

# What's New in Workday

## HR Edition

Recruiting

Onboarding

HCM (Human Capital Management) Core

Talent Management

Absence (Leave Management)

Time Tracking

Payroll

Reporting

## Welcome to the 1<sup>st</sup> edition of the What's New in Workday newsletter!

This monthly newsletter will share updates and tips on HR Workday processes that impact employee recruitment, hiring, onboarding, timekeeping, manager tasks, performance management, and employee profiles.

### More Accessible Data – Anniversary Date

**Unionized Workers** can now view their Anniversary Date (this is the date your next increment is scheduled) under the Compensation Tab in their profile – This enhancement helps employees easily track when their next increment is due.

#### Compensation

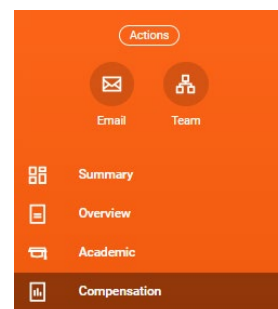
Compensation Package William Paterson Compensation Package

Compensation Grade AFT - Grade 21 (S)

Step AFT - Grade 21 - Step 07 (S) - **REDACTED** USD

Anniversary Date 12/13/2025

Company WPU The William Paterson University of New Jersey



### Recruiting Role Update

**Workers** who are assigned as “Primary recruiters” during the ‘*Create Job Requisition*’ process. Note: There can be multiple workers in this role.

**Primary Recruiters** are responsible for managing the applicant pool and the recruitment process for each specific job requisition. Make sure to monitor your Workday inbox for action items related to candidate progress. This also means moving candidates through each stage, including reviewing applications, scheduling interviews, and extending offers. You can now move candidates **all the way to hire**, streamlining the end-to-end

### Vacation Time is Here: Remember to Delegate

**All employees** with reoccurring Workday tasks

Use the [delegation feature](#) to ensure continuity of operations and maintain accountability and proper access control while out of office. Delegation of specific business processes is intended for short-term use, typically aligned with the end-date of a planned or unplanned absence.



## New Absence Report!

**Name of the Report:** Team Absence Report

 Managers and their Workday assigned Admins

 **How to access and run the report:**

Simply type in the name of the report in Workday search tab. Alternatively, managers can add the 'Management Reporting Dashboard' to the Workday 'Menu'.


The report is built to default with Sick, Vacation and Administrative Leave time and 7 days from the current date. Feel free to change the preset values based on your needs.

*In addition to the managers, this report provides Admins the ability to run the report to view upcoming time offs in the department/division.*

Team Absence Report							
Details							
3 Items							
Workday ID	Name	Department	Day of the Week	Date	Time Off Type	Hours Requested Off	Approved on
			Thursday	05/01/2025	Vacation	7	11/15/2024 04:40:35 PM

## Time Entry and Time off notifications are now available in WPCONNECT Notifications

This added features notifies managers of time off requests and timesheet entries that require their approval. Clicking on this WPconnect notification will take you right to the Workday task!



**WPCONNECT**

[Home](#)
[Student](#)
[Employee](#)
[Faculty & Advisors](#)

**Employee & HR**

- Information Technology
- Faculty & Advisors
- Students Services
- Finance
- Advancement
- Institutional Reports

**Employee Notifications**


**Enter Time**
a day ago

Time Entry: - 10 hours from 05/03/2025 to 05/16/2025  
Step: Approval  
Click this notification to review event.

**My HR Profile**

- Request Absence

## Remember to End or Extend your Student and Project Workers!

As the Spring semester comes to a close, please review all your student and temporary part-time staff assignments.

✓ **Terminate** the assignments of any student or project worker who are **not returning** for upcoming semesters.

✓ **Extend** the assignments for those who **will be returning** to work with you.

Useful resources:

1. ***‘Student/Project Worker Audit Report – WPHR’ Report in Workday***

This report will provide a list of all active student and project workers in your team, s and their “End Employment Dates.”

*How to access:* Simply search for this report in the workday search tab.

2. **Need to extend an assignment?**

If a student or project worker will continue working past their current end employment date, be sure to **extend their assignment**.

👉 [How to Extend Assignments!](#)

3. **Need to end an assignment?**

If a student is graduating or a student/project worker who will not be returning, remember to end their assignment!

👉 [How to End Assignments](#)

## The ‘Provost’ Supervisory Org has been renamed to ‘Academic Affairs’

This is just a change in name of the Supervisory Org in Workday. There are no changes to reporting structures.

## Help Desk Tickets

If you have any issues, would like clarification on processes or any other suggestions. Please submit a Help Desk Ticket..

[Human Resources Web Site](#)