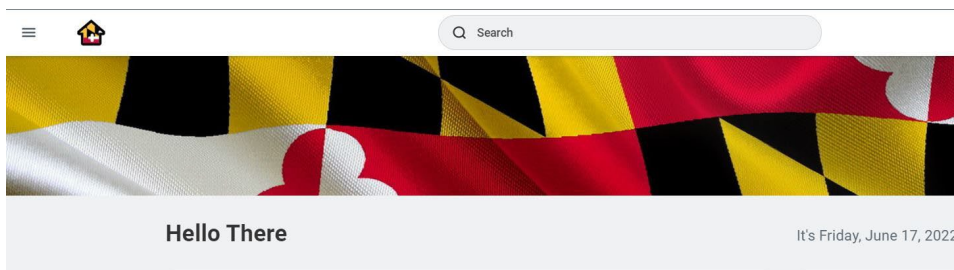


—SPS ALERT—

SPS Alert 205: New Workday Interface

Release date: 6/21/2022

As you've read in previous SPS Alerts, Workday has an updated user interface. The new user interface, titled "Workday Today" will be available starting Wednesday June 29th.



Find the attached job aids that will give you a sneak peek at the new interface that is coming on June 29th.

The first job aid will introduce you to the new home screen and show you where you can find your applications and other items you use on a regular basis. The job aid will introduce some items new to the home screen as well.

[Workday Today June 29](#)

Along with the updated user interface, there is an updated Search feature as well. The second job aid will walk you through searching for your favorite reports, workers and other items in Workday.

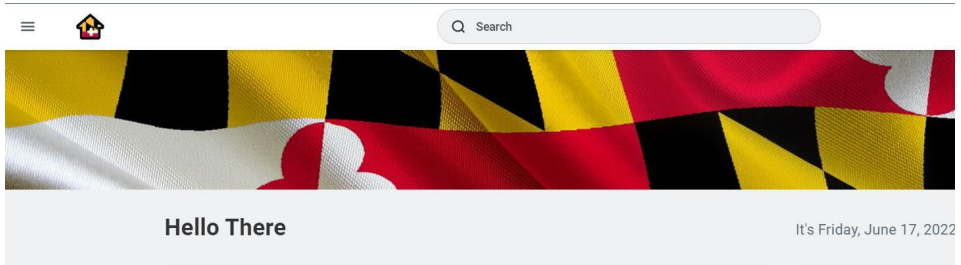
[Workday Today Search Function](#)

- [Workday Today June29.pdf](#)
- [Workday Today Search Function.pdf](#)

New Workday Interface

Release date: 6/29/2022

As you've read in previous SPS Alerts, Workday has an updated user interface. The new user interface, titled "Workday Today" is now live!



Find the attached job aids that will help you should need assistance, the first Job Aid went to ALL employees:

The first job aid will introduce you to the new home screen and show you where you can find your applications and other items you use on a regular basis. The job aid will introduce some items new to the home screen as well.

[Workday Today June 29](#)

Along with the updated user interface, there is an updated Search feature as well. The second job aid will walk you through searching for your favorite reports, workers and other items in Workday.

[Workday Today Search Function](#)

- [Employee WD Today June 29Final.pdf](#)
- [Workday Today Search Function.pdf](#)