



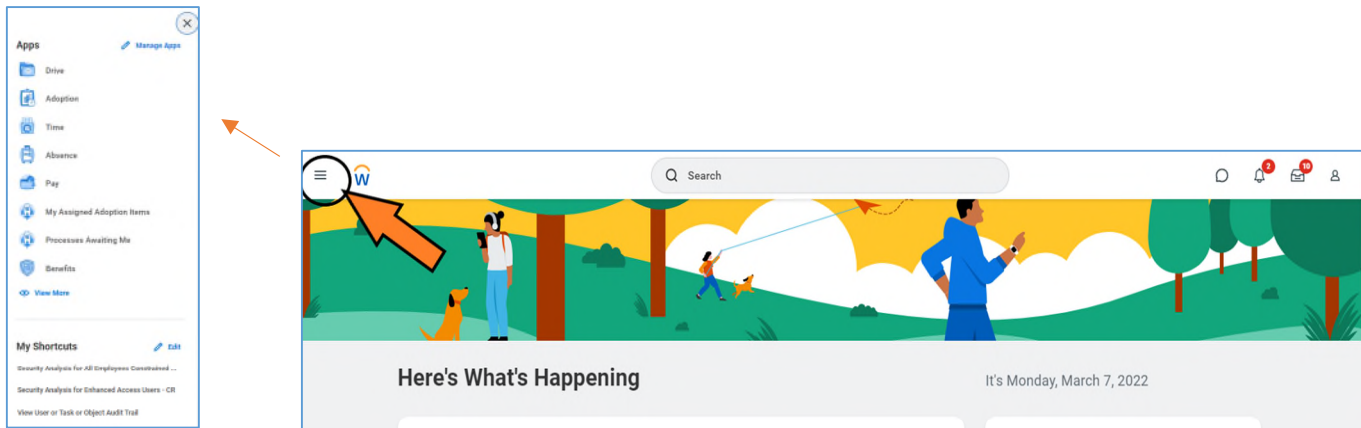
SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES PROJECT IMPACT GENERAL ANNOUNCEMENT #15

Workday Release - Spring 2022

Beginning today, you will notice two new updates that Workday has made as part of their bi-annual scheduled update releases.

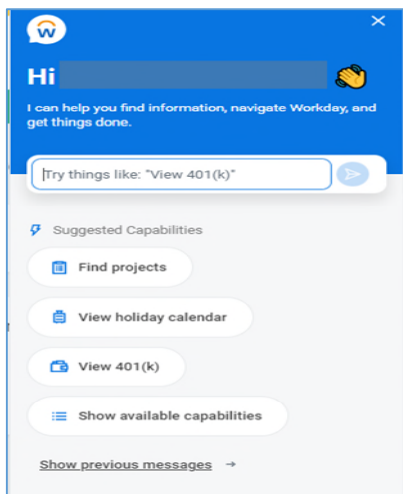
The first one is on the Workday Home Page. The Quick Access icon for Shortcuts has been updated and its location has moved from the upper right-hand corner of the home page to the upper left-hand corner. You will see a new icon (Fig. 1) with 3 lines that you can access from any Workday page.

Fig. 1



In addition to the Quick Access Icon discussed above, the Workday Assistant (Fig. 2) has a new look and feel. You will notice that the search box has been moved to the top of the window and you will find improved access to the Workday Assistant's capabilities.

Fig. 2



Please contact us at hmshelpline@suffolkcountyny.gov if you have any questions on the above.