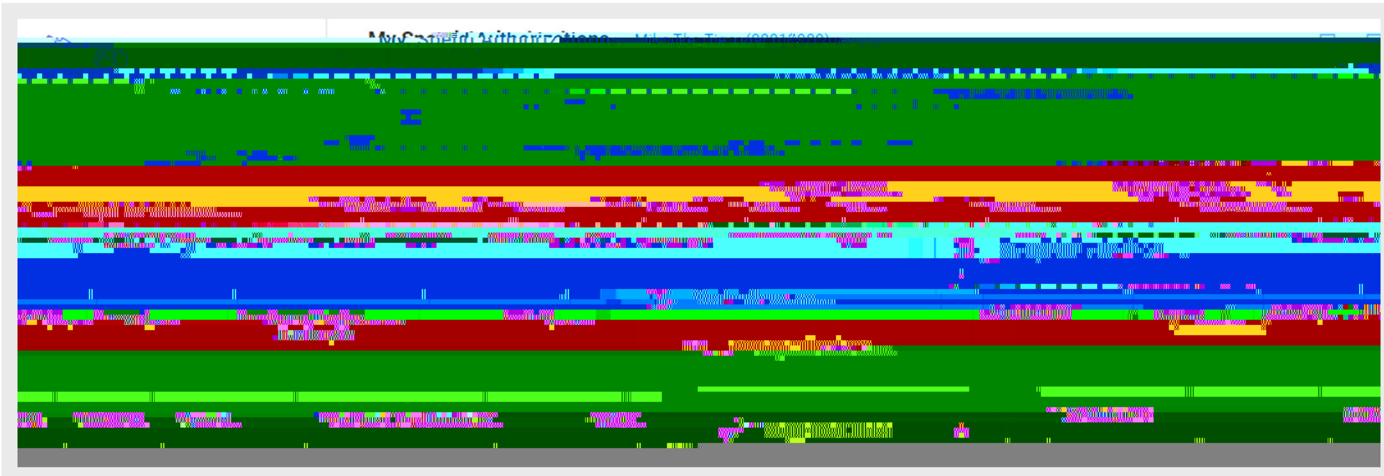
EXPENSES HUB

- **Spend Authorizations to Submit:** Displays spend authorizations awaiting action, including spend authorizations in draft status, awaiting completion of the spend authorization questionnaire, awaiting employee approval, or that have been sent back by an approver. The card links to the My Spend Authorizations report. The report includes an Actions button for spend authorizations that have available actions, such as cancel, change, close, edit, and submit.



Users should not close spend authorizations as a spend authorization cannot be reopened once it is closed. Accounts Payable & Travel completes a mass close of spend authorizations annually.

