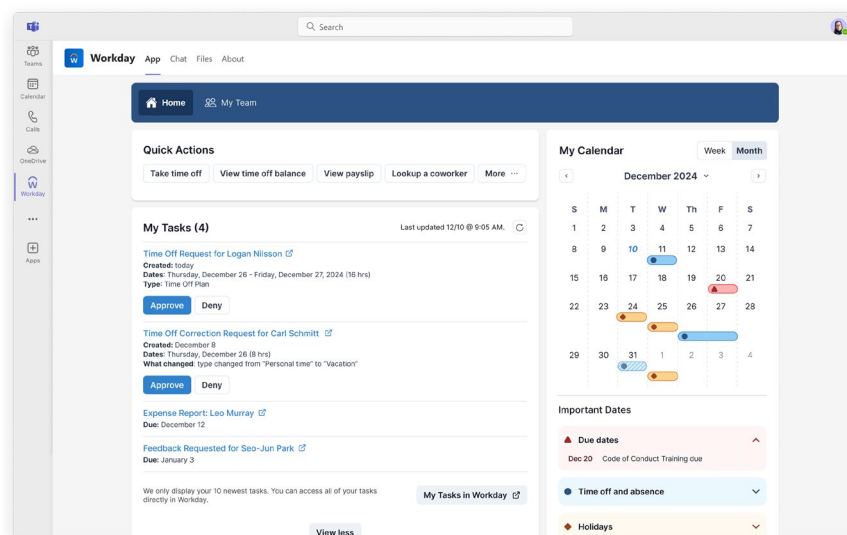


Workday Everywhere.

Did you know that, on average, employees have access to over 230 applications?¹ More than ever, employees want a connected, effortless, and disruption-free work environment. According to a study,² it takes *more than 23 minutes* to regain complete focus after an interruption. That loss in productivity can impede organizational growth and success.

To boost job satisfaction, performance, and productivity, organizations should provide a frictionless experience that helps employees stay focused. That's where Workday Everywhere comes in—seamlessly integrating with popular collaboration tools like Microsoft Teams and Slack to empower you and your teams to stay in the flow of work. With Workday Everywhere, employees have seamless access to common Workday tasks and insights through their preferred collaborative workspaces. This means employees can get their questions answered and managers can swiftly approve requests, resulting in extensive time savings by no longer needing to switch between apps.



Workday for Microsoft Teams. Workday Everywhere presents employees with a personalized dashboard to access and action tasks needing attention.

Key Benefits

- Minimize time spent finding and completing common HR tasks, improving employee productivity
- Take action on pending tasks, while staying in Microsoft Teams or Slack
- Empower managers with insights about their teams
- Decrease in HR case volume, lowering operational costs

Key Features

- **Quick actions:** Submit a time-off request, view payslip, view org chart, and more in seconds
- **Notifications:** Managers are instantly notified to take timely action on time-off requests, expense reports, learning enrolments
- **My Tasks:** Review and take action on pending Workday tasks
- **My Team:** Managers can review important insights about their teams, such as upcoming time-off, birthdays, work anniversaries, etc
- **My Calendar:** Easily view upcoming absence, learning due dates, company holidays, etc
- **Anytime feedback:** Instantly provide feedback and appreciation to colleagues and get notified when you or your team receive feedback
- Available on desktop and mobile app for Microsoft Teams and Slack

¹ [Okta Businesses at Work research](#)

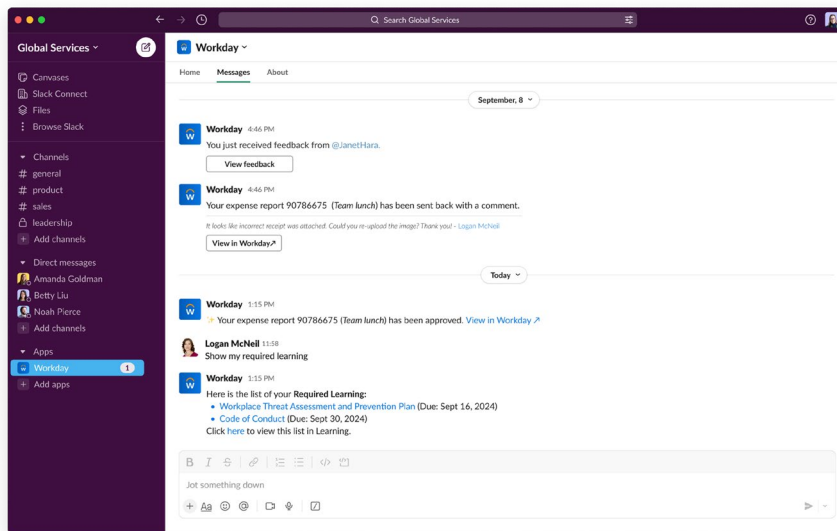
² [University of California-Irvine study](#)

Take quick action—anywhere, anytime.

With Workday Everywhere, employees can effortlessly manage routine tasks such as requesting time off, viewing payslips, looking up coworkers and even providing feedback, all within Microsoft Teams or Slack. Similarly, one-click approvals for time-off and learning enrolment requests empower managers to swiftly and efficiently handle these administrative tasks, freeing up time for what matters most.

Never miss what needs to be done.

Stay on track with real-time notifications in your collaborative workspace, without needing to constantly check different applications for updates. Whether your expense report got the green light or needs just a few tweaks, get nudged to always stay in the know. Now, never miss requests awaiting your approval, or even required learning courses that may be due for completion.



Workday for Slack. Receive instant notifications when you have actions to take or insights to view. Chat with Workday Assistant to perform common HR tasks.

Access key insights at your fingertips.

Stay informed about vital details, like your time off balance, upcoming company holidays and team members' scheduled time off. Celebrate milestones with ease, by keeping track of work anniversaries and other important events within your team.

Key Capabilities

Includes 75+ key capabilities from:

- Absence Management
- Time Tracking
- Talent Optimization
- Learning
- Worker Profile Management
- Payroll
- Procurement
- Projects
- Recruiting
- Staffing
- Benefits
- Workday Help

Key Results

- Notifications in Workday Everywhere have led to a 2x completion rate of manager approvals
- 1.5x improvement in time-to-approvals, saving almost a day on average
- Boosts employee engagement by 3x when the Workday app is pinned in collaboration tools like Microsoft Teams

Find information effortlessly, just ask.

Chat with Workday Assistant in Microsoft Teams or Slack to access your profile information, perform common HR tasks and learn more about company policies from knowledge articles.

Securely integrates with your IT ecosystem.

Workday Everywhere maintains our enterprise-grade security and privacy standards, ensuring the same level of protection as accessing Workday directly. Plus, enjoy faster, accurate data updated in your Workday tenant.

Simple, easy-to-set-up integrations.

Workday Everywhere delivers immediate value—no lengthy setups involved. It can be configured quickly, and it's already included in your HCM subscription.

Ready to transform your workflows? Get started today with the Workday Everywhere [admin guide](#).