Workday 2025 Release 1 Essentials.

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Understanding Workday Releases

Understanding Workday Releases

Workday, it's a living ecosystem that constantly evolves to meet the changing needs of organisations. Regular updates are a core part of this evolution, ensuring that your organisation benefits from the latest innovations and improvements. Every Workday release holds the promise of new potential for your organisation. By staying informed and embracing these updates, you ensure that you're maximising the value of your Workday investment.

This guide includes best practices for managing updates, change management strategies to drive adoption, and our highlights from the latest feature releases to help you plan and make the most of the new functions offered to your organisation.

The Workday ecosystem is a supportive one and you'll find lots of help and resources on Workday Community.

Workday Guidebook ▶

If you'd like more guidance our team is here to help. Get in touch.
www.preos.co.uk
info@preos.co.uk

Workday updates have previously followed a pattern of weekly service updates accompanied by more comprehensive biannual feature releases. However, in a notable shift, we see Workday increasingly introducing significant enhancements beyond the confines of its biannual release cycle.

What this means for Workday customers is that to stay ahead of the curve regarding new functionality, it is advisable to designate someone to conduct a weekly review of both the bug fixes implemented by Workday and the latest additions highlighted in the 'what's new' features.

Updates fall into two categories: mandatory and optional. Mandatory updates are the essentials – they keep your system secure and compatible. Then there are the optional ones which give you flexibility to decide if and when you want to adopt them. Some optional updates could become must-haves down the road as they become integral to functionality.

Best Practices For Getting The Most From Feature Releases

When it comes to embracing the potential of Workday's feature releases, a strategic approach from a technical standpoint can make all the difference. Following best practices will empower your organisation to fully leverage the capabilities of each new feature.

Consider the impact.

Review and focus on mandatory features and features that will have a large impact on the experience of your end users.

Forward plan.

Start releasing planning early and plan for items that are currently optional but will be mandatory in the next release so that you are well prepared.

Prioritise.

Focus on Workday functions which are being depreciated or retired. Review the features that solve current bugs or that are on your wish-list and plan lower priority items into your roadmap.

Make a schedule.

Make use of the tools in Workday like 'What's New' reports regularly, so that you are staying ahead of the curve and are well prepared.

Learn More ▶

Using Change Management To Your Advantage

Successful release management is about more than just technology – it's about guiding your people through the transformation and creating an environment where embracing new releases becomes second nature, driving your organisation's growth and success. Change Management strategies can help you do that:

Choose wisely.

Be selective about your communications including what you are communicating, who you are talking to and your communication method. You can configure announcements in Workday to be visible to select groups and tailor your messaging to the right audience. Select the best channel for communication - do your employees read emails? Or maybe it's better to make announcements on social channels where you can get some interaction and feedback.

Get personal.

When talking about the new release features, focus on the problems that they solve for your people, especially if you have had many support cases relating to the feature release.

Create training materials.

Offer training to those who must know and understand changes and monitor the completion of training. Remember that there are different learning styles.

Consider global vs. regional needs.

Communication language and style differ across the world. You may need to alter your communications based on local needs or with recommendations that the local teams can modify.

Look at the bigger picture.

Take a strategic approach to increase the adoption of Workday and new features. Monitor support cases and address the top 5 issues regularly and often. Use your Workday roadmap plan to help you plan for and release communications and training as early as possible.

Many companies use Workday as the front for their Intranet with case management, knowledge articles, announcements, and the learning module.

Learn More ▶

Maximising Workday Release Value with Workday Enhancement Services

Workday Enhancement Services (WES) is a post-go-live support and enhancement model explicitly designed for organisations using Workday. WES offers a strategic partnership between your organisation and Preos expert Workday team, led by a dedicated senior consultant who develops an in-depth understanding of your business needs.

Your consultant, backed by a full spectrum of Workday expertise, provides tactical support and strategic guidance while actively building your team's capabilities through knowledge transfer and hands-on collaboration. The result is a service that maintains your Workday system and strengthens your organisation's ability to manage and optimise it independently.

WES and Release Management

Your WES consultant works alongside your team to evaluate each release's potential impact on your organisation. They help identify and prioritise the features that align with your business objectives, creating a structured approach to implementation.

Through the release cycle, your consultant provides hands-on support with testing and deployment while transferring knowledge to your team. This collaborative approach ensures successful feature adoption and builds your internal capabilities for future releases.

By treating each release as a strategic opportunity rather than just a technical update, WES helps transform these biannual events from potential challenges into opportunities for system enhancement and team development.

Business Impact

WES transforms your Workday support from a maintenance activity into a strategic advantage:

- Faster issue resolution through expert support
- Proactive system improvements that drive business value
- Enhanced internal capabilities, reducing external dependencies
- Strategic alignment between Workday and business objectives
- Efficient release management and feature adoption
- Sustainable knowledge growth within your team

This approach ensures your Workday system continuously evolves while your team develops the expertise to drive this evolution independently.

Learn More ▶

Release Features 2025 R1

New Remove Invalid Time Off Entries Service step for Change Job

High impact

Moderate effort

Optional

FEATURE RELEASE AT A GLANCE

Workday delivers a new 'Remove invalid time off entries after job change' service step that you can add to the Change Job business process. This step should added after the completion step in your Business Process definition.

WHY THIS RELEASE MATTERS

Workday can now automatically remove approved time off entries in response to change job events when employees are no longer eligible for the time off or the entries are no longer valid working days for the employee. It removes the need for workarounds, manually navigating to employees' calendars and removing these entries. Since invalid time off entries can be automatically removed, it improves data accuracy, thus reducing impacts on reporting, balance calculations, integrations, and payroll processing.

OTHER INFORMATION

The service step does not impact in-progress requests and will not support corrections or rescinds to any Change Job or Assign Work Schedule events.

YOUR NEXT STEPS

Edit your Change Job business process definition and add the "Remove invalid Time Off Entries After Job Change" service step after the Completion step in your BP. After you add the step to your BP, run the task 'Evaluate and Process Events Impacting Absence' if you see a warning on the BP definition. (after it is run for the first time, Workday will auto-run this task every 15 minutes).

Optional, although recommended: Create a new rule based on the Correct Time Off Business process so that corrected time off entries due to the service step are automatically approved. This can be used for corrections triggered by your Change Job and Assign Work schedule. Remove Invalid Time Entries service steps. To do this, create a copy of your default Correct Time Off BP and remove all steps, leaving initiation only. You should also inactive any notifications on this BP; you can create a custom notification. Set up a rule-based BP configuration with a condition rule using the new available field. See the photos for guidance on the condition rule you should create.

