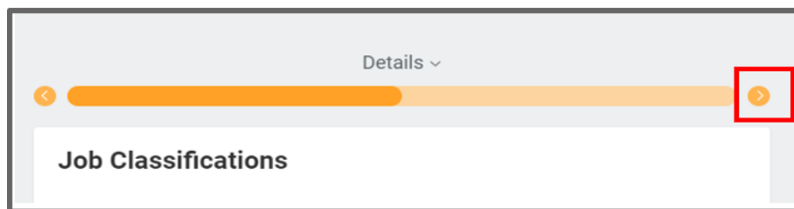# WORKDAY NEWS

In its continual updates and improvement, Workday has released some significant User Interface changes in 2021 Release 1. While you will benefit from a more user-friendly interface, we want to make you aware of these changes in case you have questions.
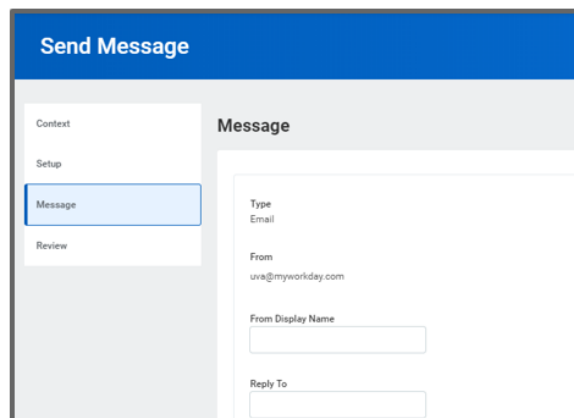
UPDATE: PROGRESS BAR REPLACES TABS

In business processes that previously displayed progress through a series of tabs, you will now see a progress bar.


UPDATE: ALL-IN-ONE POP-UP REPLACES TABBED FORMS

Any tabbed form will now pop-up as an all-in-one form.

In business processes that require you to press submit, you will see a pop-up window confirming your submission. If there is a next step that must be taken after clicking submit, you will see a link and an arrow directing you to that next task. (If you do not click it and close the window, the next task will still remain in your inbox and you can access it there.)
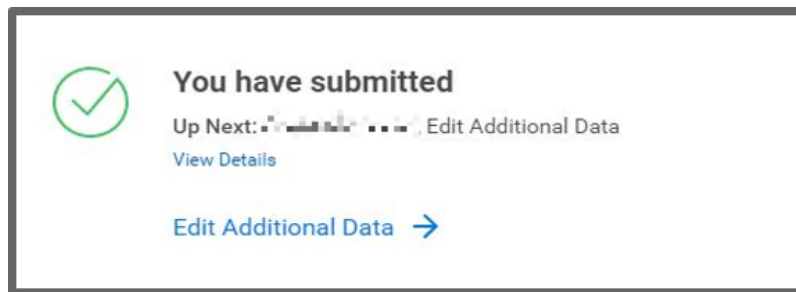

UPDATE: TIME & ABSENCE SUMMARY AND ACTIONS

In the Time & Absence app, you will see a few changes:

1. The Summary moved to a vertical column on the right hand side.
2. The Enter Time button that was previously at the bottom has changed to an Actions button to the left of the Summary.
3. To submit time, you click the Review button at the bottom of the Summary column. You will then see a pop-up with the attestation and a Submit button at the bottom and a summary of time entered.

BEFORE
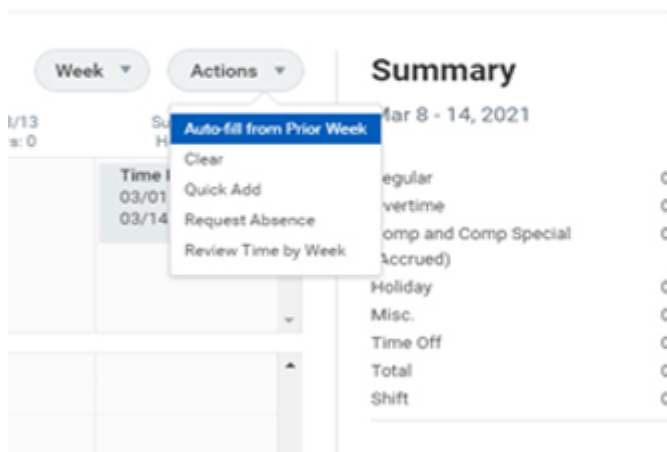
AFTER

UPDATE: RE-RUNNING A REPORT

The left-arrow button that previously appeared next to a report name has been replaced by a "change selection" button as depicted below. Clicking this button will allow you to re-run a report with different filters.

These changes take effect today, March 15. The Workday training team is currently updating all job aids to reflect these changes, and we will provide you with a list of all job aids impacted as soon as we can. At that time, will also be communicating more broadly with impacted users.