

Department of Administrative Services



Bonus Workday Wednesday – WD2024R1

Agenda

- 01** Release Strategy & Considerations
- 02** Release Considerations
- 03** User Experience Changes
- 04** General Information & Reminders



Release Strategy & Considerations



Release Strategy



When it comes to accepting changes in each of the Workday, Inc. bi-annual releases, there are several factors that need to be taken into consideration.

For the current release, 2024R1, the central Workday team will be taking a staged approach to rolling out adopted updates:

1. The initial focus is on items that are automatically being made and communicating anything that will impact user experience.
 - Several of the items we will look at today are related to accessibility updates.
2. The second stage is on changes that require some kind of setup and will meet a need or enhance the user experience.
3. The final stage is our evaluation remaining *potential* changes, these items may have a significant impact to user experience or might not be possible once fully evaluated.

Release Considerations



Each release cycle starts out with Cautious Optimism and ends in excitement, 'we'll take it', or 'not for us, at least not yet...!'.

Cautious Optimism:

These updates *look* GREAT!

I need to dig into each component to see if it:

- is enabled
- is truly doing what we *think* it should be based on the description
- works with our configuration

Important to Note:

We have a strong voice with Workday and the Public Sector employers who use Workday. We will continue to explore, advise and encourage that as many of these items as possible align with the needs the state on all of your behalf. Please continue to share your ideas and recommendations through interactions with our Administrator teams in meetings, send in cases and we will continue to work towards making Workday work better for you as much as we can everyday.

Release Considerations



Release Outcomes:

Excitement –

This is exactly what we need/want and will be a great update for user experience, aligns with the state's goals/objectives, helps employees, system/data best practices/management, etc.

We'll Take It –

This isn't exactly what we needed/wanted but it's a step in the right direction, hopefully the next release will address our needs further.

Not for us, at least not yet... –

We can't adopt this feature because of X... Such as, we don't have the subscription/module for this particular functionality, doesn't work for high volume transactions/employers of our size, public vs private sector, external vs internal access, CBA/Policy mandates, incompatible configuration, etc.

User Experience Changes



General Updates



Pop-Up Header Update & Right Aligned Footer Buttons

- Added a page header with an 'X' to close the page.
- In the footer moved and inverted the 'OK' and 'Cancel' buttons.

Before

A screenshot of a "Give Feedback" pop-up window. The window has a title bar with "Give Feedback" and a close button (X) in the top right corner. Below the title bar is a horizontal line. Underneath the line is a text input field labeled "Workers *" with a red asterisk and a dropdown arrow icon on the right. At the bottom of the window, there are two buttons: a blue "OK" button on the left and a white "Cancel" button on the right.

After

A screenshot of the updated "Give Feedback" pop-up window. The window has a title bar with "Give Feedback" and a close button (X) in the top right corner. Below the title bar is a horizontal line. Underneath the line is a text input field labeled "Workers *" with a red asterisk and a dropdown arrow icon on the right. At the bottom of the window, the buttons are now inverted: a white "Cancel" button on the left and a blue "OK" button on the right.



Recruiting Updates

Recruitment History Timeline Update to display Opt In Message Sent

Before

The screenshot shows a user interface for a candidate named Dan. The left sidebar has a blue background with a red box around the "Recruiting History" option. The main content area shows a timeline for 2019 with two events:

- 19 Nov** Automatic Message Sent
System sent "Application Status for REQ-22229 HVAC General Mechanic (Open)" Email for REQ-22229 HVAC General Mechanic
- 19 Nov** Job Application Status Updated
REQ-22229 HVAC General Mechanic: Moved from "Manager Interview" to "Interviewed but not hired"

After

The screenshot shows the same user interface, but with a green sidebar and a red box around the "Recruiting History" option. The main content area shows a timeline with events from 2024 and 2019:

- 2024**
 - 20 Feb** Confirmed Opt In Message Sent
System sent "Keep Receiving Our Email Communications?" Email
 - 27 Sep** Confirmed Opt In Message Sent
System sent "Keep Receiving Our Email Communications?" Email
 - 7 Jun** Confirmed Opt In Message Sent
System sent "Keep Receiving Our Email Communications?" Email
 - 3 May** Confirmed Opt In Message Sent
System sent "Keep Receiving Our Email Communications?" Email
- 2019**
 - 19 Nov** Automatic Message Sent
System sent "Application Status for REQ-22229 HVAC General Mechanic (Open)" Email for REQ-22229 HVAC General Mechanic
 - 19 Nov** Job Application Status Updated
REQ-22229 HVAC General Mechanic: Moved from "Manager Interview" to "Interviewed but not hired"

Recruiting Updates



Without an associated job requisition.

