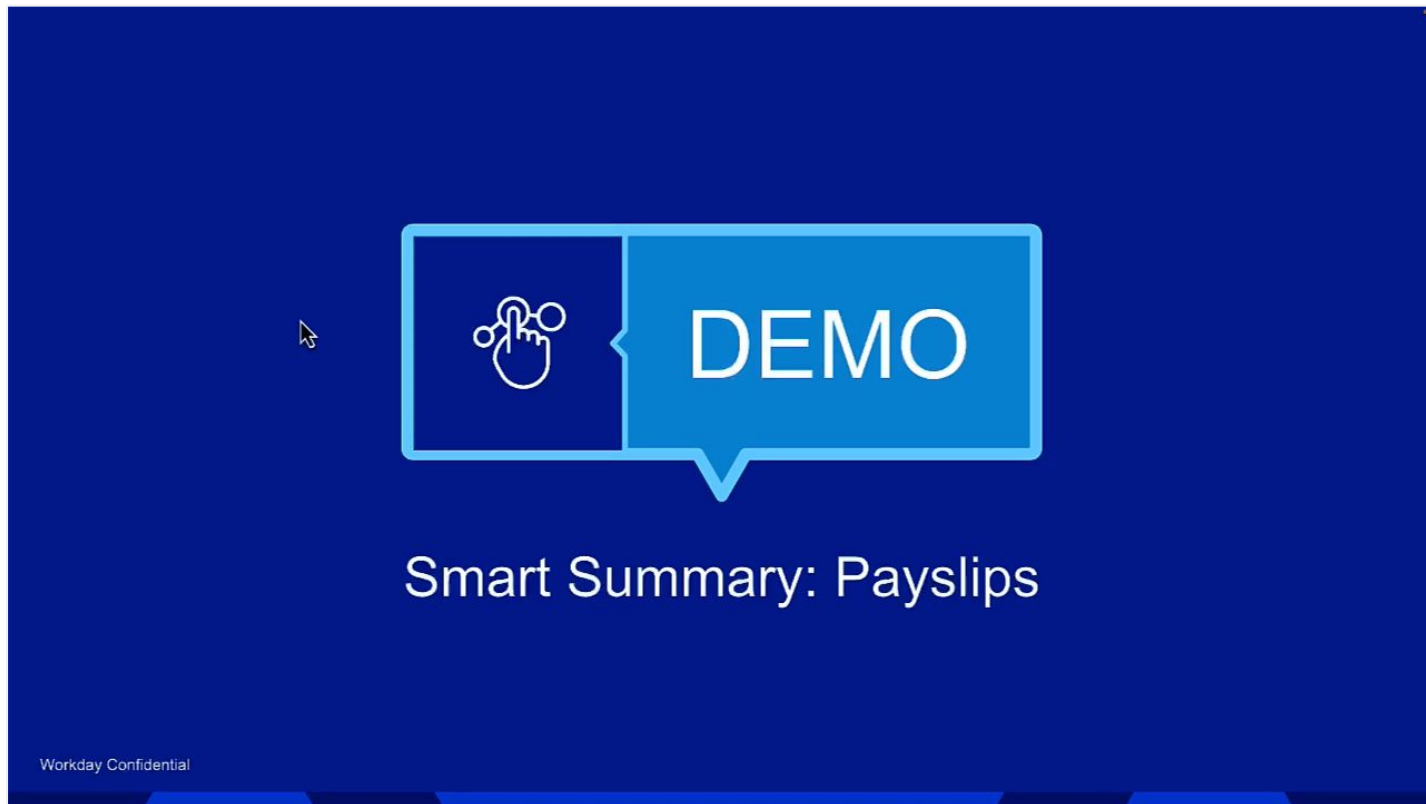
Home

Global Navigation

Search

Workday Assistant

Workday Everywhere



1. Smart Summaries (demo)

2. Personalized Search

3. Intelligent Answers (ISA)

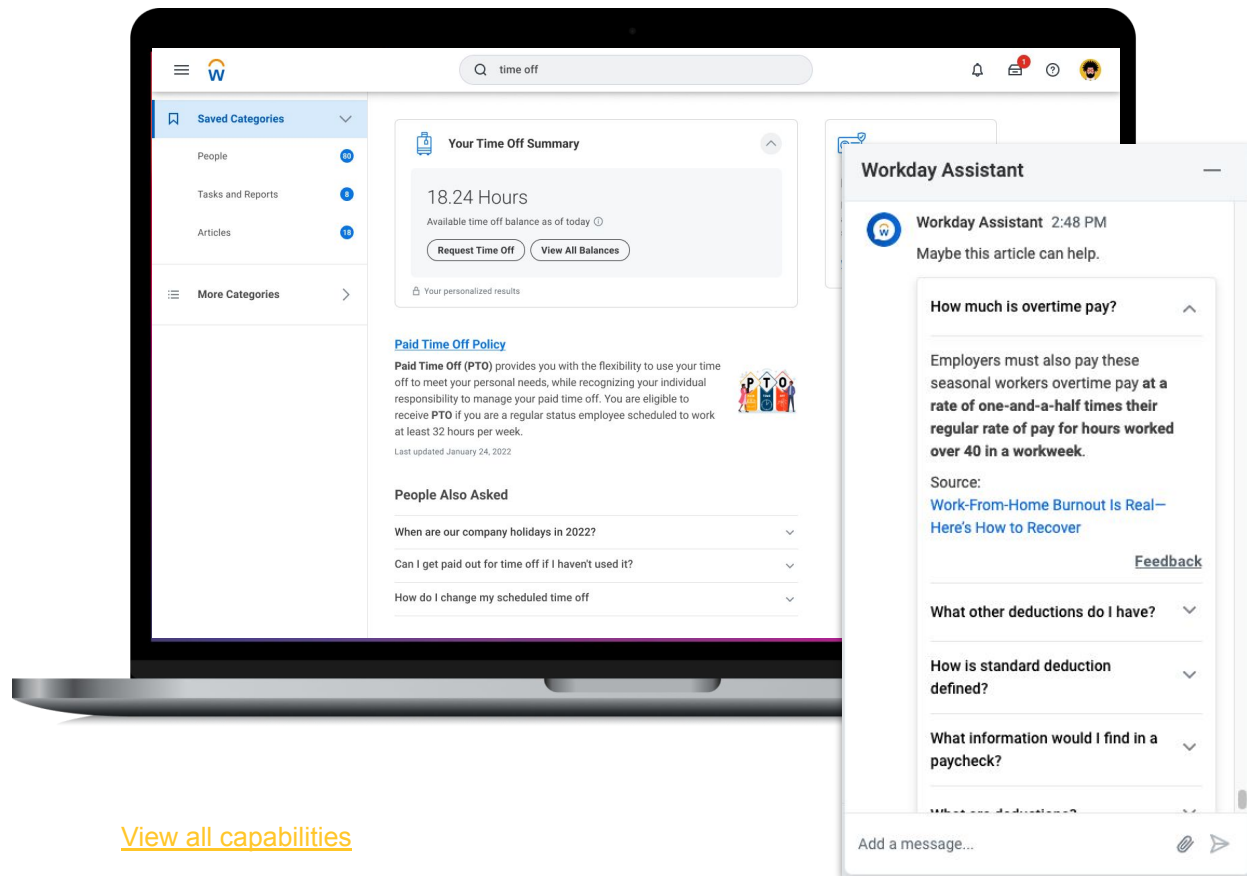
Home

Global Navigation

Search

Workday Assistant

Workday Everywhere



[View all capabilities](#)

