

What's New in Workday 31 (EWC)

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Workday 31 Upgrade

Effective with the upgrade to Workday 31 the weekend of 9/8/2018, a few things will look different, or be arranged differently. This is an introduction to those changes. NOTE: this list is not all-inclusive; there may be other changes along the way.

1. The new design will be rolled out during the regularly scheduled update beginning **Friday, September 7, 2018**, and will be accessible **Saturday, September 8, 2018, after 6:00 p.m.**
2. If you have questions, email AS Link Help at as.linkhelp@nebraska.gov or call 402-471-6234.

Changes, explained

1. Home Page Changes

- a) The Nebraska icon is moved to the upper left-hand corner

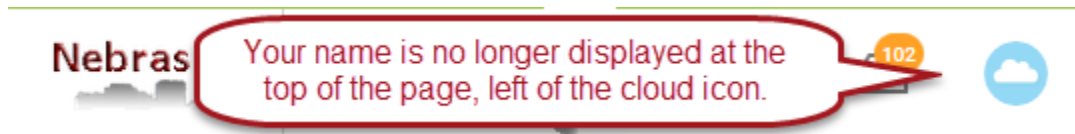


b) The Search box looks a bit different



c) Name of the Person Currently Logged On

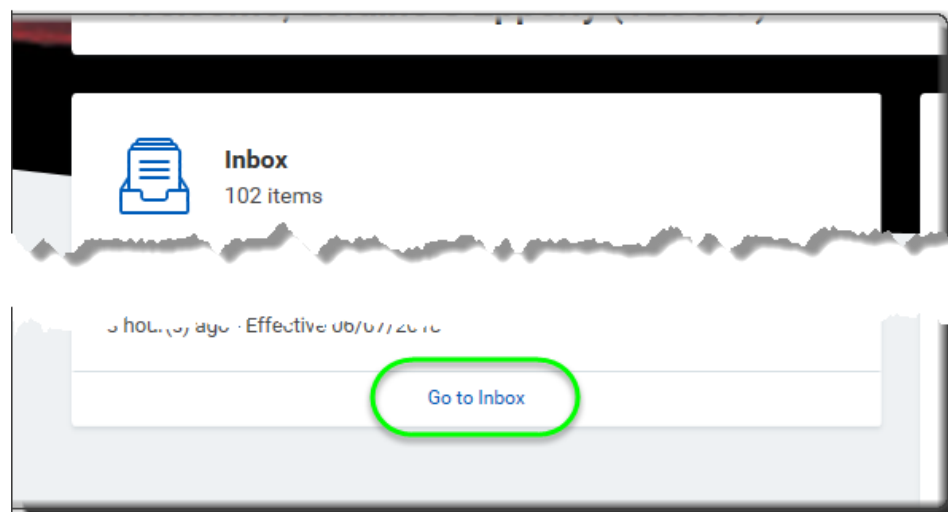
The name of the person currently logged on is no longer displayed at the top of the page, to the left of the cloud icon. However, a person can still click the cloud icon, and go to her/his Profile (i.e., View Profile).



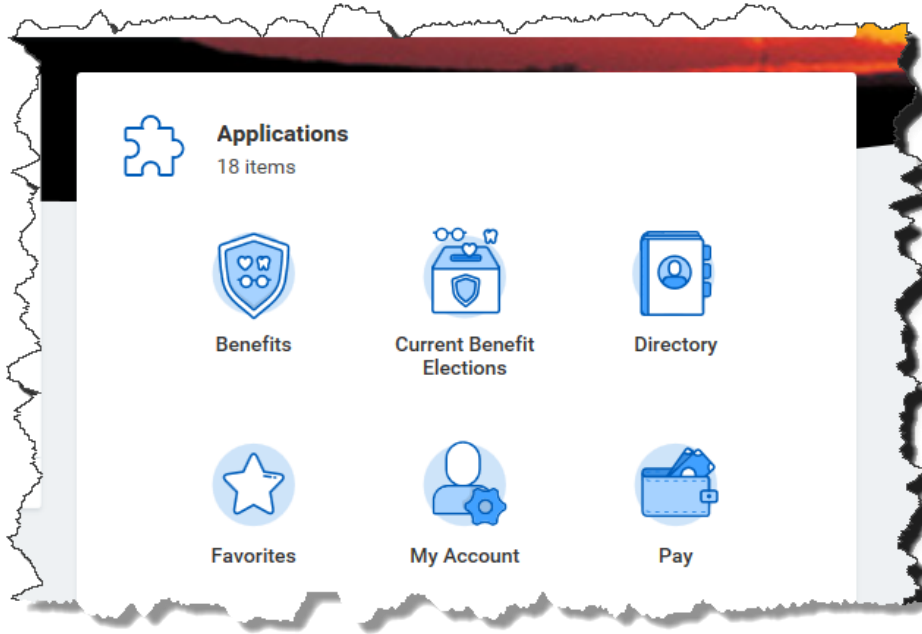
d) Different icons for Notifications and Inbox



e) You can go to your Inbox by clicking the Go to Inbox link



f) The Home Page icons (Applications) are all now shades of blue



2. Editing Work Contact and/or Home Contact Information and Formatting

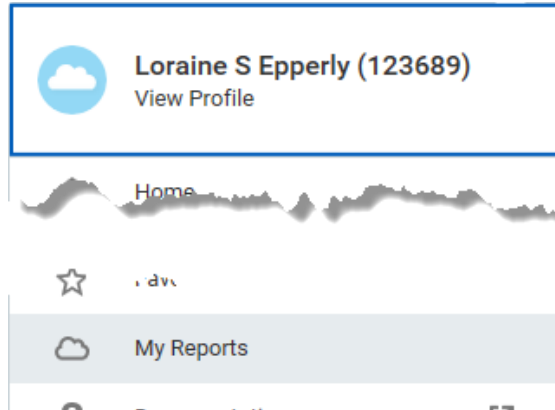
When editing a phone number on an employee record, the edit boxes are a bit different.

There are no longer separate input boxes for the Area Code, Prefix, and Line Number. They are all inputted into one phone number box. And, regardless of how one types in the number, using dashes or parentheses, or not, the system will format the phone numbers the same, i.e., 402-###-1234, or (402) ###-1234 when viewing the number in edit mode.

A screenshot of a web form titled "Primary Phone". The form contains several fields: "Phone" with the value "+1(402) ###-1234 (Mobile)" and a refresh icon; "Phone Device" with a dropdown menu set to "Mobile"; "Country Phone Code" with a dropdown menu set to "United States of America (+1)"; and "Phone Number" with a text input field containing "(402) ###-1234". The "Phone Number" field is highlighted with a red border. Below these fields is a "Phone Extension" field. At the bottom of the form, there are three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey). A "Details" link is also visible above the buttons.

3. Sending Reports to the W Drive

When activating a report that could take a few minutes to run, a box would pop up allowing you to defer the report to your W drive. The W drive will now be named My Reports.



4. National ID (SSN)

When an employee is viewing her/his SSN, all of the numbers will be masked, not just the first five. This adds another layer of security to an employee's record. HR Partners will still be able to view/update.

National IDs 1 item

Country	National ID Type	Identification #
United States of America	Social Security Number (SSN)	XXX-XX-XXXX

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234