View All

2024

- 22 Feb Recruitment Marketing Message Pending Confirmed Opt-In (COI)
Margo Hammonds sent "You're Invited to A..."
- 22 Feb Automatic Message Sent
System sent "A Task Awaits You: Gender L..."
- 22 Feb Job Application Status Updated
REQ-147390 Transportation Services Repre...

Margo Hammonds sent "You're Invited to Apply" Email

Email Text: "Greetings,

The State of Oregon has exciting new career opportunities! You are invited to apply for . Visit this job posting to learn more and submit your application.

Come for a job. Stay for a career. Make a difference for a lifetime!

The State of Oregon is an Equal Opportunity employer and is committed to inclusive excellence by advancing equity and diversity in all that we do. All applications will be reviewed against the needs of the position. This invitation to apply does not imply or guarantee employment.

State of Oregon – Talent Acquisition*

Pending Since: Feb 22, 2024, 3:32:14 PM

Recruiting Updates



Candidate Confirms

Subject: Keep Receiving Our Email Communications?

Thank you for your interest in the State of Oregon! To ensure that you receive communication from us relating to your employment, prospective employment and Job Alerts, please opt in to receive email communications. You can opt in by clicking the below link and following the instructions to confirm your email communication preferences. You can opt out of receiving these emails at any time by using the same link and indicating your preferences.

https://wd5-lmpl.workday.com/wday/vps/oregon_preview/unsubscribe/emailContactConsent/NWU2NmMyYtctNmJINC00Nzk0LTg3OTYyYjRhN2U2M2I4ZGFh

Haven't signed up for Job Alerts yet? Don't miss your next great opportunity. Opt in by using the above link and then follow these steps to be notified when new jobs are posted:

https://www.oregon.gov/jobs/Documents/Set_up_Job_Alerts.pdf

We look forward to connecting with you and thank you for considering the State of Oregon where you can: Come for Job. Stay for a Career. Make a Difference for a Lifetime!



Email Communications

Would you like to opt in to receive email communications from us relating to, among other things, your employment or prospective employment with us? *

Yes, I want to receive email communications.

No, I don't want to receive email communications.

[Confirm](#)

© 2024 Workday, Inc. All rights reserved.

Recruiting Updates



Once the candidate confirms opt in, the message will show sent with date and time.

Margo Hammonds sent "You're Invited to Apply" Email

Email Text: "Greetings,

The State of Oregon has exciting new career opportunities! You are invited to apply for . Visit this job posting to learn more and submit your application.

Come for a job. Stay for a career. Make a difference for a lifetime!

The State of Oregon is an Equal Opportunity employer and is committed to inclusive excellence by advancing equity and diversity in all that we do. All applications will be reviewed against the needs of the position. This invitation to apply does not imply or guarantee employment.

State of Oregon – Talent Acquisition*

Date Sent: Feb 22, 2024, 3:51:38 PM

Recruiting Updates



Status - View from requisition

3 items

Overview **Contact** Questions Experience Resume

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Employee ID (Previous or Current Worker)	Employee Type (Internal Candidates Only)	Requested Veteran Points	Veterans Points Awarded	Possible Duplicate	Internal Candidate Address	External Candidate Address	Phone	Email	Confirmed Opt-In Email Status
<input type="checkbox"/>	Tinker Bell (CAND-124548)	Review		1			No	0	Yes		2575 Center St NE Salem, OR 97301-5775 United States of America	5035555555	Tinker.Bell@Workday.gov	In-Flight

Recruiting Updates



Status and Resend

The image shows a screenshot of a recruiting system interface. The main window displays candidate information for Sam Spade (CAND-409234). The 'Actions' menu is open, and the 'Candidate Actions' sub-menu is visible. The 'Maintain Confirmed Opt-In Email Preferences' option is highlighted. A dialog box titled 'Manage Confirmed Opt-In Email Preferences for Candidate' is overlaid on the right side of the screen. The dialog box contains the following information:

- Select the check box to send the confirmed opt-in email to the candidate.
- Last Updated: 02/23/2024 08:20:39.236 AM
- Status: In-Flight
- Resend: *

Red arrows point to the 'Last Updated' field, the 'Resend' checkbox, and the 'Candidate Actions' menu item.