Learn More

New Remove Invalid Time Off Entries Service step for Change Job

Step	Order	If	Type	Specify	Optional	Group	Additional Information	Routing Modifier	All	Run As User	Due Date	Due Date Is Based On Effective Date	Do Not Advance	Complete
	c	Only initiate if there are no pending Assign Organization events or Completed Organization events (including Reorganizations) that are later than the Job Change effective date. Only initiate if the parent process is pending or has completed but does not have a Change Organization task already started? (Workday Owned)	Action	Change Organization Assignments	No	HR Partner	Restriction: Subject Alternate: Alternate Approver	Proposed			2 Days		No	
	d	Is the worker an Employee and not Initiated by Change Contingent Worker Details? (Workday Owned) Pay Increase Exceeds Standard Guidelines?	Action	Propose Compensation Change	No	Compensation Partner	Restriction: Subject Alternate: Alternate Approver	Proposed			2 Days		No	Yes
	e		Service	Remove Invalid Time Off Entries After Job Change	No								No	

View Business Process Definition

Correct Time Off (Initiated by Remove Invalid Time Off Entries Service)

Effective Date	12/02/2025
Time Zone	GMT-08:00 Pacific Time (Los Angeles)
Rule Based Workflow Definition Name	Initiated by Remove Invalid Time Off Entries Service
Rule Based Definition	Yes
Most Recent Used Date	11/02/2025
Due Date	2 Days

View Diagram

Business Process Steps | Notifications | Allowed Actions by Role | Allowed Services | Related Links | Available Rules & I

Business Process Steps 1 item

Step	Order	Type	Specify	Optional	Group	Routing M
	a	Initiation		No		

Remove Invalid Time Off Entries Service step for Work Schedule Assignments

High impact

Moderate effort

Optional

FEATURE RELEASE AT A GLANCE

Workday delivers a new Remove Invalid Time Off Entries After Work Schedule Assignment service step that you can add to the Assign Work Schedule business process. This service step should be added after the completion step in your BP definition.

WHY THIS RELEASE MATTERS

Workday can now automatically remove approved time off entries in response to Assign Work Schedule events when workers are no longer eligible for the time off, or the entries are no longer valid working days for the workers. This removes the need for workarounds, manually navigating to workers' calendars and removing these entries. Since invalid time off entries can be automatically removed, it improves data accuracy, thus reducing impacts on reporting, balance calculations, integrations, and payroll processing.

OTHER INFORMATION

The service step won't reflect for any corrections or rescinds of the Assign Work Schedule event.

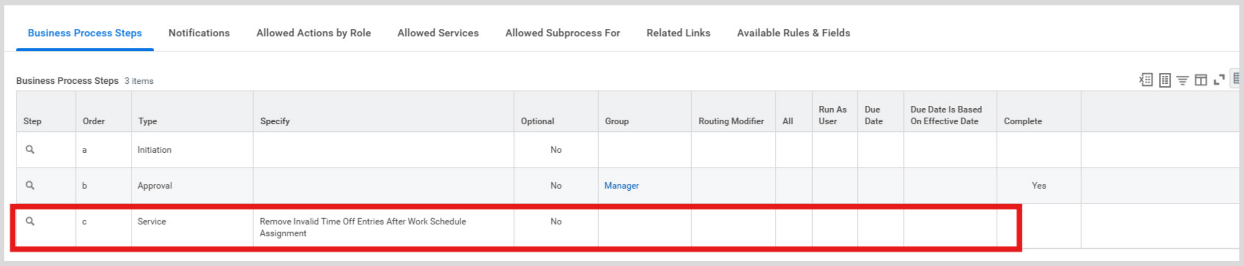
YOUR NEXT STEPS

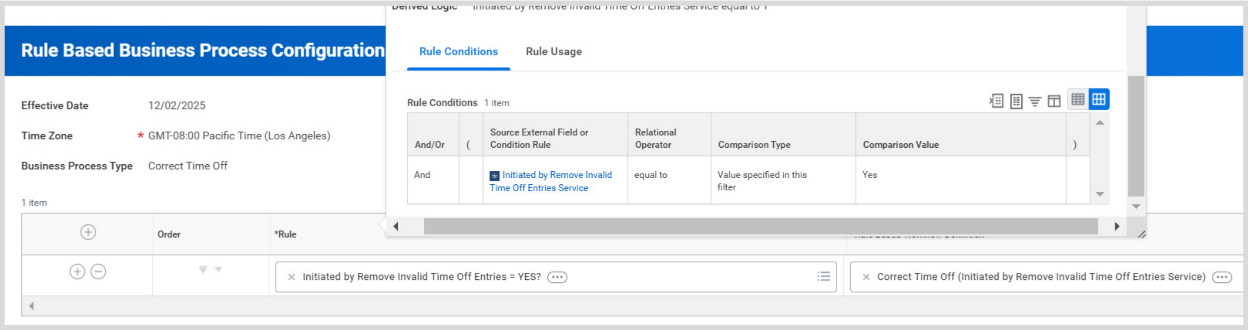
Edit the 'Assign Work Schedule' business process definition and add the Remove Invalid Time Off Entries After Work Schedule Assignment" service step after the Completion step in your BP. After you add the step to your BP, run the task "Evaluate and Process Events Impacting Absence" if you see a warning on the BP definition. After this is run for the first time, Workday will auto-run this task every 15 minutes).

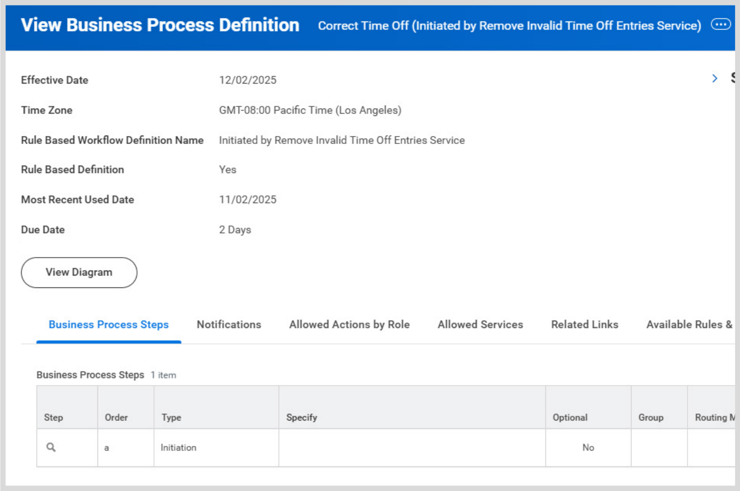
Optional, although recommended: Create a new rule based on the Correct Time Off Business process so that corrected time off entries due to the service step are automatically approved. This can be used for any corrections triggered by your Change Job and Assign Work schedule Remove Invalid Time Entries service steps. To do this, create a copy of your default Correct Time Off BP and remove all steps, leaving initiation only. You should also inactivate any notifications on this BP; you can create a custom notification. Set up a rule-based BP configuration with a condition rule using the new available field. See the photos for guidance on the condition rule you should create.

