

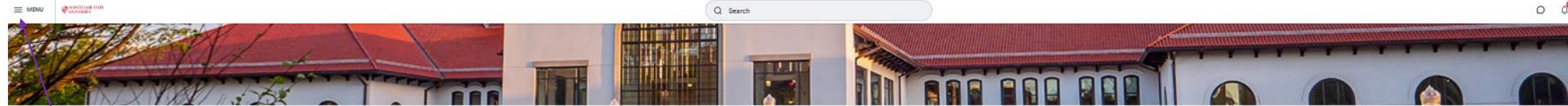


MONTCLAIR STATE
UNIVERSITY

Workday is launching a new homepage and an updated search engine

- When: Monday August 22
- These changes are designed to streamline the home page and search capabilities.
- New display and organization to the homepage
- New format to the way search results are displayed
- All business processes, transaction entry, and tasks will remain unchanged

Getting to Know the New Workday Homepage



Global Navigation

Access your applications

Awaiting your Action

Access your inbox

Your Team

For Managers only, currently shows team anniversaries

Timely Suggestions

Timely Suggestions shows upcoming time off and items in requisition cart

Welcome

It's Thursday, August 11, 2022

Awaiting Your Action

-  Assign to Union: Hire: Rocio Txabarriaga
Inbox - 6 day(s) ago
DUE 08/06/2022
-  Assign to Union: Hire: Andrew Martinez
Inbox - 6 day(s) ago
DUE 08/05/2022
-  Assign to Union: Hire: Amy Bolliger
Inbox - 6 day(s) ago
DUE 08/05/2022

[Go to All Inbox Items \(65\)](#)

Quick Tasks

- [Reassign Tasks](#)
- [Request Time Off](#)
- [Contract Contingent Worker](#)

Your Top Apps

-  Time Off and Leave
-  Workday Resources
-  Team Time Off
-  Drive

[View All Apps](#)

Your Team

 **2022** is Friday, August 12,
2022 [Send an Email](#)

Send an email to help mark the occasion

Timely Suggestions

-  **You Have an Item in Your Cart**
You're almost finished with your request: 1 item. [Open Cart](#)
-  **You have Upcoming Absences**
You have upcoming absences on Friday, August 19, 2022. [Review Your Calendar](#)

Announcements

-  **2022-23 Federal Work Study Program Assignments**
As we approach the beginning of a new academic year, please...
-  **Fall 2022 Adjunct Guidelines**
The purpose of this memo is to summarize the hiring process,...
-  **Don't forget to complete Hawk Check!**
Hawk Check is required before all campus visits.

Quick Tasks

Workday suggested tasks based on prior activities

Your Top Applications

The first four applications in view all apps.(Configurable)

View All Apps

Access all your applications. See page 3 to configure your application list.

Announcements

Access to announcements



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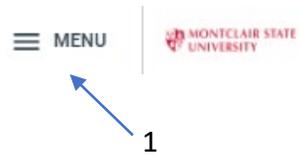
System Status: Your Sandbox Preview tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, starting on Friday, August 12, 2022 at 6:00 PM Pacific Time (Los Angeles) (GMT-7) until Saturday, August 13, 2022 at 6:00 AM Pacific Time (Los Angeles) (GMT-7).

Configuring the order of your Application List

First, open up your application list by

1. Choosing the Global Navigation link in the top left corner of the page

2. Choosing the View All Aps link in the Your Top Apps section



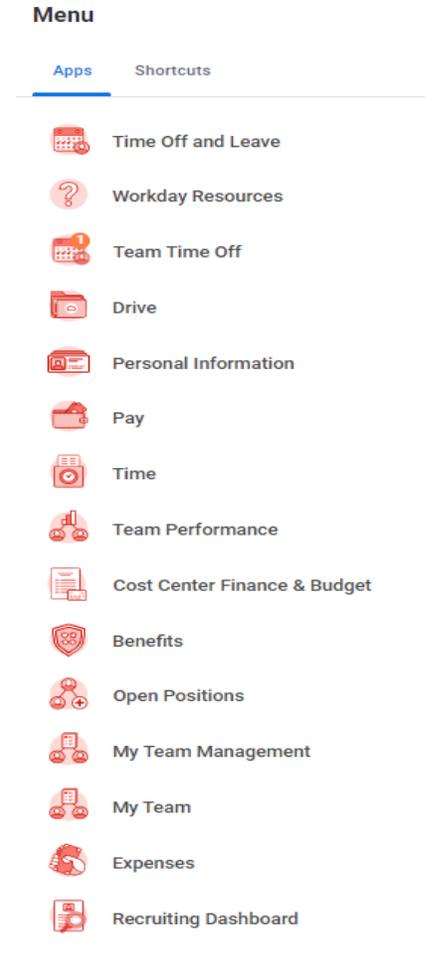
Your Top Apps



[View All Apps](#)