Recruiting Updates

Candidate Pool Search Criteria

This update enables you to select Skill Cloud skills for dynamic candidate pools. Unlike other search criteria, skills search works on an “OR” premise.

Search

Keywords

Location

Country

Within

Postal Code

Candidate Type

Types

Worker Type

Worker Sub-Type

Candidate Skills

Skills

- × Workday EIB [🔗](#)
- × Workday HCM [🔗](#)
- × Workday Implementation [🔗](#)
- × Workday Learning [🔗](#)
- × Workday Payroll [🔗](#)

Recruiting Updates



Results will display anyone who has at least one of the skills match.

Description Candidate pool for Administrative Services

Search Criteria Candidate Skills: Workday Learning, Workday Payroll, Workday Implementation, Workday HCM, Workday EIB

No Filters Applied

Saved Filters select one

1386 items Overview

<input type="checkbox"/>	Candidate	Location	Job Title	Current Company	School	Skills	Source
<input type="checkbox"/>		Portland	Facility Maintenance Supervisor	Oregon Department of		<ul style="list-style-type: none">Accounts Payable ProcessAccounts Receivable (AR)Customer ServiceEthicsFire Alarm SystemsFire Suppression SystemsHeat StressOccupational Safety and Health ActOnline TrainingsOSHA RegulationsPrisonsWorkdayWorkday PayrollWorkplaceLess (9)	Current Worker









General HR Updates



Team Highlights for Managers on Workday Home

Good Morning, On Behalf of: **Andrew Rogers**

Team Highlights

  Upcoming Check-In	View Check-In
  Upcoming Check-In	View Check-In
 	
 	

[View More](#) [Team Org Chart](#)

Managers get notified when there are development items overdue, or an upcoming check-in is scheduled. The check-in shows 2 weeks before each check-in date and disappears after the check-in date. Allows easy navigation to the check-in right from the Manager's home page.

General Updates



Announcement Location Change

A screenshot of the Workday homepage interface. At the top is a colorful illustration of people in a park. Below it, the text "Welcome" and "It's Tuesday, February 27, 2024" are visible. The main content area is divided into sections: "Timely Suggestions" on the left, "Announcements" in the center, and "Your Top Apps" on the right. The "Announcements" section is highlighted with a red arrow pointing to it from the top illustration. Another red arrow points to the "Announcements" section from the right side of the page. A third red arrow points to the "Announcements" section from the bottom of the page. The "Announcements" section contains a card titled "Time Entry Unavailable" with a sub-header "To help the DAS Workday support team with processing January off-...". The "Timely Suggestions" section includes a card for "Case #61508: In Progress" and a card for "Your Team Has Upcoming Absences". The "Your Top Apps" section is partially visible at the bottom right.

Additional Homepage Changes:

- Workday completes the transition changing "Inbox" to "My Tasks"
- Career App Retired



Talent & Performance

Check-Ins Update Before

Create Check-In

Participant *

Notify Participant

Planned for *

Description

Attachments

Drop files here
or
Select files

Manage Topics

+ Add

Viewing:



Save

Cancel

After

Create Check-In

Participant *

Notify Participant

Planned for *

Description

Attachments

Drop files here
or
Select files

Manage Topics

+ Add

Viewing:

Save

Cancel



Talent & Performance

Goals Update Before

Individual Goals Performance Reviews Development Plans

1 item

New (Not Started) Goals

- 2023 Goals Development...

View Goal

Goal ★ 2023 Goals

Description This is how the goals functionality currently looks.

Category Developmental Goals

Status (empty)

Relates To (empty)

Supports (empty)

Due Date 03/01/2024

Milestones 0 items

Milestone	Due Date	Status
No items available.		

After

Goals Performance Reviews Development Plans

Create Goal Archive or Unarchive Goals

Individual Goals Archived Goals Organization Goals

New (Not Started) Goals

2024 R2 Goals

- Due Date -
- Organization Alignment -
- Category Developmental Goals

Edit Goal

Ability to Archive

Differentiates Between Individual and Organizational Goals

New "Tile" format

General Information & Reminders



General Information & Reminders



- Oregon1 is NOT refreshing this Saturday.
- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes.

Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today