Learn More

Remove Invalid Time Off Entries Service step for Work Schedule Assignments







Start and End Times now available on Absence Tables

Moderate impact
Moderate effort
Optional

FEATURE RELEASE AT A GLANCE

With this release, you can configure the ability for workers to enter start and end times on time off requests against absence tables when they enter time off via Request Absence or via Time Entry.

WHY THIS RELEASE MATTERS

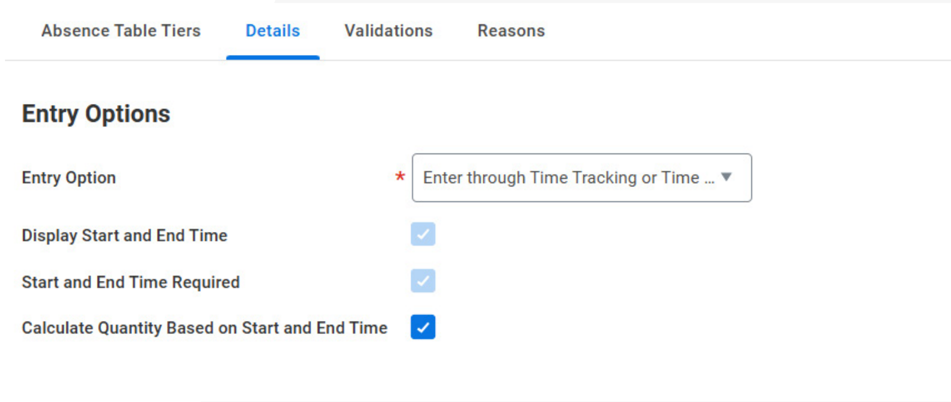
This feature lets you track when workers plan to be away from work. This can improve reporting and help streamline integrations with planning tools. Within Workday Scheduling, the Scheduling Optimization Engine can use this data to generate schedules considering worker availability.

YOUR NEXT STEPS

To use this feature, you must first configure the new Absence Calendar Experience. Workday doesn't enable you to enter start and end times against absence table requests on the legacy absence and time off calendars. Once completed, when you Create a new Absence Table or Edit an existing Absence Table, you can configure start and end times:

'Display Start and End Time' and 'Start and End Time Required' can be selected when the entry option is 'Enter through Time Off Only' to determine whether workers can enter start and end times.

The 'Calculate Quantity Based on Start and End Time' can be selected for any entry option when all tier plans are hour-based.



Learn More

New Absence Report Fields

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday releases two new fields to support leave of absence validations and supporting data:

- Days Between Leave Start Date and Today
- Total Units Requested for Current Leave Including All Leave Types and Time Offs Associated with the Current Leave Type

WHY THIS RELEASE MATTERS

This allows customers to build more robust leave validations and provide better supporting data to approvers.

Learn More

New Webservices to Support Accrual Expiration Override

Low impact | Low effort | Optional

FEATURE RELEASE AT A GLANCE

Workday is releasing two new web services to support updating accrual expirations.

WHY THIS RELEASE MATTERS

This will allow bulk uploads for accrual expiry overrides, reducing the need for manual intervention where there are many overrides required.

YOUR NEXT STEPS

Configure access to the new web services on the Worker Data: Time Off (Adjustments and Override) domain.

Learn More

Holiday Calendar Event Days Calculations

Low impact | Moderate effort | Optional

FEATURE RELEASE AT A GLANCE

Workday delivers new instance value calculations (IVCs) that you can use in accruals to reference the number of holiday calendar events the worker is eligible for within the balance period. The new fields are:

- Worker: Holiday Calendar Event Days in Current Balance Period
- Worker: Holiday Calendar Event Days in Current Period

WHY THIS RELEASE MATTERS

This can help with giving accurate accruals when the employee is part time or to meet other regulatory requirements.

YOUR NEXT STEPS

Update any accruals or time off plans to utilise the new fields.

Learn More

Configurable Visibility of Pools and Budget Wheels in Compensation Reviews

Moderate impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Enhances the manager experience by allowing the hiding of compensation review pool and budget wheel graphics from specific user groups. This flexibility means that directors and above can view budget wheels, while managers below the director level cannot see them during compensation review planning.

WHY THIS RELEASE MATTERS

This gives you the flexibility to hide pool and budget wheels from configurable populations of compensation review users.

YOUR NEXT STEPS

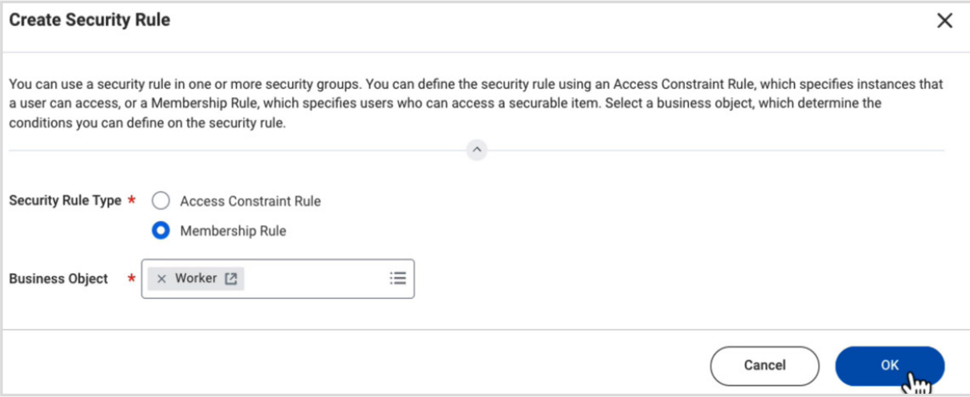
Remove security groups from the new security domain in order to hide pool and budget data from those groups. (View Compensation Review Pool Data in the Advanced Compensation functional area)

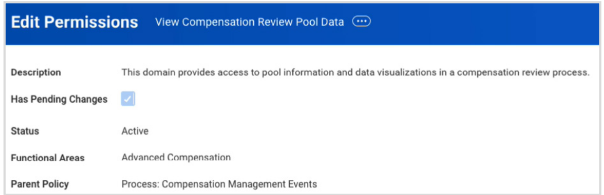
OTHER INFORMATION

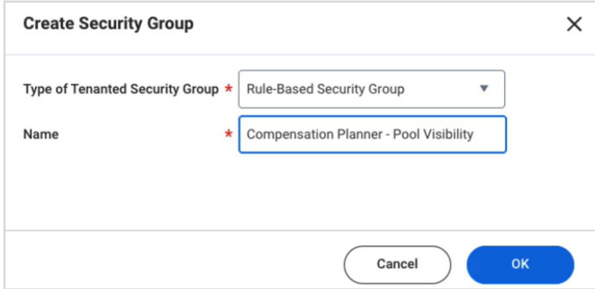
What happens if I do nothing?
Workday assigns security groups with access to view pool data and budget wheels to the new domain to maintain your current access.

