

New Workday Homepage Features and Layout Overview

New Features and Layout:

Information is personalized and dynamically updated throughout the day.

1. **Global Navigation** is where you will access your shortcuts and allows you to prioritize your frequently used apps.
2. **Search** bar now has a filter tool to search by People and Tasks/Reports.
3. **View All Apps** provides quick access to the list of all your apps: Purchases, Requests, Time Off, Cost Center Workbench, etc..
4. **Awaiting Your Action** provides a list of your most recent three action items.
5. **Timely Suggestions** and **Recommended for You** cards provide helpful customized reminders, information, and resources.
6. **Announcements** will display timely alerts.

Additional Quick Refence Guides:

- [Global Navigation and Favorites](#)
- [Search Toolbar](#)
- [Viewing Customized Cards](#)