2

Second, choose edit at the bottom of your application list



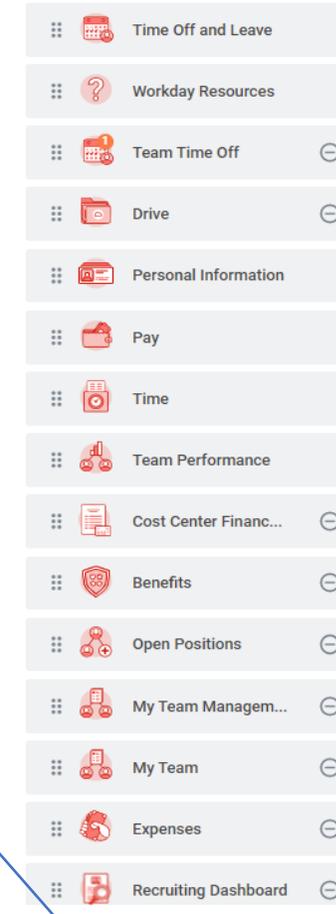
[Add Apps](#)

[Edit](#)

Third, Drag and drop the applications in the order in which you want them to display and click save. Note, the top four will appear on your homepage in the top application area

Edit Apps (15)

A max of 20 Apps can display in your menu at once.



[Save Changes](#)

[Discard](#)

New Workday Search

People

Hirenkumar Patel (Terminated)
Employee

Local Time: Sunday 1:54 PM
Length of Service: 4 year(s), 9 month(s), 6 day(s)
Work Email: patelh40@mail.montclair.edu

Hirenkumar Patel
Pre-Hire

Tasks and Reports

- HIRE COUNT**
Report
- HIRE COUNT**
Report Definition
- Hire Employee**
Task
- Hire Event Details**
Report
This advanced report enables administrators to select a date range, transaction status, and staffing business process to view information about ~Hire~ events. The report uses the Business Process Transactions report data source.
- Hire Questionnaire Report**
Report

[View All 93 Tasks and Reports](#)

Recruiting

- R1000967 Instructional Support Specialist, Temporary Hire (Filled)**
.Job Requisition

Left Sidebar:

- Saved Categories** (dropdown arrow)
- People (2)
- Tasks and Reports (93)
- Recruiting (4)
- Financial Accounting (0)
- Payroll (100)
- More Categories** (expand arrow)

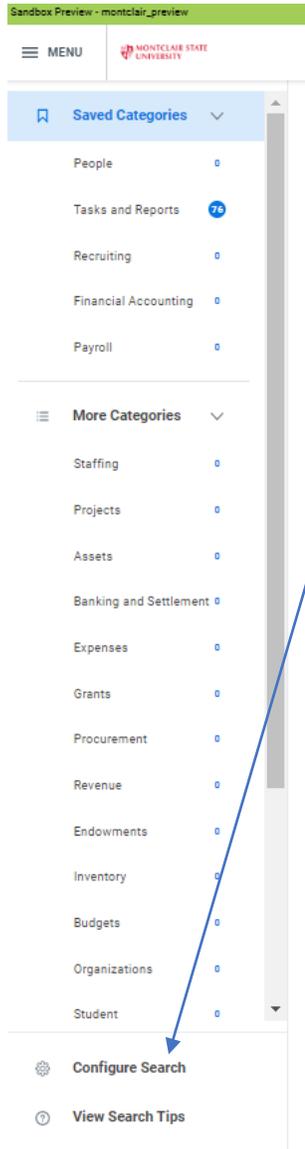
Bottom:

- Configure Search**
- View Search Tips**

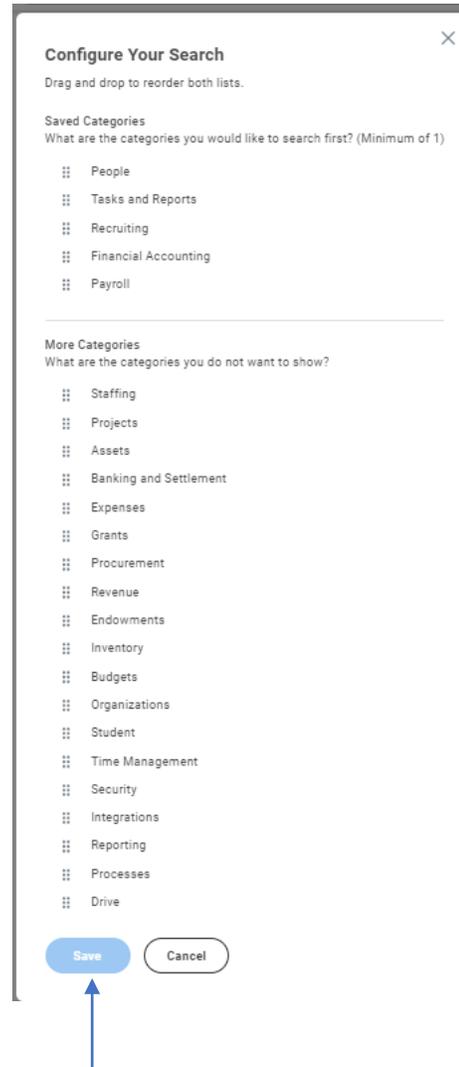
Workday search results still are now organized by categories. The specific categories and the order of the categories is configurable for each user. See page 5 to configure your search.

Your saved Categories are shown first, followed by all the other categories grouped in the More Categories section which can be expanded.

Configure Search



To configure search categories, click the Configure Search link.



Drag and drop the categories where you would like them to appear and click save when you are finished.