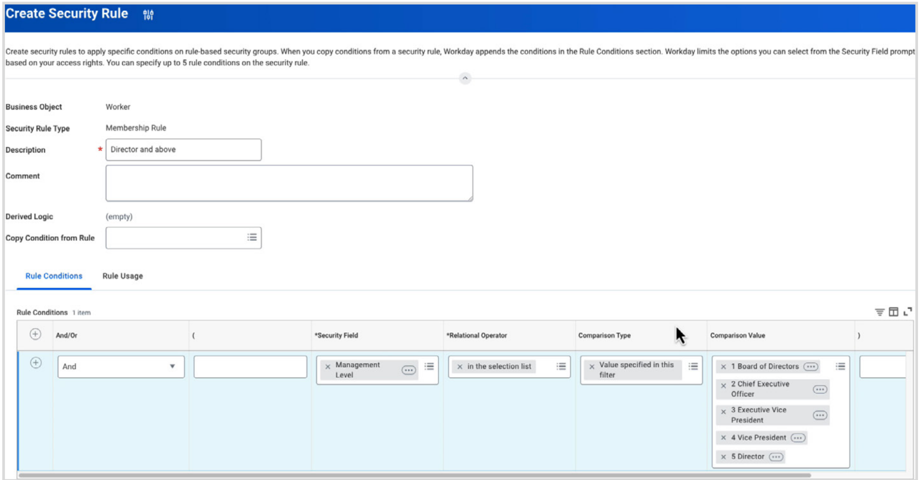
Learn More

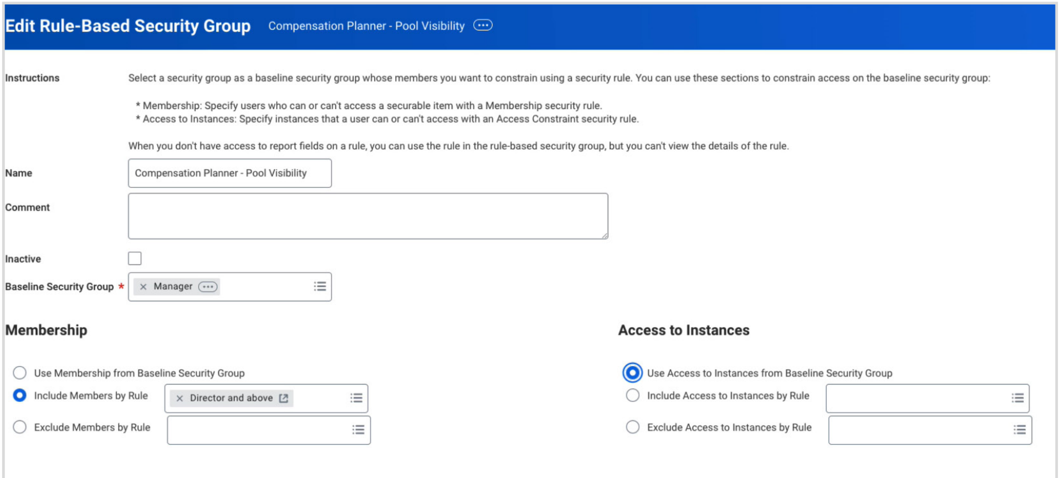
Configurable Visibility of Pools and Budget Wheels in Compensation Reviews











Infinite Scrolling on Compensation Review Grid

Low impact | No effort - automatic | Optional

FEATURE RELEASE AT A GLANCE

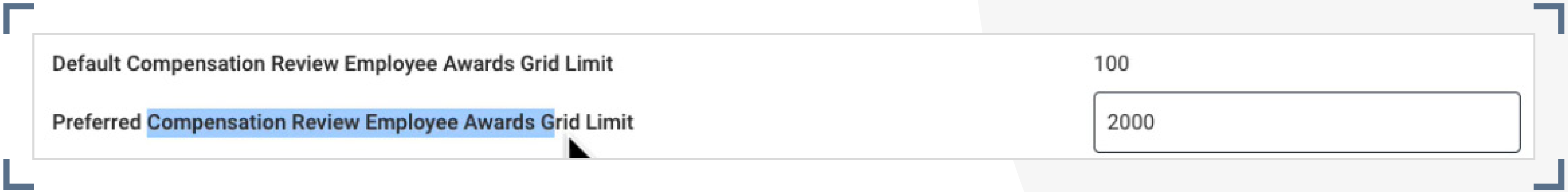
Workday makes it easier to review compensation for large organisations by enabling infinite scrolling for any grids with over 50 rows and no subgrids.

WHY THIS RELEASE MATTERS

Workday enhances compensation review for large organisations by enabling infinite scrolling for grids with over 50 rows and no subgrids. This feature improves performance and makes employee assessment more intuitive and efficient.

YOUR NEXT STEPS

You can configure how many rows Workday displays on subsequent groups.



EFFECTS ON OTHER AREAS

Reporting

New mass actions added to the Advanced tab on the Copy Standard Report to Custom Report task allow increasing custom search report results to 2000 rows. These include actions for planners, controllers, and the Compensation Administrator to view more than 500 employees in the search report, enhancing data visibility and management.

Learn More

Edit To Do Task

Low impact

No effort - automatic

Mandatory

FEATURE RELEASE AT A GLANCE

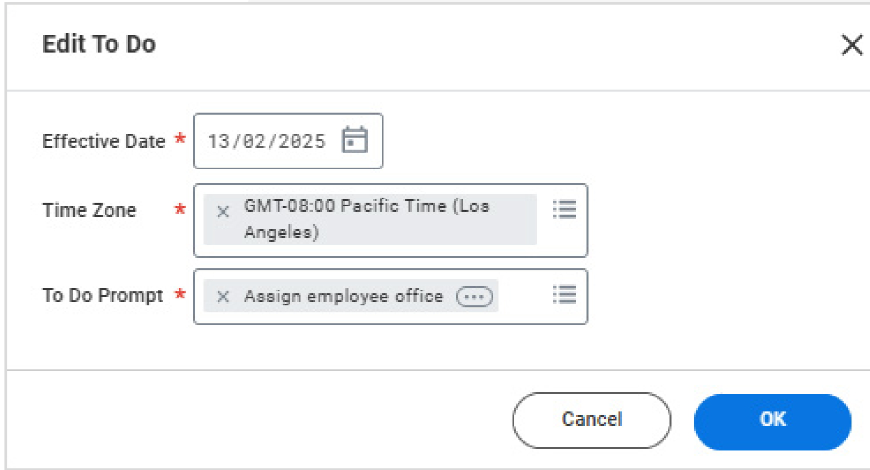
Workday has created a new task called "Edit To Dos" to enable you to make changes to Workday To-Dos.