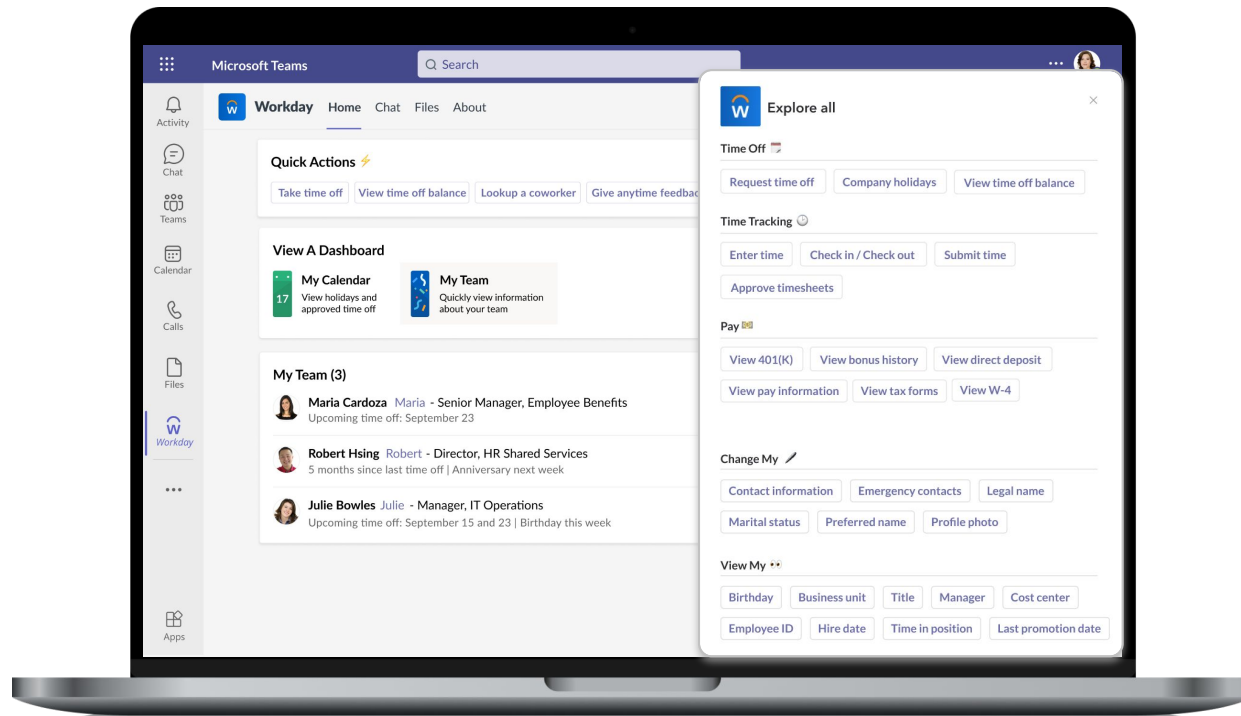
Home

Global Navigation

Search

Workday Assistant

Workday Everywhere



[View all capabilities](#)



Workday Everywhere and Workday Assistant Capabilities



Benefits



Expenses*



Human Resources



Projects



Pay



Procurement



Time Tracking



Profile



Staffing Changes



Time Off*



Recruiting*



Team Management



Workday Help*



Performance



Productivity



Learning*



Career

*Includes Assistant / Workday for
Slack and Teams functionality



**ELEVATING THE EXPERIENCE
AT SCALE**

Platform Enhancements

An abstract graphic composed of several overlapping, semi-transparent blue triangles and polygons, creating a sense of depth and movement. The shapes are primarily in shades of light blue and white, set against a white background.

Workday Delivered

Lightweight Interactions

Real Time Validation

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts

Customer Empowered

Quick Tips - Replacing
Guided Tours

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation

Efficient

Workday
Delivered

Lightweight Interactions
(23r1+ EA)

Real Time Validation

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts

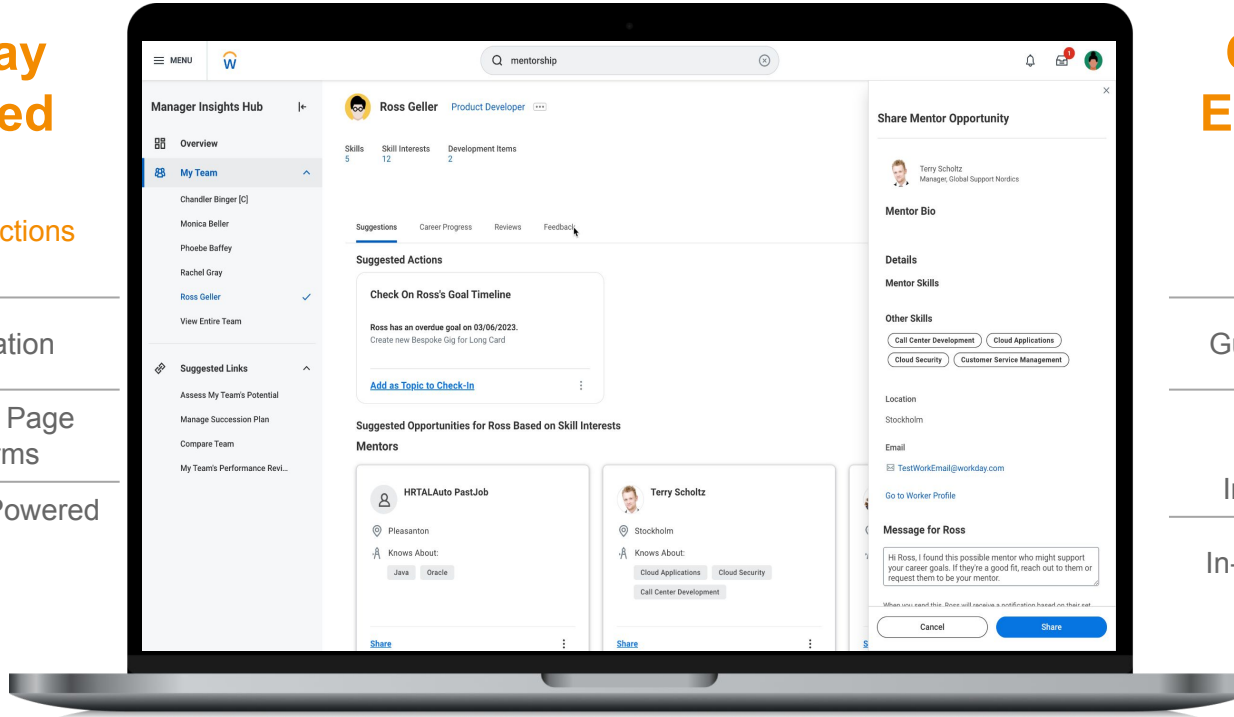
Customer
Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation



Contextual

Workday
Delivered

Lightweight Interactions

Real Time Validation
(23R2 GA)

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts

Customer
Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation

The screenshot shows a Workday Expense Report form on a laptop screen. The form is titled "Expense Report" and includes a "MENU" button, a "Global Business Services" logo, a search bar, and a user profile icon. The form is divided into several sections:

- Expense Date:** 05/01/2023
- Expense Item:** Search bar with "Airfare" selected.
- Quantity:** 1
- Per Unit Amount:** 0.00
- Total Amount:** 0.00
- Currency:** USD
- Memo:** Text area for notes.
- Worktags:** A list of tags including "Cost Center: 61220 Network & Telecom", "Location: Pleasanton", "Region: Headquarters - Corporate", and "Corporate".
- Item Details:** A section for additional information including Airline, Departure Date, Arrival Date, Class of Service, Origination, Destination, Travel Region, ~Country~, Passenger(s), Ticket Number, Reservation Number, and Merchant.
- Itemization:** A section for itemizing the expense, with a note: "Use the button below only if your company's expense policy requires itemizations." and an "Add" button.
- Billable:** A checkbox.
- Submit:** A blue button.
- Save for Later:** A button.
- Close:** A button.

Modern

Workday
Delivered

Lightweight Interactions

Real Time Validation

UI Modernization: Page
Layout and Forms
(23R2 Early Adopters)

Machine Learning Powered
Prompts

The screenshot shows a laptop displaying the 'Change Location' form in the Workday interface. The form is titled 'Change Location' and includes a search bar at the top. The main content area is divided into two columns. The left column contains a section titled 'When do you want this change to take effect?' with three radio button options: 'Next Pay Period (MM/DD/YYYY)' (selected), 'Today', and 'Custom' (with a date picker). Below this is a section titled 'Work Location' with a text input field for 'Where is the new location?' and a 'Suggested' list of locations: 'Pleasanton, CA', 'SF, CA', 'San Mateo, CA', 'Sacramento, CA', and 'San Jose, CA'. There is also a section for 'Specify a Workspace at this Location' with a text input field. The right column shows a user profile for 'Jem McKnight' with a dropdown menu for 'Location' set to 'San Francisco' and a 'Work Space' dropdown set to 'Sing Street'. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'. A comment box with a placeholder 'enter your comment' is also visible.

Customer
Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation

Smart

Workday
Delivered

Lightweight Interactions

Real Time Validation

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts
(23R2+ EA)

The screenshot shows a 'Change Location' form in the Workday interface. At the top, there's a navigation bar with a 'MENU' icon, the 'Global Business Services' logo, a search bar, and user profile icons. The form title is 'Change Location'. It contains several sections: 1. 'When do you want this change to take effect? *' with radio buttons for 'Next Pay Period (MM/DD/YYYY)' (selected), 'Today', and 'Custom' (with a date picker). 2. 'Work Location' section with a text input 'Where is the new location? *' containing 'San Francisco, CA'. Below it are 'Suggested' location tags: 'Pleasanton, CA', 'SF, CA', 'San Mateo, CA', 'Sacramento, CA', and 'San Jose, CA'. 3. 'Specify a Workspace at this Location' with a text input containing 'Sing St Office'. 4. A 'Comments' section with a user icon and a text area labeled 'enter your comment'. On the right side of the form, there's a user profile card for 'Jem McKnight' showing their 'Location' as 'San Francisco' and 'Work Space' as 'Sing Street'. At the bottom, there are three buttons: 'Submit' (blue), 'Save for Later', and 'Cancel'.

Customer
Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation

Helpful

Workday
Delivered

Lightweight Interactions

Real Time Validation

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts

The screenshot displays the 'Create Expense Report' interface on a laptop screen. The main form is titled 'Create Expense Report' and includes sections for 'Expense Report Information', 'Creation Options', 'Memo', and 'Company'. A modal dialog titled 'Create New Expense Report' is open, providing instructions and a link to a 'Helpful Article on Expenses'. To the right, an 'Add Content' sidebar allows users to add content to the report, including a title, content text, and links or attachments. The interface is clean and modern, with clear labels and intuitive navigation.

Create Expense Report

Expense Report Information > Instructions

Expense Report For *
--Employee--: Super User

Creation Options *

☒ Create New Expense Report ?

☐ Copy Previous Expense Report

☐ Create New Expense Report from Sp Authorization

Memo

Company *

x 500.1 Global Modern ...

OK Cancel

Create New Expense Report

This is typically the right choice for ad-hoc or one-off expenses. The other options are usually for frequent, recurring expenses.

[Helpful Article on Expenses](#)

Add Content

Title*

Create New Expense Report

16 characters remaining

Content*

B I U | |

This is typically the right choice for ad-hoc or one-off expenses. The other options are usually for frequent, recurring expenses.

105 characters remaining

Add 1 remaining

[Links](#) [Attachments](#)

[Helpful Article on Expenses](#)

