



The Maryland Connector

Volume 18

September 2024

What's New in Workday!

Workday's Bi-Annual Release updates came into effect September 21, and you might have noticed a few updates aimed at enhancing functionality and improving user experiences. Check out what's new below.

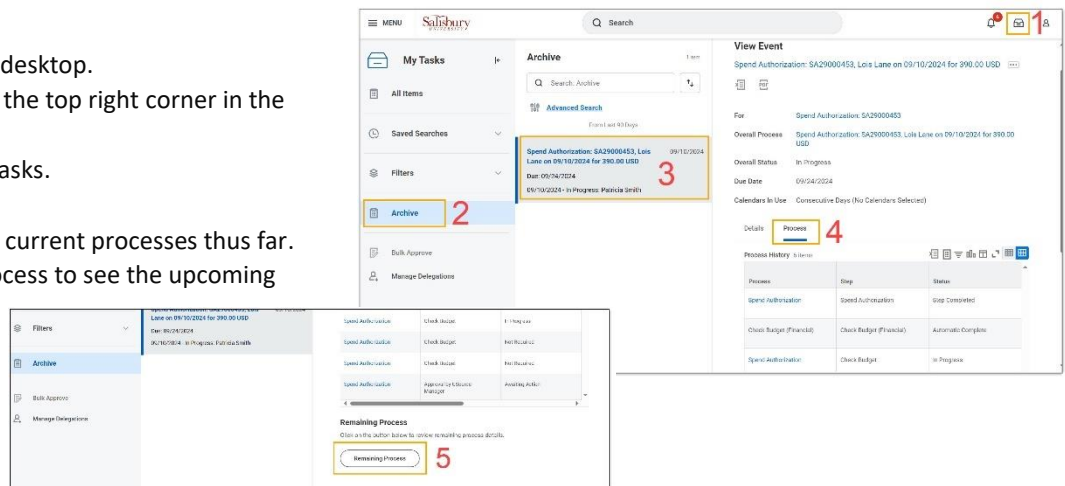
September 2024 Release Highlights include:

- Default color for primary buttons and related actions has changed from orange to blue.
- Enhanced error banner for modals that is more concise and accessible.
- Workday enhances the business process help text and additional links to progressively disclose in modals.

Tracking Task Status

Have you recently submitted a task and you're not sure where it is in the process or who it is with? Follow these directions to see remaining processes. The Archive section of My Tasks allows users to check the status of an in-progress or completed tasks that have been submitted.

1. Log into Workday on your desktop.
2. Select My Tasks located in the top right corner in the Workday homepage.
3. Select Archive Tab in My Tasks.
4. Select the relevant task.
5. Select Process Tab to view current processes thus far.
6. Select View Remaining Process to see the upcoming approvals.



Travel Reimbursements

A Spend Authorization is required for ALL Travel Expenses. For more information visit our job aid [here](#).

MD Connect Tickets

A new ticket system and support portal has been rolled out to improve support consistency and resolved tickets. The MD Connect Support Team is now using it to help manage and track escalated local campus requests from Workday support team members

Announcements

Make sure to check out the announcements on your Workday Homepage. Announcements can range from important information, new training materials, and more.