WHY THIS RELEASE MATTERS

This is an improved experience than the existing Maintain To Dos task, as it enables you to search for the specific To Do rather than scrolling through the full list to find the relevant item. In the Edit To Do screen, you can then make all the standard changes to your To-Do, such as adding and formatting instructional text and adding a Task for user completion.

YOUR NEXT STEPS

This feature is automatically available. You won't experience any change except for the ability to search for the standalone Edit To Do task or view the related action to edit To Dos.



Learn More

Function: HCM

Change Job New User Experience for Corrections

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday have enhanced the Change Job experience, by applying an updated layout when you Correct a Change Job event.

WHY THIS RELEASE MATTERS

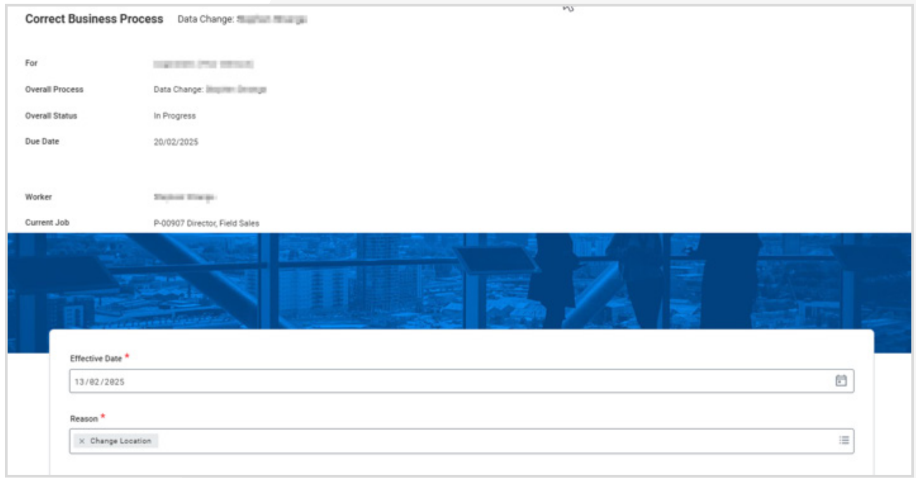
This brings the correction of a change job experience in line with other Change Job tasks by using a consistent and simplified layout and UI.

YOUR NEXT STEPS

This simplified and consistent layout is only available if the original event used a Change Job template with the "Enable Enhanced UI for this Template" check box selected.

Next steps therefore depend on your current set-up. If you are using Change Job templates, review each one and ensure the "Enable Enhanced UI for this Template" check box is selected.

If you do not currently use Change Job Templates, this functionality can be incorporated when you design and roll out templates.



Learn More

Custom Conditions in Docs for Layouts

Low impact

No effort - automatic

Optional

FEATURE RELEASE AT A GLANCE

You can now create custom condition rules to control the visibility of content when Editing or Creating a Document Layout. Note this is NOT related to Workday Docs.

WHY THIS RELEASE MATTERS

You now have greater flexibility when creating or editing a document layout, to use custom condition rules to determine how the document should be designed.

YOUR NEXT STEPS

You don't need to do anything - next time you create or edit an existing document, these new options will be available to you.

OTHER INFORMATION

If you choose not to create a custom condition, you can continue to use boolean data type conditions, which are automatically available from the report source associated with the document layout and display on the conditions tab.

Learn More

Tasks and Reports in Search

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday have improved the search user experience by enabling Workday Assistant to recognise more search queries that return tasks and reports in the search results.

WHY THIS RELEASE MATTERS

Very often the search results presented by Workday when you search for words in the Toolbox, are not what you expect to see. The improvements made in this Release enable Workday Assistant to recognise each individuals common searches and language used, thereby returning search results that are more likely to be the items you are searching for.

YOUR NEXT STEPS

You must enable the Assistant Innovation Service and opt-in to the Task and Report Data data contribution.

- Access the Innovation Services Opt-In task
- Select People Experience: Workday Assistant and click OK
- Opt into the Task and Report Data data selection, opt-in, and click OK
- Click Done

OTHER INFORMATION

Workday plan to release typeahead functionality that automatically completes your search query.

Learn More

Supervisory Organisation Editable on the Change Job Business Process

Moderate impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

With this update, Workday enhances the Review task on the Change Job business process when transferring an employee to a new Manager, by enabling the user to amend the Supervisory Organisation field.

WHY THIS RELEASE MATTERS

This change will allow for greater accuracy when moving employees between managers, especially in organisations with constantly changing structures. It should be noted that the Current Manager in a review step cannot amend the new Supervisory Org, only the Receiving Manager can.

Also worth calling out that at the time this guide is released, this new functionality is not working perfectly! Ensure thorough testing before turning this on in Production and keep an eye on Workday Release Notes.

YOUR NEXT STEPS

This update is only available to clients who are already using Change Job Templates and have opted in to use the new Change Job experience. If you have both of those already in use, you will not need to take any further action.

Learn More

Configure Optional Fields for Change Job

Moderate impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

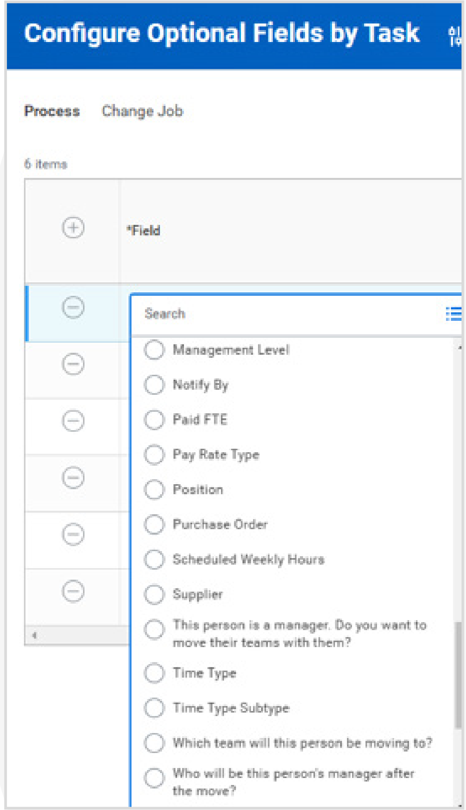
Workday has added more fields to the Configure Optional Fields task for Change Jobs.