Save Cancel

Customer
Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation

Guided

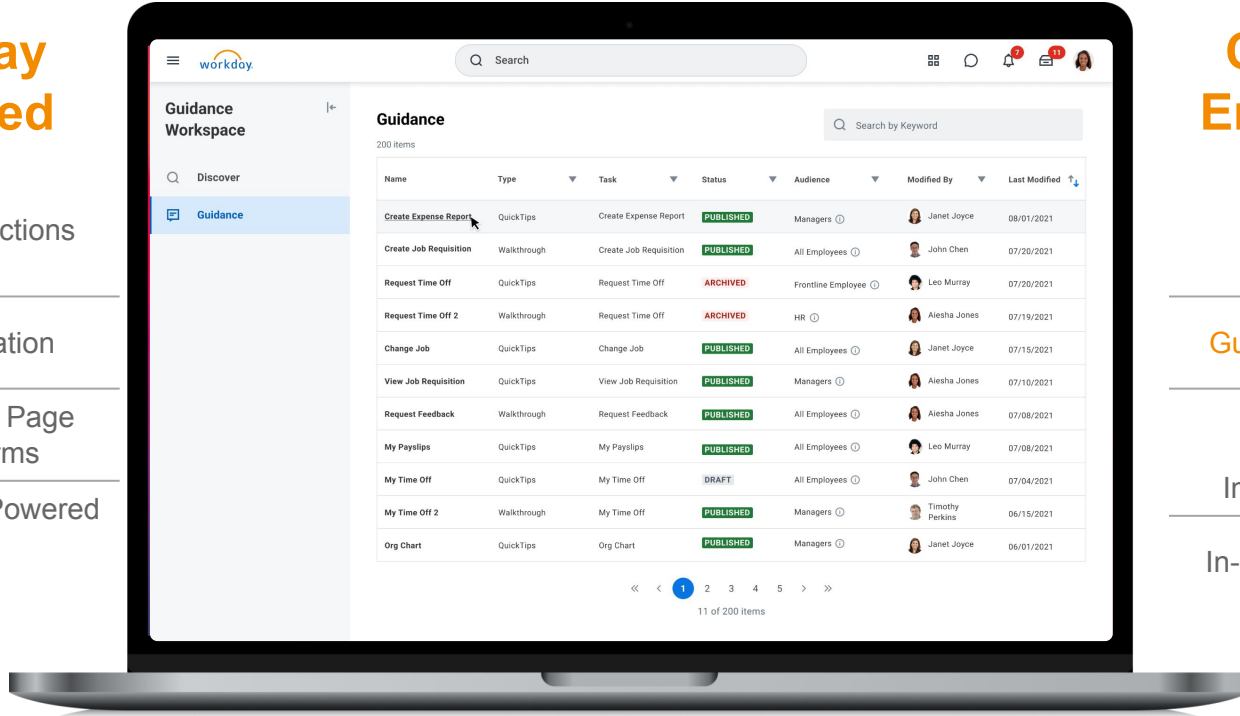
Workday
Delivered

Lightweight Interactions

Real Time Validation

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts



Customer
Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation

Guided

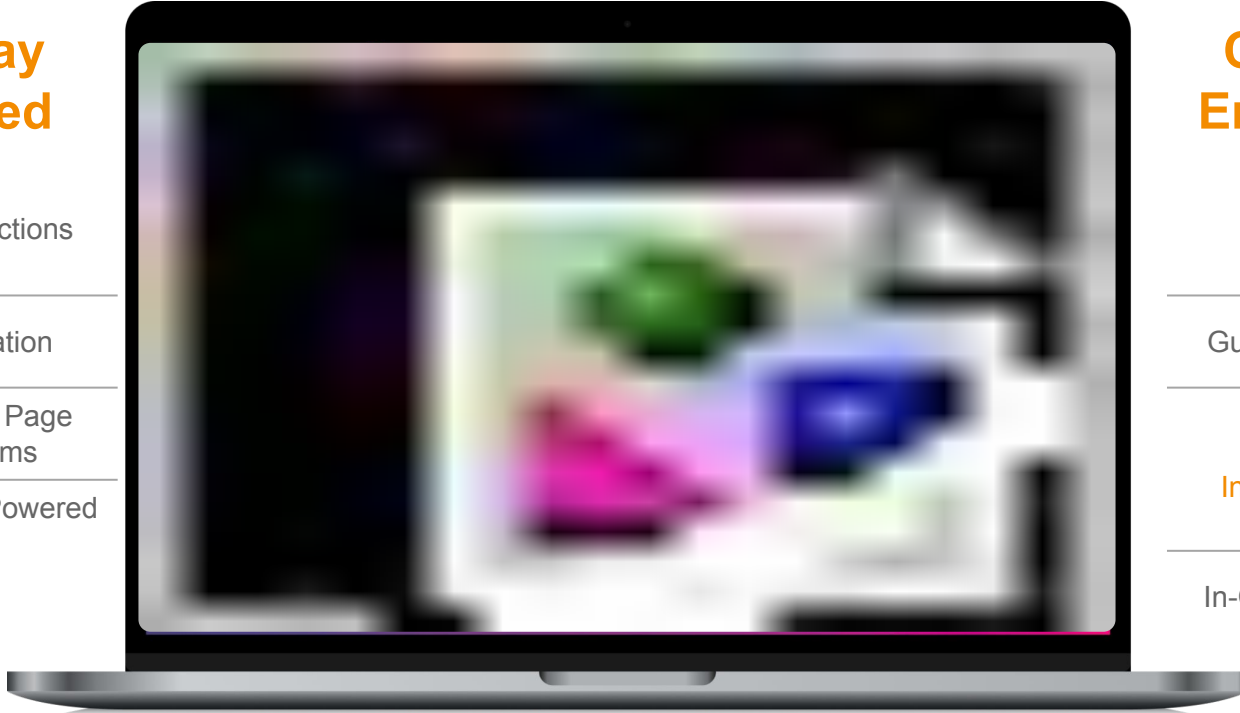
Workday Delivered

Lightweight Interactions

Real Time Validation

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts



Customer Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard
(23r2+ EA)

