# Workday Updates: September 2020

The following describes the Workday updates effective September 12, 2020.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

User Experience Updates

- **Interface Redesign** – We have updated the main color of Workday and added the Montclair State University banner.
- **My Shortcuts** – Workday adds the **My Shortcuts** tab at the top of your Workday homepage. Open the tab and click the **Edit** button to customize up to 10 shortcuts to tasks, reports, and worklets. The **My Shortcuts** tab also displays your most used apps for easy access from anywhere in Workday. See the updated Employee Self-Service Guide for more details.
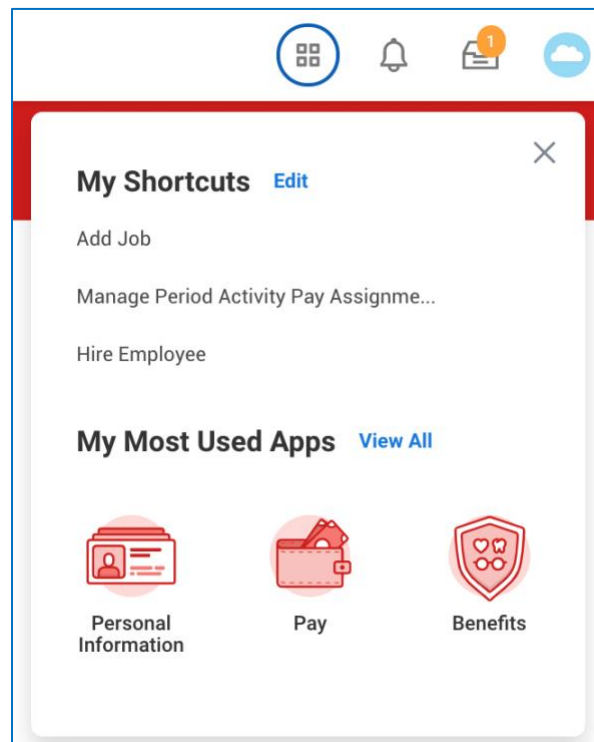
- **Search and Prompts Details** – Workday displays additional details on search results. Person search results now include the supervisory organization, position, and location.
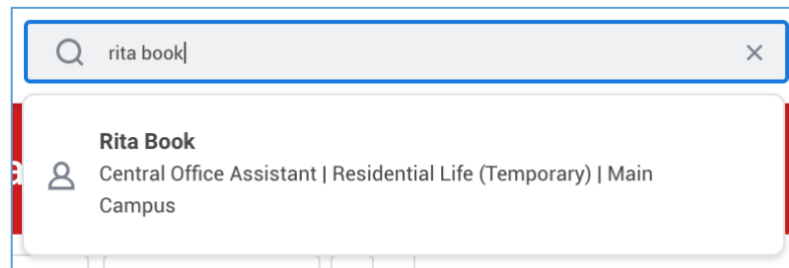

Search results now have icons to help distinguish between different search result types such as Tasks, Reports, People, Supervisory Organizations, etc.
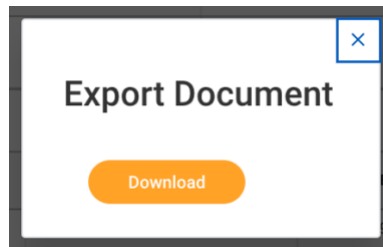
- **Frequently Used Related Actions** – Workday now displays your most frequent actions in the related actions menu off of a worker for easy access.
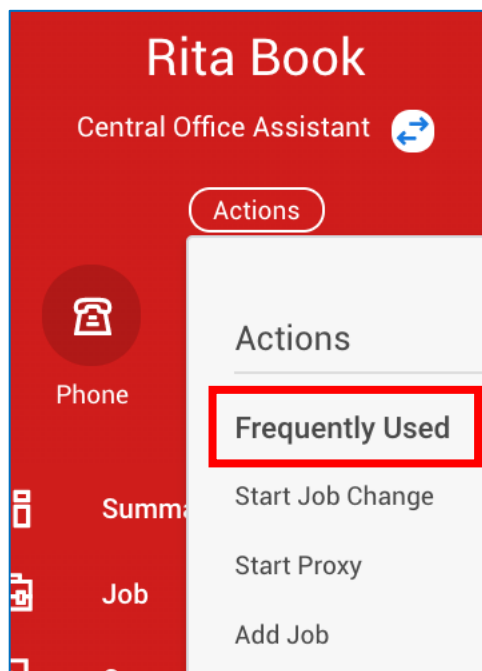
- **Recent Searches** – Workday now displays your five most recent searches in the Workday search bar.
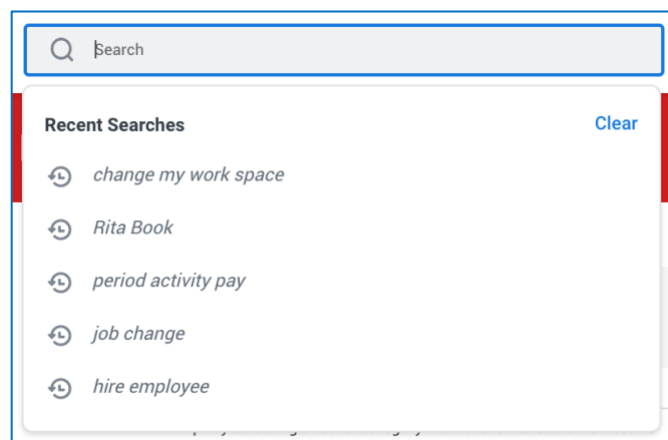
- **Export to Excel Notification** – Workday now displays an Export Document popup when you choose to export to Excel.

Business Process Updates

- **Change Voluntary Retirement Savings Process –** Workday updates the interface for changing retirement elections. See the new [Change Voluntary Retirement Elections](#) job aid.
- **Change Job Process –** A new version of the change job process will be available in addition to the existing job change process. The existing job change process is initiated through the *Transfer, Promote or Change Job* task. An additional task will now be available called *Start Job Change*. Both tasks accomplish the same result but the *Start Job Change* task will ask you what you need to change and will only require you to fill out the related sections of the job change process. The *Transfer, Promote or Change Job* always requires you to go through every section of the job change process. See the new [Start Job Change](#) job aids.

Accessibility Updates

- Workday improves the text color contrast in PDF previews.
- PDF documents can now be previewed using screen readers.
- **Updated Accessibility Interaction Overview** – Workday has updated the Accessibility Interaction Overview task with new feature descriptions and tips for using Workday with accessibility devices. View this task by searching for "Accessibility Interaction Overview" and selecting the task that appears.
- **Larger Form Fields** – Workday has increased the height, width, and border color of all editable fields.

Other Updates

- Workday no longer supports the Microsoft Edge Legacy browser.
- Workday now automatically scans all files for viruses when you upload them.