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Workday Wednesday: 2021 Release 2  
UVA Workday Training

## TRANSCRIPT

Hello everyone, and welcome to the Workday Wednesday series where UVAHR's Learning, Design, and Technology Team put together a quick overview of a specific Workday feature. My name is Alex and this week we'll be taking a look at Workday's 2021 Release 2 main user interface features. In order to remain constantly applicable and up-to-date, and to be as relevant as possible to employees, Workday is routinely updated throughout the year through a Workday release. Twice a year, these updates are driven by Workday to provide new functionality to customers.

In this video, we will overview the major user interface changes for Workday's 2021 Release 2. Please note this video will not exhaustively review every change coming to Workday, but will overview the changes that will be most visible to you, the end user in Workday. For detailed information on this release, or prior releases, please visit the UVAHR Workday Central page at [hr.virginia.edu/workday-central](http://hr.virginia.edu/workday-central). Workday 2021 Release 2 will be available in Workday production on Saturday, September 11<sup>th</sup>. When you log into Workday on this date, or the following Monday, you'll likely immediately notice a change.

The first big change we'll review in this video is Workday's improved search bar. The search feature now appears in the center of your Workday toolbar. When you interact with the search bar, you'll notice Workday has offered a few search categories you can specify prior to entering your keywords. The ability the search bar has to quickly start searching for what you've entered is unchanged, but if what you're searching for fits into one of the defined categories: People, Tasks and Reports, Learning, or Drive, you'll notice that the search feature is able to search faster than ever before.

For example, if I want to look for a specific person or employee at UVA, I can select the "People" category and then type the name or just a few characters of the person I'm looking for. Workday, when searching this way, will not return potential matches for anything outside of the category I've specified, ultimately improving the performance of my search. A huge improvement to notice is that you will now be able to search for Learning items, Courses, or Programs from the Workday search bar instead of navigating search results or pulling up the "Browse Learning Content" report. Next time you're looking for a course, try using the "Learning" category in the Workday search bar.

The search bar is surely one of the most noticeable features to have changed, but wait, there's more! Most tasks and reports now will appear in a "pop-up" style window instead of migrating you to a new page in Workday. For example, if I want to check on my time off balance, I'll navigate to the Workday search bar, type the name of the report "Time Off Balance," select the report, and then, instead of navigating to a new page, Workday will provide a pop up where I'll specify the "As Of" date for which I'd like to view my absence balance. Once I specify the date and click "OK," Workday will then navigate me to the actual report output to review. This helps

me get to the information I'm interested in a little faster. The pop-up style feature will also be very apparent to managers or administrators in the system that initiate tasks frequently, and/or view reports frequently.

For example, as a manager, if I needed to add an additional job for one of my direct reports, when I go to run the "Add Job" task, I'll also encounter this pop-up style window where I'll specify those initiation details, such as the "Supervisory Organization" for the position, as well as the specific employee I'm adding the job to prior to actually moving to the task page. In some cases the pop-up style window will remain with me for additional steps in the process. Ultimately, this enhancement doesn't change the actual process itself, just how the process and the components within appear to managers or administrators in the system.

Another change you might notice is the "View Profile" section of the home page. You'll still click on your image or cloud icon in the top right corner of the page to explore your account options, including your profile, but instead of just clicking your name or image within the view, there is now a "View Profile" button that will take you to your worker profile.

While there are many other enhancements that you will not visibly see, these are the major enhancements that we wanted to highlight for this year's second Workday release. Thank you for joining us for this Workday Wednesday.

Find all of our training resources and opportunities on our Workday Training page at [hr.virginia.edu/workday-training](http://hr.virginia.edu/workday-training).