WHY THIS RELEASE MATTERS

This enables you greater flexibility to hire fields you don't want to see, require more mandatory fields where necessary, and control visibility to different security groups.

YOUR NEXT STEPS

- From the Configure Optional Fields task, select the Change Job functional area.
- Configure the fields for your company.
- Test your configuration and update your training materials.



Learn More

Custom Business Process Validations on Worksheets

Moderate impact

No effort - automatic

Optional

FEATURE RELEASE AT A GLANCE

Custom business process validations now trigger on some Worksheets, helping to reduce manual effort and ensure data accuracy.

WHY THIS RELEASE MATTERS

By selecting "Validate all" on the following standalone worksheets, any custom business process validations on the workflow will also trigger, thereby ensuring the correct validations are performed automatically:

- Change Job
- Change Organization Assignments
- End Contract Contingent Worker
- Termination

YOUR NEXT STEPS

here's no additional setup required in order to use this feature. If you've configured custom business process validations, they'll now trigger when you select the Validate All button on worksheets.

OTHER INFORMATION

This update doesn't include Org Studio worksheets.

Learn More

Job Description Generation on Job Profile

Moderate impact

Moderate effort

Optional

FEATURE RELEASE AT A GLANCE

With this release, Workday delivers Job Description Generation on Job Profile, enabling you to create job descriptions using generative artificial intelligence quickly.

WHY THIS RELEASE MATTERS

Not all organisations have detailed Job Descriptions against each Job Profile. Where this is the case, this new functionality would enable Workday to use AI to auto-generate a proposed Job Description by using the following data points entered into the job Profile:

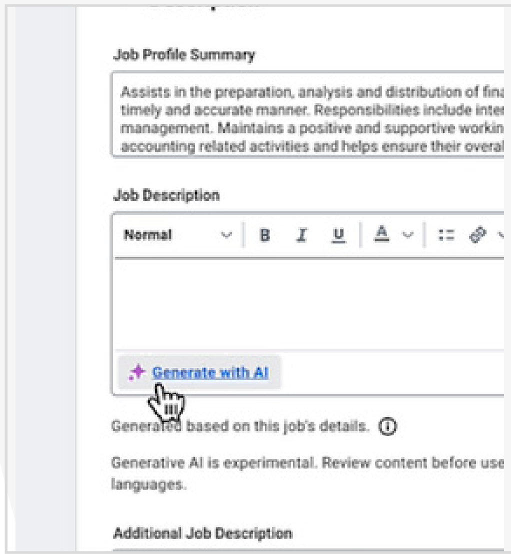
- Job Profile Name
- Company Name
- Preferred Display Language

The benefit to using this is that there would be some context for each Job Profile, based on ever developing AI. This would bring uniformity and consistency to your templates, should you decide to use it, without the need for manual input.

It is worth nothing this functionality is not yet available in all languages, at present it is restricted to English (USA), French (Canada), French (France), German (Germany), German (Switzerland), Japanese (Japan), Korean (Korea) and Spanish (Neutral).

YOUR NEXT STEPS

Set up depends on your client tenant. Follow the "Learn More" button for guidance on the various elements you need to review and activate in order to use this functionality.



Learn More

Change Job Templates New User Experience on Mobile

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

This release enables you to leverage the simplified user interface in mobile for change job templates with subprocesses.

WHY THIS RELEASE MATTERS

With this changes you can now see the simplified screens and layouts in the mobile app when users launch processes that include these sub-processes:

- Assign Collective Agreement
- Change Organisation Assignments
- Propose Compensation

This brings the mobile app in line with the desktop experience and makes completion of tasks on mobile far easier.

YOUR NEXT STEPS

You don't need to do anything. This update is automatically available. Be sure you are using the most recent mobile application version. If not, some features or functionality may not be available.

Learn More

Configure Additional Address Components

Low impact | Moderate effort | Optional

FEATURE RELEASE AT A GLANCE

Workday continues to improve how you configure address components by country, giving you greater control over address information to meet the needs of your organisation.

WHY THIS RELEASE MATTERS

Workday has provided additional fields within the Maintain Address Components by Country task, enabling you to add country/company specific address fields, which you can then relabel to suit your needs.

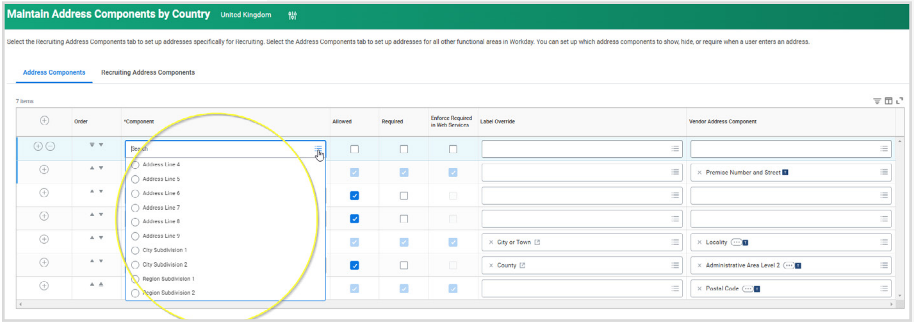
This has been a long awaited enhancement that should help many clients.

The main watch out though is NOT to make any changes or add fields until you have checked with all downstream systems that they can accommodate the changes, especially your payroll systems.

YOUR NEXT STEPS

Before adding address components check that all integrated systems can accommodate the changes.

Once you are ready to go, the functionality is automatically available when you use the Maintain Address Components by Country task.



Learn More

Machine Learning Compensation Plan Recommendations for Hire

Moderate impact

Moderate effort

Optional

FEATURE RELEASE AT A GLANCE

Workday expands the use of machine learning to recommend compensation plans first delivered in 2024R2. Workday has extended this machine learning functionality to the Compensation Plan prompt during the Hire business process.

WHY THIS RELEASE MATTERS

Workday is trying to help users maintain data accurately with the introduction of this new feature. As an example, when running a Propose Compensation Hire and the user selects to add an Allowance Plan, Workday will suggest up to 5 compensation plans that the employee could be eligible for. It might therefore suggest a Car Allowance, a Housing Allowance or a Meal Allowance, for the user to select from.