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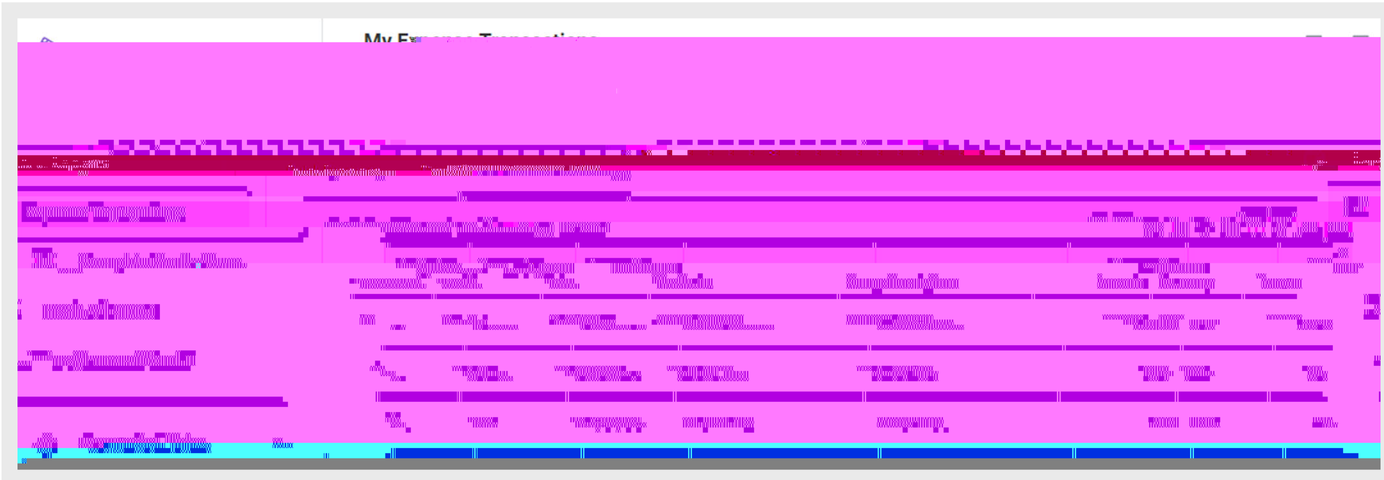
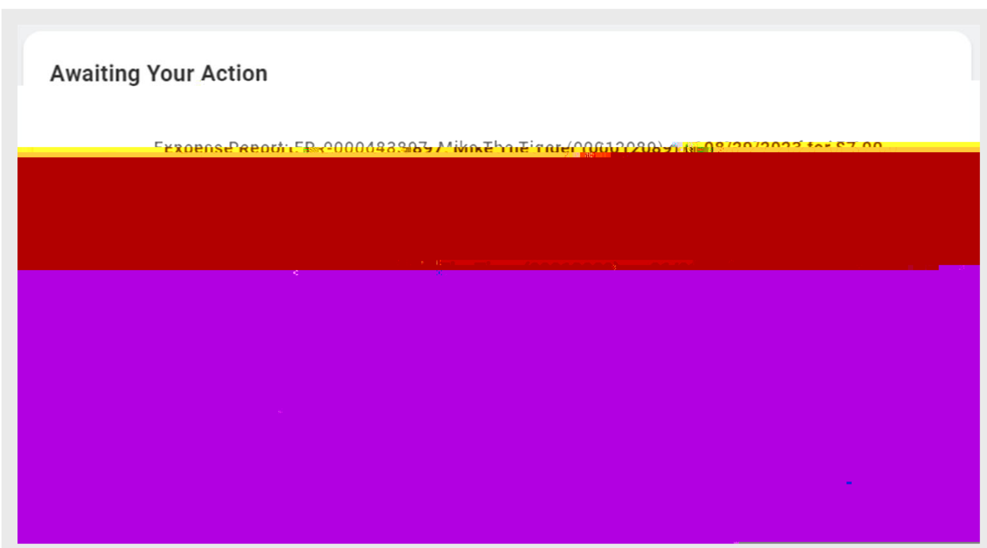
- **Transactions to Expense:** Displays outstanding expense transactions, including credit card transactions and quick expenses (mobile expenses). The card links to the My Expense Transactions report. The report includes an Edit My Expense Transactions button, which can be used to edit and remove new quick expenses.



Credit card transactions related to business travel should not be submitted on an expense report until the trip is complete.

- On the Workday homepage, the ‘You Have Credit Card Transactions Ready to Expense’ action item under the Timely Suggestions section is retired and replaced with the ‘Attention – You Have Expenses Awaiting Action’ action item under the Awaiting Your Action section. The action item dynamically displays on the homepage if the user has any expense-related transactions awaiting action on the Expenses Hub. When selected, the action item redirects the user to the Expenses Hub.

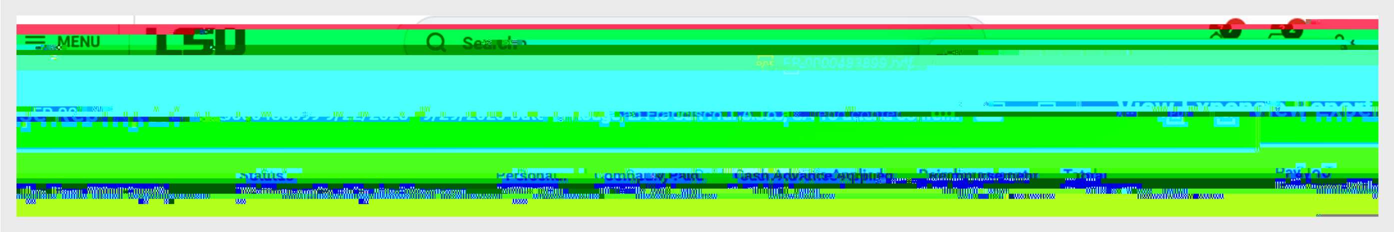


EXPENSE REPORT ENHANCEMENTS

- Users can search for expense items related to a specific spend category by searching for the spend category number (e.g., SC0013) in the Expense Item field on an Expense Line. Users can click on the related actions (...) of the expense item to view the associated spend category.
- The Quantity and Per Unit Amount fields will no longer appear on Expense Lines for all non-mileage expense items. The Quantity and Per Unit Amount fields will still appear on Spend Authorization Lines but will not be enterable. This change is intended to reduce data entry required by users.