In-Context Translation

Global

Workday
Delivered

Lightweight Interactions

Real Time Validation

UI Modernization: Page
Layout and Forms

Machine Learning Powered
Prompts

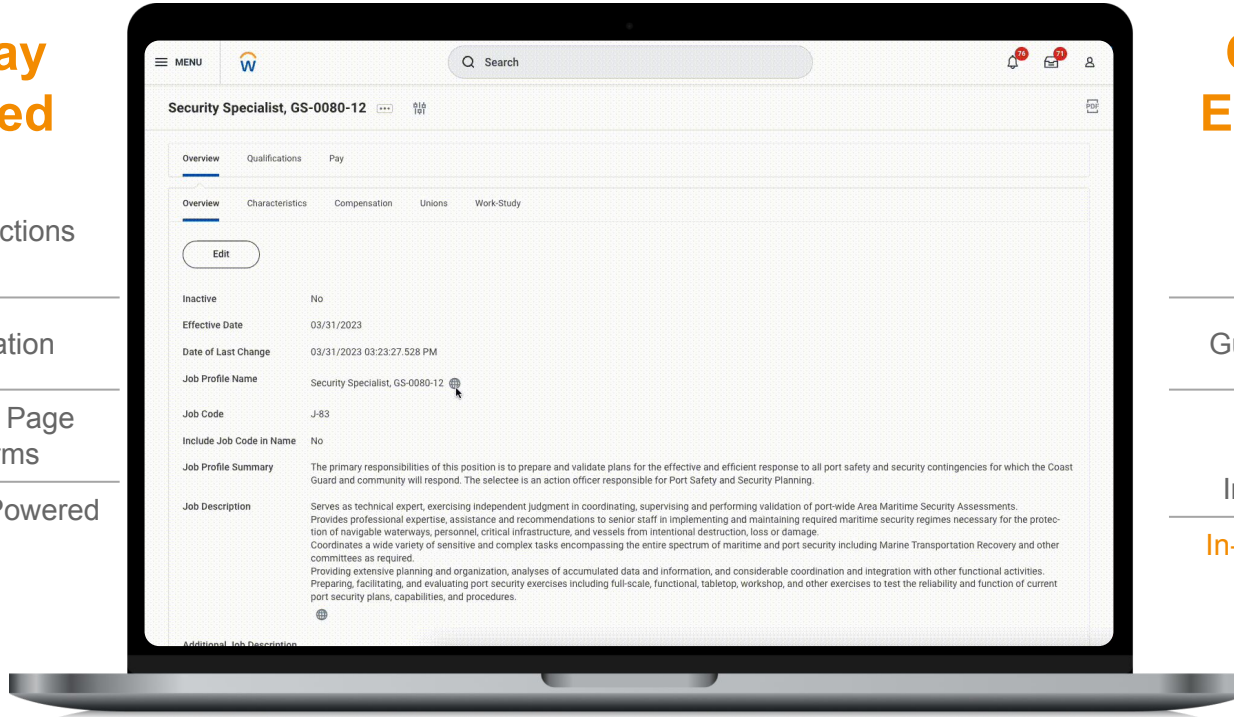
Customer
Empowered

Quick Tips

Guidance Workspace

Segmentation,
Walkthroughs &
Insights Dashboard

In-Context Translation
(23r2 GA)



Page Layouts & Forms

Modernize Workday Transactions

View Payroll Tax Data Task - Before

View Payroll Tax/Allowance Data



Tax Data [State Withholding \(Resident\) \[USA\] - Connecticut](#)

Allowance Data [State Withholding \(Resident\) \[USA\] - Connecticut](#)

Tax [State Withholding \(Resident\) \[USA\]](#)
[State Withholding \(Work\) \[USA\]](#)
[State Withholding Tip Tax \(Resident\) \[USA\]](#)
[State Withholding Tip Tax \(Work\) \[USA\]](#)

Applies To [Connecticut](#)

[Tax Data](#) [Allowance Data](#) [Compliance Updates](#)

Calculation Values / Limits / Rates

Payroll Tax Data Period [...](#)

Start Date [01/01/2017](#)

Exempt Indicator [Tax Calc \(State-WH CT\): Withholding Code = E](#)

Wages for Tax Calculation [Tax Calc \(State-CT\): State Taxable Wages by State Annualized \(AW\) - Allowances \(Reducing Taxable Wages\)](#)

Calculation Methods

Tax Calculation Method [Table \(Wage\) Based - Flat Amount plus Wages over Base Amount * Tax Rate](#)

Post Tax Calculation Method [Add allowances that increase calculated tax, subtract allowances that reduce calculated tax, de-annualize calculated tax, add additional amount, round half up to .01](#)

Tables

Tables

Criteria [Tax Calc \(State-WH CT\): Withholding Code = A, D, or F](#)

[Table Data](#)

Criteria [Tax Calc \(State-WH CT\): Withholding Code = B](#)

[Table Data](#)

Criteria [Tax Calc \(State-WH CT\): Withholding Code = C](#)

[Table Data](#)

Criteria [Tax Calc \(State-WH\): Tax Election Exists \(and is NOT inactive\) = False OR Withholding Code Not in A, B, C, D, E, or F](#)

View Payroll Tax Data Task - After

Tax Data
Allowance Data
Compliance Updates

i-01244e54f620a63c34
 Stop In: 6:33

Viewing: [icon]

[Click here to sort](#)

- 01/01/2017
- 01/01/2015
- 08/01/2011
- 01/01/2010
- 01/01/2009
- 01/01/2008

Tax Data Details

Tax Data Period

Tax Data Period ...

Start Date 01/01/2017

Exempt Indicator

Exempt Indicator (Calculation) Tax Calc (State-WH CT): Withholding Code = E

Calculation Methods

Tax Calculation Method Table (Wage) Based - Flat Amount plus Wages over Base Amount * Tax Rate

Post Tax Calculation Method Add allowances that increase calculated tax, subtract allowances that reduce calculated tax, de-annualize calculated tax, add additional amount, round half up to .01

Wages / Limits

Wages for Calculation Tax Calc (State-CT): State Taxable Wages by State Annualized (AW) - Allowances (Reducing Taxable Wages)

Criteria and/or Graduated Table Based (Wage Limit, Rates)

Table Data 22 items

Base/Cap Amount Table Data

View Job Posting Details Task - Before

 MENU



 Search

0





 638



View Job Posting Details [Marketing Coordinator](#) 





~Job Description~

Submission Guidelines

The recruitment agency undertakes the contingent search, i.e. the selection and recruitment of candidates for permanent positions at GMS Inc.. Prior to recommending any candidate for a vacancy, the recruitment agency will have assessed the proposed candidate's suitability at least once in a personal interview before drawing up a comprehensive file (description of the candidate, a copy of the candidate's personally drawn up curriculum vitae, all certificates, diplomas and other documents of importance for the application). The recruitment agency shall upload the file to the official secure GMS Inc. Agency portal.

There is no exclusive right to provide recruitment services for any position with GMS Inc., except explicitly agreed in writing. GMS Inc. may also act independently to fill the relevant position and bring in other recruitment agencies.

GMS Inc. has no obligation to enter into an employment contract with any candidate proposed by the recruitment agency. Until the candidate signs an employment contract, GMS Inc. is entitled to withdraw from the agreement at any time without incurring any fees or other costs towards the recruitment agency.

Terms and Conditions

By signing the employment agreement between GMS Inc. and the candidate recruited by the recruitment agency for the advertised position, GMS Inc. shall be liable to pay an agency fee as set out below. If no employment contract is concluded between GMS Inc. and the candidate GMS Inc. shall not owe the recruiter an agency fee.

Furthermore, no agency fee shall be payable either if a candidate applies to GMS Inc. directly or previously through a different recruitment agency, or if a candidate applies (or is approached by GMS Inc.) for other positions at GMS Inc. following the submission of their file for a position at GMS Inc., or if a candidate -their file having been submitted for a position at GMS Inc. - is subsequently rejected by GMS Inc. but after a period of three months is in fact appointed to that same position.

Submit Candidate

Refer

Share

Job Details

Job Requisition ID R-00073

Location  [San Francisco](#)

Posting Date 08/27/2015 - 7 years ago

Job Family [MK-Marketing Services](#)

Time Type Full time

Job Type [Regular](#)

Recruiter



James Moore (Recruiter, 1000)

Team Members



View Job Posting Details Task - After

MENU



2997\$6504

11November 0r_SideBar
Stop In: 5:55



View Job Posting Details

Recruiting Job Posting Coordinator

616
101





Recruiting Job Posting Coordinator

Submission Guidelines

The recruitment agency undertakes the contingent search, i.e. the selection and recruitment of candidates for permanent positions at GMS Inc.. Prior to recommending any candidate for a vacancy, the recruitment agency will have assessed the proposed candidate's suitability at least once in a personal interview before drawing up a comprehensive file (description of the candidate, a copy of the candidate's personally drawn up curriculum vitae, all certificates, diplomas and other documents of importance for the application). The recruitment agency shall upload the file to the official secure GMS Inc. Agency portal.

