**Preparing for Workday 25**

**Workday 25 will be live on Monday, September 14th.**

- As a reminder, Campus users will be locked-out of Workday at 5 p.m. on **Friday, September 11th** through the duration of the weekend or until we have completed our transition to Workday 25. Please plan your work accordingly.
- A message will be sent to all assigned users as soon as the system is available again for your use.

**What’s New – New Look, New Design**

There will be slight changes in the way that Workday looks. Some specific changes include:

- A Header and Page redesign which includes: Application Header has been made white; Page Header has been made blue; and entire user interface has been given a card-like page style redesign.

**Something you have been asking for:** The current vs. proposed view now calls out the updated items on the summary page. As shown in the screenshot to the right, the blue dot and light gray text references what has been changed as well as displays the previous value.

- In an effort to make business processes easier to follow, the screen layout has changed to be similar to tasks such as Change Job, etc. The new look now shows the user a progress bar throughout the steps of the event.

- The **My Workday 2.0** landing page will be retired. If you are still using this landing page, please make sure all of the worklets on this page are also included on your main Workday Homepage.
  - To add a new worklet to the Homepage, click on the Configure this page gear in the upper-right hand of the screen 🔄, then add the worklet within Optional Worklets.
  - The **Process Status** worklet is also retiring. Two options exist in it’s place:
    - Use the **Archive** tab within your Inbox to check on the status of all items you’ve touched.
    - Click on your **My Dashboards** worklet, then add the **My Requests** worklet by clicking the Configure this page gear. Click on the **View Entire Inbox** to see more.
OTHER IMPORTANT CHANGES

In addition to the new functionality coming with Workday 25, we will be rolling out several other important items.

🌟 Preferred Name Will Now Be the Default Display:
- Employees can now change their Preferred Name in Workday and this will now be the default name displayed.
- Students may change their Preferred Name via the Student Center only.
- Where Legal name is required it will continue to be used, examples include: reports and down-stream systems.
- When searching for an employee, using either their Legal or Preferred Name, the system will return a result and will display their Preferred Name.
- Only the employee can change their Preferred Name within Workday and no approval is needed.
- The Personal Tab (within the Job Profiles) now displays both Legal and Preferred Name information, as well as the history of changes. The following roles can view this information: Admin Manager, Hire Initiator, HR Partner, HR Partner Lookup, Management Partner, Union Partner, Student Employment Management Partner, and Student Employment Partner.
- In addition, the duplicate check id tool has been updated to return a match on Preferred and Legal name as well.

🌟 I-9 Reverification is Here:
- **Why?** I-9 Reverification, for those who are eligible, can save time and eliminate the need for the employee to complete a new I-9.
- **Who is Eligible in Workday?**
  → Any temporary, academic and other rehires not hired through Taleo;
  → Who have a break in service that is less than 3 years; and
  → Have a completed electronic I-9 on file in the system.

**Note:** At this time, if the Hire is processed through Taleo, the system skips the Complete Form I-9 Section 3 step as it does not recognize Taleo as the Hire Initiator. We expect this issue to be solved when we move to Workday Recruiting.

- **How?** The reverification step is labeled as Complete Form I-9 Section 3. Key points:
  → The Hire Initiator will have to validate there are not any expired documents on the original I-9;
  → Is the last step before it goes to the HR Partner for review and approve of the Hire;
  → Is not available as a stand-alone business process for the Hire Initiator.

**Important Note:** As with anything new, if you encounter an issue or unknown error message with reverification, please generate a ticket via hrpayrollsupport@cornell.edu.
If the rehire has a completed paper I-9 on file, the system will initiate a Complete I-9 step in the overall hire process. **Note:** To reverify a paper I-9 on Section 3:
1. Print the attached paper copy,
2. Complete Section 3,
3. Re-upload the reverified paper copy into the employee’s Workday record, and
4. Update the paper I-9 date.

If an employee terminates and their documents have expired on the original electronic I-9, when the employee is rehired, the Hire Initiator can re-verify the I-9 (Complete Form I-9 Section 3) electronically if they have the updated documents in hand at the time the transaction is entered. If updated documents are not available at the time the hire transaction is entered, a new I-9 must be completed by checking the box: Initiate New Form I-9 as Part of Onboarding (see screen shot below).

**When is a New I-9 Needed?** In accordance with USCIS regulations:
- **All employees** with a break in service longer than 3 years must complete a new I-9, preferably electronically within Workday.
- If the documents presented at rehire are different than the documents originally presented (i.e. passport vs driver’s license), a new I-9 must be completed. This action can be taken by checking the box: Initiate New Form I-9 as Part of Onboarding (see screen shot).

**Updates to Data Integrity reports:** Which report should I be running and when? The **Custom Reports by Category** worklet has been enhanced by adding more detailed classifications, called report tags. These tags have been built and are now applied to reports, for example: **Data Integrity - Pay Period.** Each category contains a description of how they should be used. The entire data integrity list still lives within the data integrity worklet.