Users can click on the related actions (...) of the expense item to view the associated spend category.

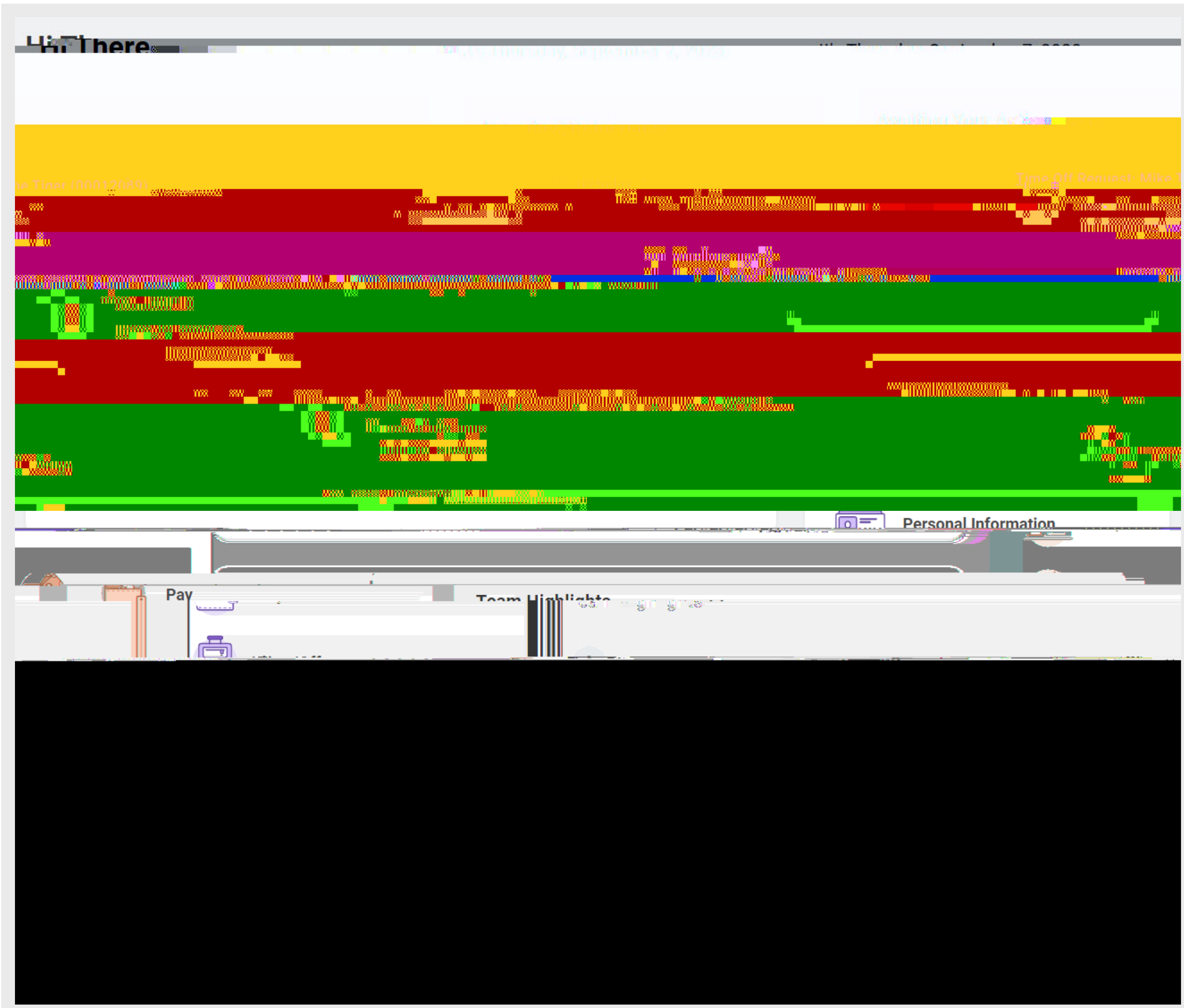
- When printing an expense report to PDF, the expense report printout will include receipt attachments. This is limited to certain file types (e.g., .PDF, .PNG, JPG). If applicable, a summary of excluded file types (e.g., password protected .PDF, .DOCX) will be listed at the end of the expense report printout. The attachments will be included in the order they were added to the expense report.



MANAGER EXPERIENCE ON WORKDAY HOMEPAGE

The manager experience on the Workday homepage is enhanced by displaying additional information, including two new sections, Important Dates and Team Highlights, and a Quick Review button.