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Submit Candidate

Executive Staffing Inc.: Recruiting Job Posting Coordinator

Job Details

Job Requisition ID

R00797

Location

 San Francisco

Posting Date

09/12/2019 - 3 years ago

Job Family

HR-Recruiting

Time Type

Part time

Job Type

Consultant

Recruiter



James Moore (Recruiter, 1000)

Guidance

Delivered & Configured

The Way We Work
Has Changed...



Guidance Evolution



Guided Tours

Customer configured:
previously used to guide users
through a task, currently help
text at the field level)



Feature Highlights

Workday delivered;
Call attention to a feature



Product Tours

Workday delivered; first time use
experience that guides users
through key experience



QuickTips

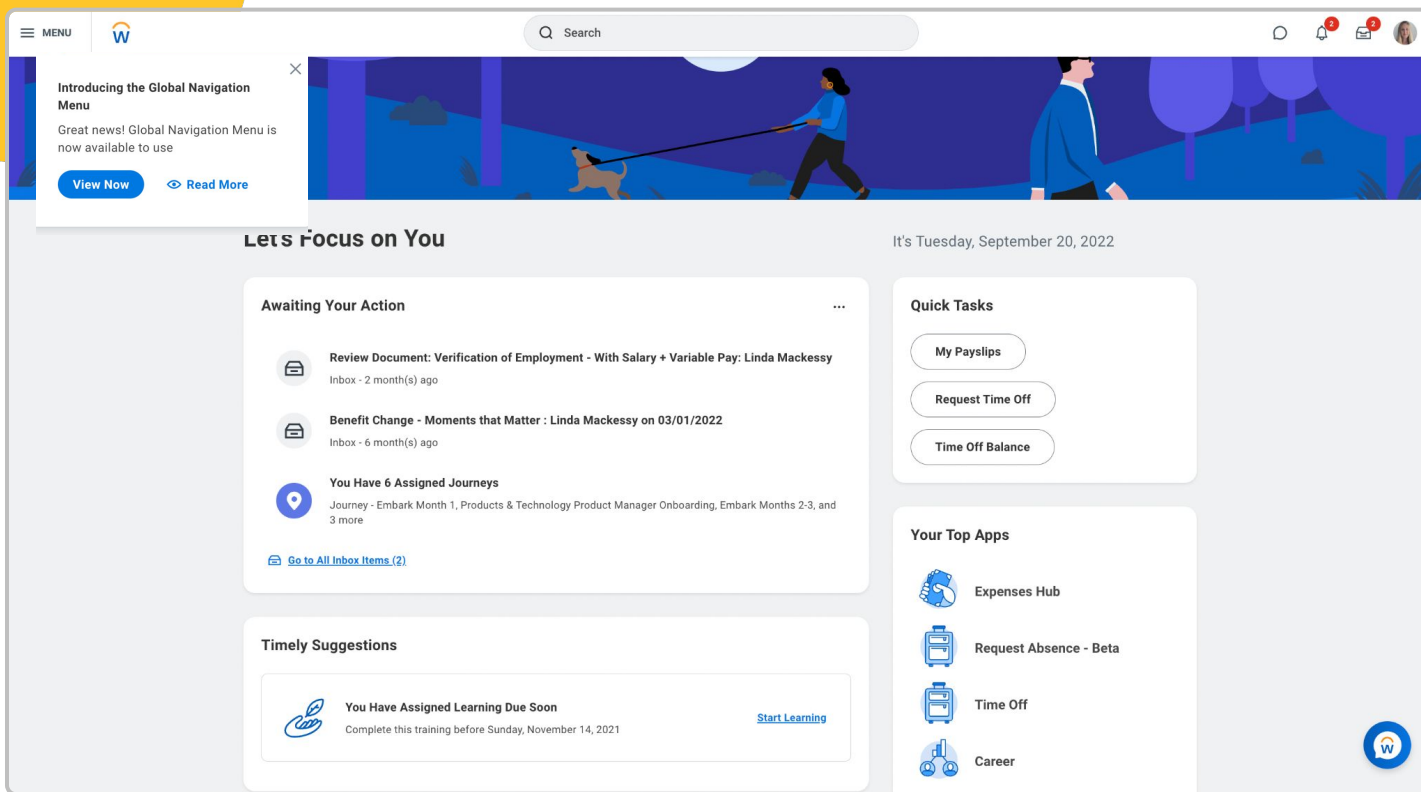
Customer configured; field level help
in context on edit tasks



Guidance Workspace

Where an administrator configures
any guidance (quick tips and more)

