Here’s what’s new in Workday:

1. NEWLY UPDATED TRAINING WEBSITE

Yale’s new Workday Training Website is up and running with an improved structure and search functionality. You can search for training guides by category or by key word. You can continue to access the site by clicking on your name in the upper right corner of any Workday screen, and then clicking Help.

New on the Workday Training Website are two documents about Students and Workday:

- **Overview for Business Offices**
  A guide that covers all topics, from a business office perspective, concerning students who are paid by Yale.
  [http://workday.training.yale.edu/training-materials/students-and-workday-overview-business-offices](http://workday.training.yale.edu/training-materials/students-and-workday-overview-business-offices)

- **Tips for Yale Students**
  A guide for students that covers how to access Workday, what tasks can be done and how to do them, and where to go with questions.
  [http://workday.training.yale.edu/training-materials/students-and-workday-tips-yale-students](http://workday.training.yale.edu/training-materials/students-and-workday-tips-yale-students)

2. WORKDAY’S NEW LOOK

There are slight changes in the way that Workday looks on your screen. Some specific changes include:

- Business processes have a more vertical flow and more clearly identify proposed changes. Formerly, there was a Current column on the left and a Proposed column on the right, and the updated items were called out on the summary page. Now, there is only a single column where changes are identified by a blue dot, with the proposed value on the left and the current value on the right preceded by the word “was.”

- Progress on some business processes used to be indicated by a series of horizontal chevrons. Below is the new look which instead includes a yellow progress bar.
3. TERMINATION BUSINESS PROCESS CHANGES

- A step has been added to the Termination business process to track eligibility for rehire. For staff members, this task will be performed by the Human Resources Generalist. For faculty and other academic appointees, this process will be performed by the Business Partner.

- Also new is a To Do for the business process initiator to review scheduled one-time payments for a terminating employee and rescind the payments the employee should no longer receive.

4. A SIMPLIFIED ACADEMIC HIRE PROCESS
The Academic Hire business process has been simplified by consolidating approvals. For complete details, see the new Hire Faculty Process training guide on Yale’s updated Workday Training Website:

http://workday.training.yale.edu/training-materials/hire-faculty-process

5. MOBILE APP INSTRUCTIONS ARE HERE...AND EASY TO FOLLOW!

One of the most useful features of Workday is its mobile capabilities. The Workday mobile app is best suited for viewing information and managing some tasks in your Workday inbox.

Downloading the application to mobile devices is easy: users can visit the Workday@Yale training website and reference the mobile training guide to get started.

- For instructions on how to download and install the Workday app, click here: http://workday.training.yale.edu/training-materials/workday-mobile-app

Employees accessing Yale systems and data from their personal devices should become familiar with the Yale policies and procedures for Mobile Device Management. For further information, please reference:

- http://policy.yale.edu/policy/1608-mobile-device-management

For assistance, contact Employee Services at employee.services@yale.edu or 203-432-5552.

Thank you for your support during our transition to Workday.