The Machine Learning will make the recommendations based on either the user making the change and the plans they assign most frequently, or the worker receiving the assignment, based on eligibility, job profile or location.

Workday of course takes into account both eligibility and security when deciding which options to suggest.

YOUR NEXT STEPS

For details of how to opt-in to this feature, please follow the "Learn More" link. Most important for you to take note of is that the changes may take up to 2 weeks to be activated once you have opted in, and you have to opt in separately for each tenant.

Learn More

Rescind Manage Job Profile Business Process

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

With this release, Workday enables you to rescind a Manage Job Profile business process event.

WHY THIS RELEASE MATTERS

Completed Manage Job Profile business process events can now be rescinded, and restore data to it's previous state.

YOUR NEXT STEPS

Unconstrained security groups can be granted access to rescind events that are completed using the Manage Job Profile business process. These can also be rescinded using the Mass Rescind task.

Note, it is not possible to rescind changes made to job profiles before the Manage Job Profiles business process was introduced.

OTHER INFORMATION

What's Coming Next

Workday plan to enable you to correct Manage Job Profile business process events.

Learn More

Function: HCM

Manager Insights Hub

Moderate impact | Low effort | Mandatory

FEATURE RELEASE AT A GLANCE

With this release, Workday enhances the Manager Insights Hub by adding buttons for hiring and staffing tasks, along with a new card to view in-progress hire events.

WHY THIS RELEASE MATTERS

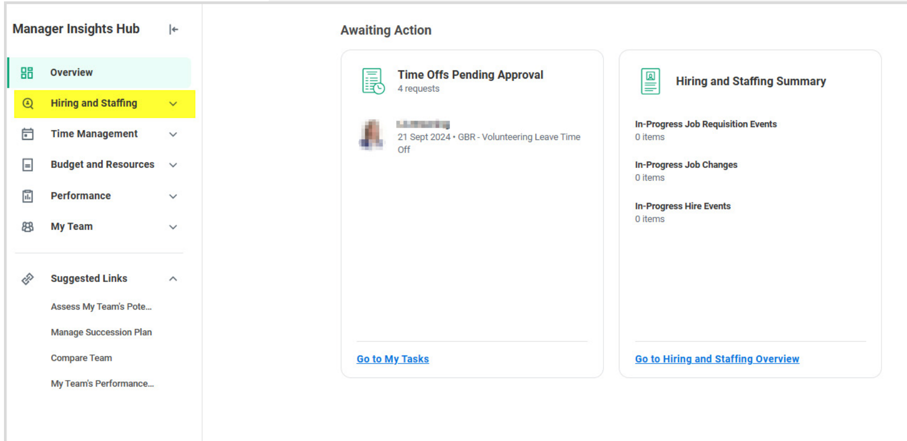
Critical manager tasks are further consolidated as Workday enhances the Manager Insights hub helping managers support their team.

YOUR NEXT STEPS

New buttons for staffing and hiring tasks and a new In Progress Hire Events card have been added to the Manager Insights Hub as well as a new View Org Chart button.

Contract Contingent Worker and Add/End Job buttons have been added under Tasks and Reports.

With these updates, manager self service is further promoted and simplified by bringing tasks into one location.



Learn More

Enhanced Offboarding Resignation User Experience

Low impact

Moderate effort

Mandatory

FEATURE RELEASE AT A GLANCE

The offboarding experience has been enhanced by improving employee self-service resignation usability.

WHY THIS RELEASE MATTERS

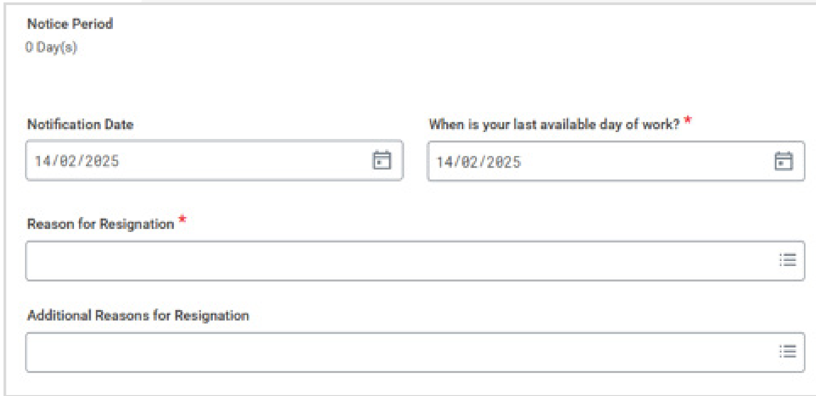
By enhancing usability and guidance for self-service for the resignation process, the Offboarding user experience is improved.

YOUR NEXT STEPS

To ensure more timely offboarding processes and prevent delays or downstream issues for HR or Payroll a number of changes to the user interface and field labels have been made - these are designed to support employees completing the resignation process through self-service without requiring additional support. Guided experience has been added to the resignation process as well as renaming fields for clarity; for example *Proposed Termination Date* becomes When is your last available day of work?

Submit and Withdraw resignation tasks have been added to the global search, making self service more accessible.

Tenant branding can also be applied to ensure a seamless employee experience, from start to finish.



Learn More

Help Article Version History

Low impact

No effort - automatic

Mandatory

FEATURE RELEASE AT A GLANCE

This feature allows you to view the version history for Workday Help articles and more easily manage those with multiple versions.

WHY THIS RELEASE MATTERS

Version History allows you to manage Help articles more efficiently, particularly when there are multiple versions. This includes information such as last updated date and the author of each article version.

Learn More

Administrator Security for Compensation

Low impact

Low effort

Mandatory

FEATURE RELEASE AT A GLANCE

Workday enhances security for specific reports so that only administrators who are part of business process compensation security policies or have access to the appropriate compensation domains can view sensitive worker compensation information.

WHY THIS RELEASE MATTERS

Safeguards sensitive information related to worker compensation.

YOUR NEXT STEPS

The changes are automatically available. However, you may need to configure security settings for certain administrators to restore or limit access to sensitive worker compensation information.

OTHER INFORMATION

What's Coming Next

Workday intends to enhance this functionality for Business Process Administrators by expanding it to additional reports in a future update, including but not limited to the Find Events task.

Learn More

Percent-Based Commission Plans for MBT and Web Services

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday expands the percent-based commission plan functionality introduced in Workday 2024R2. It enables percent-based commission plans to integrate with Manage by Basis Total (MBT) compensation. Additionally, Workday updates web services to support these commission plans.

WHY THIS RELEASE MATTERS

You can now include percent-based commission plans as part of an MBT compensation basis.

YOUR NEXT STEPS

Add percent-based commission plans to your MBT compensation basis or to the web services.