Feature Highlights

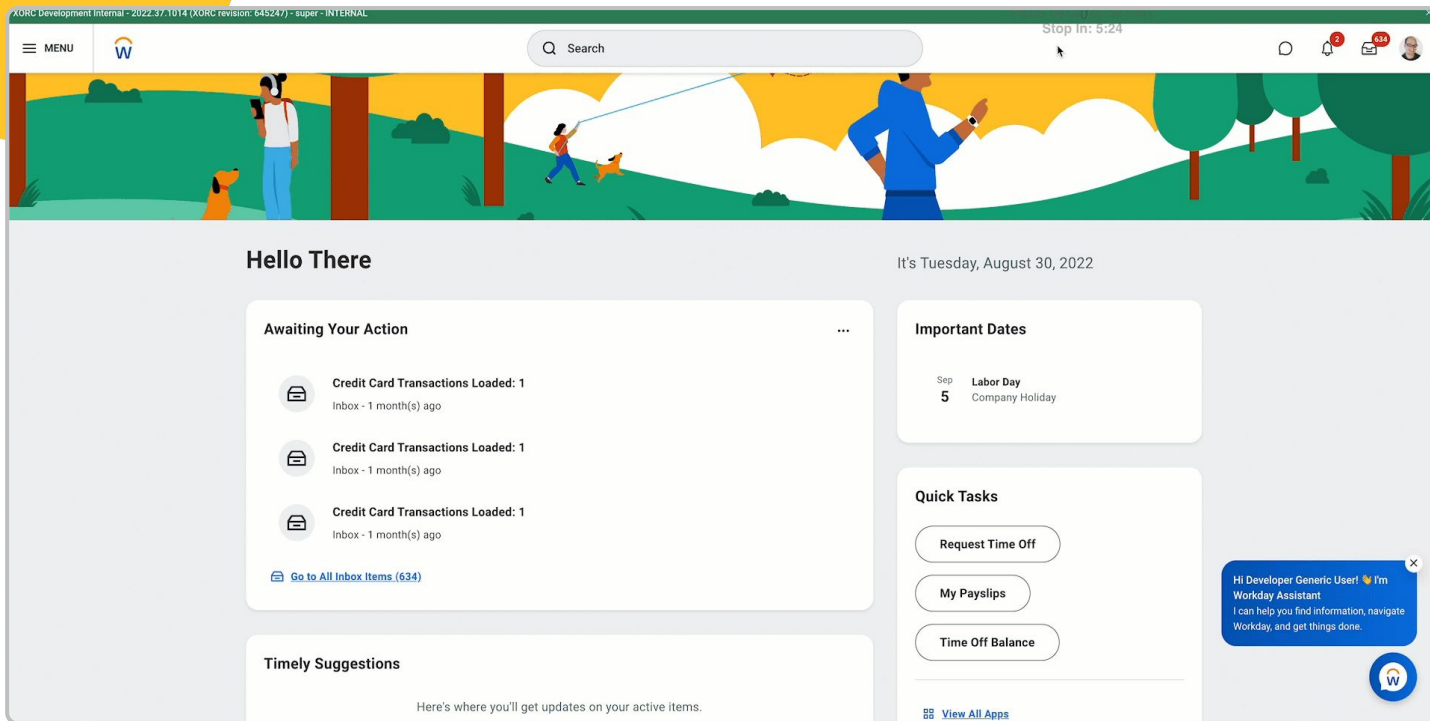


Increase Awareness & Adoption with Feature Highlights

- Currently WD Delivered
- Draws attention to new features within the product
- Complementary follow on from WD documentation & company training

*Status: In Production for Global Navigation Panel
Previously on Tables for Tables 2.0 release*

Product Tours



Onboard employees with Product Tours

- Currently WD Delivered
- In-Product Learning
- Enhances Change Management Processes

In Production Now: 1] People Analytics 2] Global Navigation Panel 3] My Tasks



Guided Tours Configuration - Before

Current Experience

- Available on 300 Tasks
- Fields don't appear in order they show on task
- Limited Formatting Options
 - 1 URL
 - Cannot embed Media
 - Cannot embed documents
- Cannot preview before publishing

PROD: 1,000 Customers | PREV: 1900 Customers

Configure Guided Tours 0/10

Task: Create Job Requisition

Page Description: Create Job Requisition Task

Section: (empty)

Enable All: ☐

5 Items

Enabled	Field	Field Description	Title	Text	External Link
☐	Supervisory Organization	The supervisory organization associated with this job requisition.			
☐	Create New Position	You can create a new position for this job requisition.			
☐	For Existing Position	You can tie this job requisition to an existing position.			
☐	--Worker-- Type	The type of worker to hire for this position (employee or contingent worker).			
☐	Copy Details from Existing Requisition	You can copy details from an existing requisition.			

OK **Cancel**

QuickTips Configuration - After

- Intuitive Design
- In Task Configuration Experience
- Additional Functionality
 - Rich Text Format
 - Multiple Links
 - Embed Documents
 - In Context media
 - Preview ability

* This experience will eventually replace the 'Configure Guided Tours' task

Guidance Workspace

The screenshot displays the Workday Guidance Workspace interface. On the left is a sidebar with the 'Guidance Workspace' header and a 'Discover' button. Below it, a 'Guidance' button is highlighted. The main area is titled 'Guidance' and shows '200 Items'. A search bar labeled 'Search by Keyword' is present. Below the search bar is a table with the following columns: Name, Type, Task, Status, Audience, Modified By, and Last Modified. The table contains 11 items, each with a status label (PUBLISHED, ARCHIVED, or DRAFT) and a last modified date. At the bottom, there is a pagination control showing '11 of 200 items' with a list of page numbers (1, 2, 3, 4, 5) and navigation arrows.

Name	Type	Task	Status	Audience	Modified By	Last Modified
QuickTips Expense Report	QuickTips	Create Expense Report	PUBLISHED	Group 1	Janet Joyce	08/01/2021
QuickTips Expense Report	QuickTips	Create Expense Report	PUBLISHED	Group 2	John Chen	07/20/2021
QuickTips Time Off	Walkthroughs	Request Time Off	ARCHIVED	Group 3	Leo Murray	07/20/2021
Walkthrough Time Off	QuickTips	Request Time Off	ARCHIVED	Group 4	Alesha Jones	07/19/2021
QuickTips Change Job	QuickTips	Change Job	PUBLISHED	Group 1	Janet Joyce	07/15/2021
QuickTips Change Job 2	QuickTips	Change Job	PUBLISHED	Group 2	Alesha Jones	07/10/2021
Walkthrough Feedback	Walkthroughs	Request Feedback	PUBLISHED	Group 3	Alesha Jones	07/08/2021
QuickTips Feedback	QuickTips	Request Feedback	PUBLISHED	Group 4	Leo Murray	07/08/2021
Walkthrough My Time Off	Walkthroughs	My Time Off	DRAFT	Group 1	John Chen	07/04/2021
QuickTips My Time Off	QuickTips	My Time Off	PUBLISHED	Group 2	Timothy Perkins	06/15/2021
QuickTips My Time Off	QuickTips	My Time Off	PUBLISHED	Group 3	Janet Joyce	06/01/2021

Access all the guidance you have configured, including:

- Task
- Guidance Type
- Status (Published, Archived, Draft)
- Audience
- Last Modified date
- Modified By

QuickTips

The screenshot shows a web application interface for creating a consolidated customer invoice. The main form is titled "Create Consolidated Customer Invoice" and contains several fields with red asterisks indicating required information:

- Company (with a dropdown menu and a blue question mark icon)
- Customer (with a dropdown menu and a blue question mark icon)
- Include Child Customers (checkbox)
- Invoice Currency (with a dropdown menu)
- Customer Contracts (with a dropdown menu)
- Billable ~Projects~ (with a dropdown menu)
- PO Number (with a text input field)
- Include Invoice Documents (with a dropdown menu)
- Invoice Types (with a dropdown menu)
- Invoice Header Worktags (with a dropdown menu)
- Invoice Date On or After (with a date picker and a blue question mark icon)
- Invoice Date On or Before (with a date picker)
- Invoice Due Date On or After (with a date picker)
- Invoice Due Date On or Before (with a date picker)

At the bottom of the form are "OK" and "Cancel" buttons. A QuickTip (QT) overlay is visible on the right side of the form, titled "Company". It states: "This is a QT for Company field." and "Suggested for you". Below this, there are two buttons: "Workday +" and "Workday +". At the bottom of the QT, there are three links: "Title with no description", "Download attachment.pdf", and "Preview attachment.pdf".

