

## The Workday Homepage is Changing

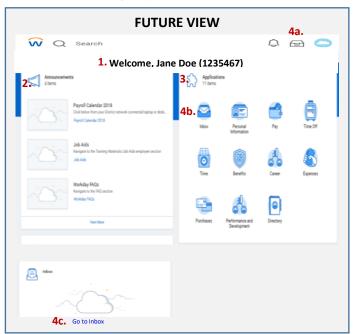


Effective July 30, 2018 the Workday homepage layout will change to resemble the Workday phone app. While the look and layout of the homepage will change, all the functionality will remain the same. The future layout will feature the following changes:

- A welcome banner will appear above the desktop options
- The Workday banner is now called Announcements and will now be on the left of the screen
- Worklets will be shown as blue and white <u>Applications</u> (apps)
- The inbox is shown in three places:
  - **4a.** Click the Inbox icon in the upper right corner of the screen
  - 4b. Click the Inbox application/worklet
  - 4c. Click Go to Inbox on the bottom left of the screen

Shown below is a comparison of the current and future homepage layout.





Once you open an Application (Worklet) using the Future View, the subsequent screens and functionality will be the same as before (see Personal Information example below).



FUTURE VIEW		
Change		View
Contact Information	in	About Me
Emergency Contac	ts	Addresses
Photo		Email Addresses
Legal Name		Address Changes
Preferred Name		Name