- **Important Dates:** Displays up to four holidays, time off, birthdays, and anniversaries for direct reports within the next 30 days.
- **Team Highlights:** Displays up to four direct reports, giving easy access to view and navigate to direct reports.



- **Quick Review:** Displays within the Awaiting Your Action section for managers to review and take action on transactions directly from the Workday homepage. When

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) RENAMED TO ASSISTANCE LISTING

The Catalog of Federal Domestic Assistance (CFDA) has been renamed to Assistance Listing. To help comply with updated terms in the federal assistance program, this terminology is updated (e.g., CFDA Number to Assistance Listing Number) on the Award Contract, Award Line, and any validation messages. Labels are updated on the Award Search, Award Special Conditions, Data Audit – Awards, and Data Audit – Award Lines reports.

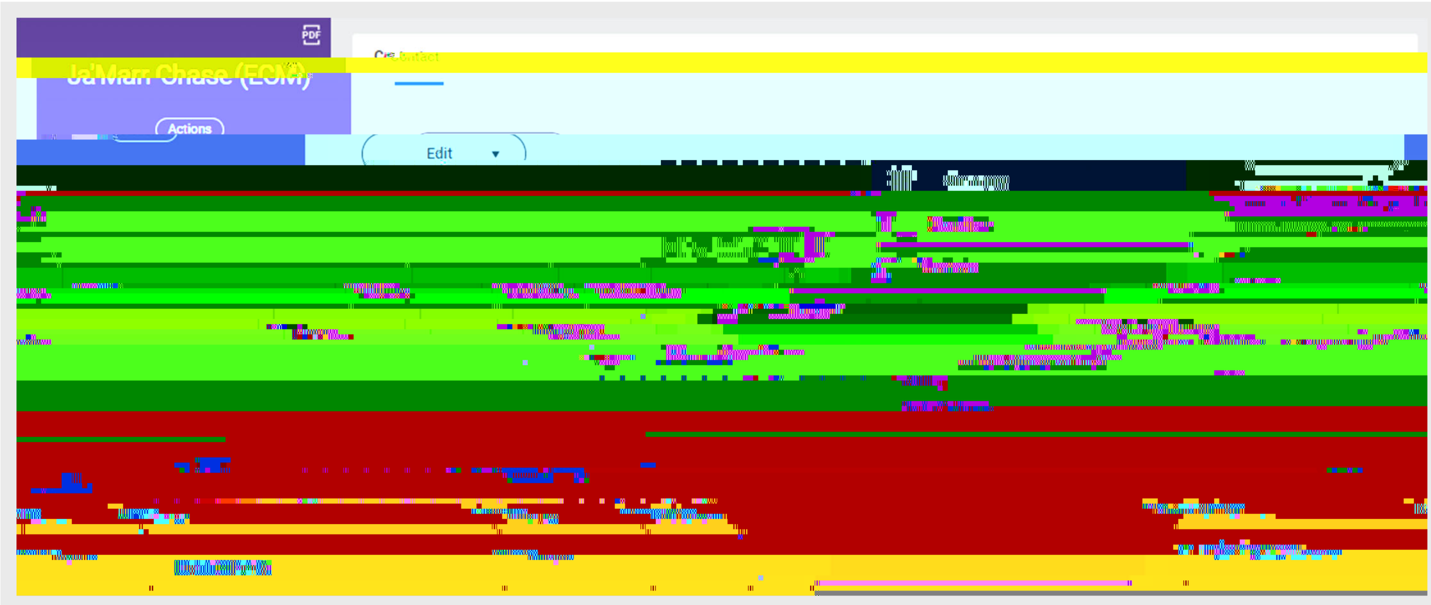
[redacted]

GLOBAL ADDRESS LOOKUP (COMING SOON)

Google Maps technology is integrated with Workday and provides real-time address suggestions whrkday6ated with8.0 Tw -3

CONTACT CHANGE FOR EXTERNAL COMMITTEE MEMBERS

The contact information for external committee members is split into two separate tasks, Change Home Contact Information and Change Work Contact Information. Previously, the Change Contact Information task allowed users to change work and home addresses on a single Edit External Committee Member Contact Information screen.



FILTER CRITERIA FOR REQUISITION, PURCHASE ORDER, AND CHANGE ORDER LINES

Select fields on the Goods Lines and Service Lines tabs are unstacked to display in separate columns. The change allows users to filter additional data on requisition, purchase order, and change order lines, enabling better