- Modern Look and Feel

- Additional Functionality

- Rich Text Format
- Multiple Links
- Embed Documents
- In Context media (images initially)
- Prompt suggestions (ML powered)

* This experience will replace Guided Tours functionality in 2024



**Let's Continue to Work
Together**





Resources





Quick Actions and Conversations: Actionable / Information

Expenses

Create Quick Expense*

Feedback

Give anytime feedback*

Human Resources

Lookup a coworker / Find a coworker*

Learning

Continue learning content
View my enrolled content
View my required content

Misc

COVID-19 Notice (available as a conversation response)

Pay

View payslip

Procurement

View orders

Projects

Find Projects

Recruiting

Request Interview Feedback*

Find job requisitions

Staffing Changes

Change job templates
Change job profile
Change business title
Change location
Change manager/supervisory org

Time Off

Request time off
Correct time off
View time off balance
(includes Requested and Approved Time Off)
View holiday calendar /
Company holidays

Time Tracking

Check In
Check Out
Enter time*
Submit time

Profile

View my ethnicity
View my legal name
View my marital status
View my nationality and citizenship

Profile

View my preferred name
View my sexual and gender identity
View my anniversary
View my birthday
View my business unit
View my email
View my employee ID
View my hire date
View my last promotion date
View my location
View my manager
View my phone numbers
View my time in position
View my title

Workday Help

Help Articles

*Available with Workday Assistant disabled



Quick Actions and Conversations: Navigation into Workday

Benefits

- View Dependents
- View Insurance Policies

Career

- Find Jobs

Expenses

- View Expense Reports

Feedback

- Get feedback on self
- Get feedback on worker
- View feedback received
- View feedback requested

Goals

- Add goals to employees
- Manage organization goals
- View my goals
- View my organization goals
- View my team's goals

Human Resources

- Get reference letters

Learning

- Enroll in content
- View all content
- View learning home
- View my learning transcript
- View my team's learning status

Misc

My Tasks*

Pay

- View 401(k)
- View bonus history
- View direct deposit
- View total compensation
- View tax forms
- View W-4

Performance Reviews

- View performance review
(My Reviews, Start My Performance Review, My Team's Performance Review, Start Performance Review for Employee)

Productivity

- Open My Drive

Profile

- Change my contact information
- Change my emergency contacts
- Change my ethnicity
- Change my legal name
- Change my marital status
- Change my nationality and citizenship
- Change my personal information
- Change my preferred name
- Change my profile photo
- Change my sexual and gender identity

Recruiting

- Create job requisition
- Create referral
- View a candidate's status

Time Tracking

- Approve Timesheets

Workday Help

- Create Case

Workday Everywhere & Assistant Capabilities

Benefits

View Dependents
View Insurance Policies

Expenses

View Expense Reports
[Create Quick Expense *](#)

Human Resources

Email
Phone
Office Location
Contact Info
Title
Manager
Request Reference Letters
View COVID-19 Notice

Projects

Find Projects

Pay

View 401(k)
View Bonus History
View Direct Deposit
View Pay Information
View Total Rewards
(*Total Compensation, Stock Grants*)
View Tax Forms
View W-4

Procurement

Purchase Requisitions
(*View orders and related supplier invoices*)

Productivity

Open My Drive

Time Tracking

Approve Timesheets
Check In/Check Out
Enter Time Block
Submit Time

Profile

Location
Title
Phone / Email
Manager
Birthday
Hire Date
Anniversary
Time in Position
Promotion Date
Employee ID
Organization Details
(*Cost Center, Sup Org*)
Marital Status
Contact Info
Personal Info
Legal Name
Preferred Name
Profile Photo
Emergency Contacts
Date of Birth / Place of Birth
Ethnicity
Nationality and Citizenship
Sexual and Gender Identities

Staffing Changes

Change Location
Change Manager/Sup Org
Change Business Title
Change Cost Center
Change Job Profile
Change Job Templates

Time Off

Holiday Calendar
Request Time Off
Correct Time Off
View Time Off Balance
(*includes Requested and Approved Time Off*)
[Approve Time Off Notification *](#)
[Correct Time Off Notification *](#)

Career

Find Jobs

Recruiting

View Candidate Status
View In-Progress Job Requisition
[Request Interview Feedback *](#)

Team Management

Team Members
Team Anniversaries
Team Birthdays
Team Clock Status (Check In/Out)
Team Hire Dates**
Team Promotion Dates**
Team Time Off
Team Time in Position

Workday Help

Create a Case
[Case Update Notification *](#)
View Help Articles

Performance

Anytime Public Feedback

Learning

[Enrollment Approval Notification *](#)

* Workday for Slack/Teams Only

** Assistant Only

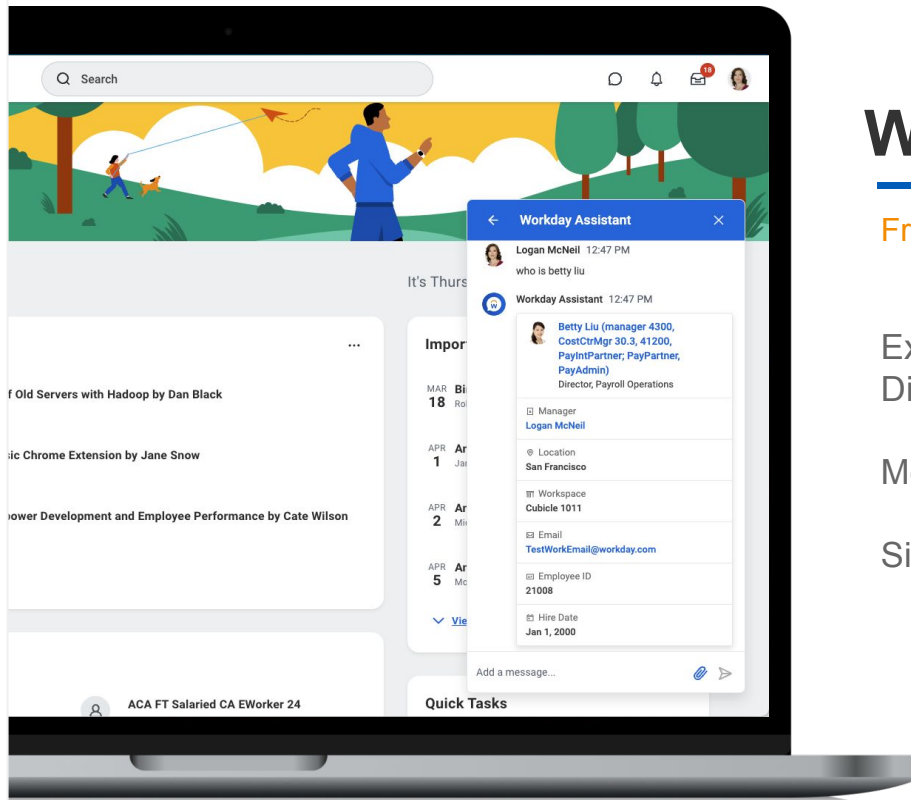
Home

Global Navigation

Federated Search

Workday Assistant

Workday Everywhere



Workday Assistant

Frictionless Conversation Experience

Execute Tasks, Get Help and Discover Information

Meet Users in the Flow of Work

Simple, Intelligent & Efficient