EFFECTS ON OTHER AREAS

What Happens if I do Nothing?
Nothing. Workday works the same as in previous updates.

Learn More

Templates for Propose Compensation Hire

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

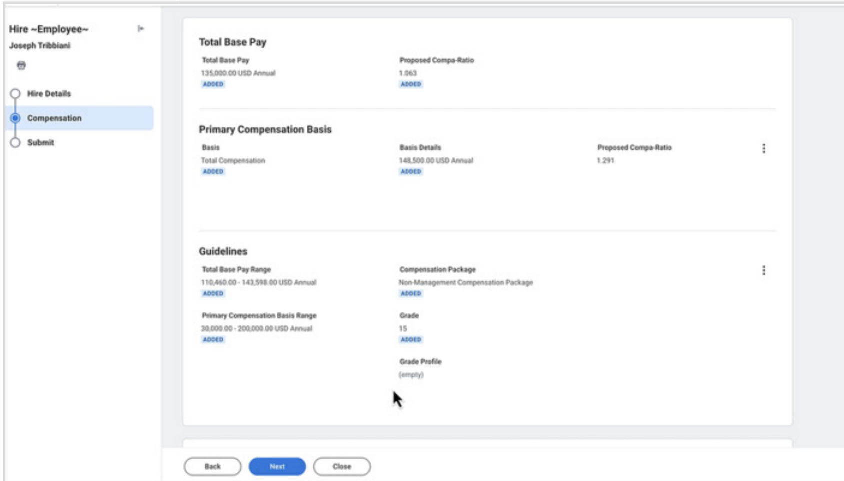
Workday is enhancing the manager experience for compensation, starting with the Propose Compensation Change business process introduced in Workday 2024R1. To utilise compensation change templates for new hires, merge the Propose Compensation Hire business process with the Hire business process and take advantage of the improved user interface for hiring.

WHY THIS RELEASE MATTERS

This feature reduces manual data entry, increases data quality when assigning compensation, enhances flexibility and efficiency, and allows you to hide certain sections or fields to meet your business requirements.

YOUR NEXT STEPS

Access the Maintain Compensation Change Templates task to configure the display of specific sections and fields for Propose Compensation Hire within the enhanced user interface for Hire.



Learn More

Individual Target Improved User Interface for Funded Plans

Low impact

Moderate effort

Optional

FEATURE RELEASE AT A GLANCE

Workday 2025R1 makes it more intuitive when assigning compensation plan targets during a compensation change using the enhanced user interface first delivered with Workday 2024R1. You can now select the plan target or specify a target override for bonus, merit, and stock plans.

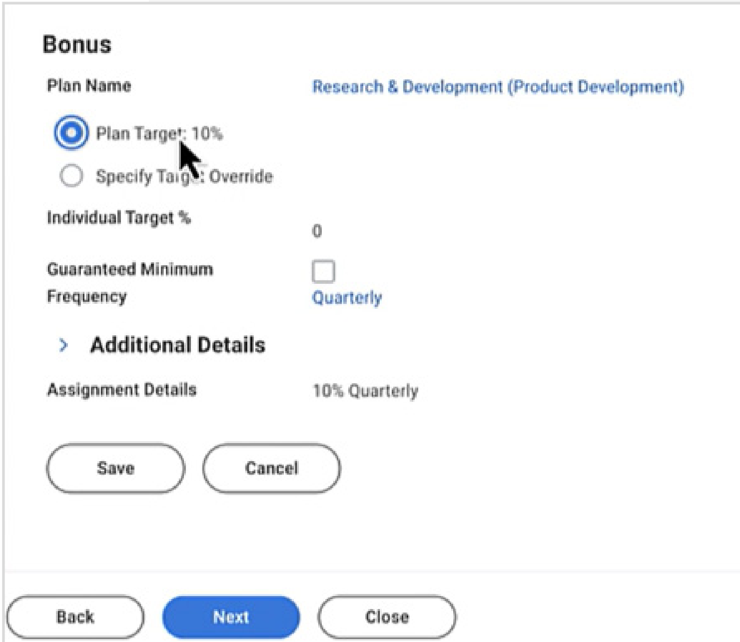
WHY THIS RELEASE MATTERS

The new feature is more intuitive and provides greater flexibility when assigning individual targets for funded compensation plans like bonuses, merit, and stock that allow target overrides.

YOUR NEXT STEPS

Use the enhanced user interface for these business processes:

- Change Job
- Hire
- Request Compensation Change



Learn More

Propose Compensation Hire as Substep of Hire with Enhanced User Interface

Low impact | Moderate effort | Optional

FEATURE RELEASE AT A GLANCE

Workday has enabled the Propose Compensation Hire business process, which can now be integrated as a step within the Hire process. With the improved user interface for hiring, available in the 2024R2 update, you can now propose compensation during the hiring of a new employee.

WHY THIS RELEASE MATTERS

Workday has made it easier to propose compensation for new hires. The system now allows for consolidating the Propose Compensation Hire business process with the Hire business process.

YOUR NEXT STEPS

- Access the View Business Process Type for Hire.
- Select Business Process > Configure Consolidated Template.
- Add Propose Compensation Hire as a Business Process Type.
- Add Propose Compensation Hire as a step in the Hire business process

Learn More

Defaulting Based on Changes to Guidelines

Moderate impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

This update increases the flexibility of the Enable Defaulting Based on Changes to Guidelines tenant option. You can now apply the option to one or more business processes.

WHY THIS RELEASE MATTERS

Increases flexibility to choose specific business processes to apply compensation defaulting within the Compensation section.

YOUR NEXT STEPS

If you originally selected this setting, Workday displays Change Job (Propose Compensation Change) for the Business Process. If you want this capability applied to other processes, select them from the list.

Learn More

Onboarding Experience on Workday Home

Moderate impact

High effort

Optional

FEATURE RELEASE AT A GLANCE

With this release, Workday continues to enhance the functionality and usability of the Workday Home page by introducing a new onboarding experience. Users can now view their onboarding plan progress directly on the home page and quickly access links to their plans.

Additionally, you have the option to enable or disable this feature in the Home Page Settings tab if needed.

WHY THIS RELEASE MATTERS

This allows employees to easily navigate onboarding with quick access via Workday Home, from the Employment Agreement/Offer stages through to Onboarding.

YOUR NEXT STEPS

To configure the onboarding plan and activate the new experience, go to the Home Page Settings within the Home Cards Workspace report.

Workday automatically enables the onboarding experience for you. If you wish, you can disable this feature by unchecking "Enable Onboarding" on the Home Page Settings page.

We recommend updating your training materials to reflect these change.

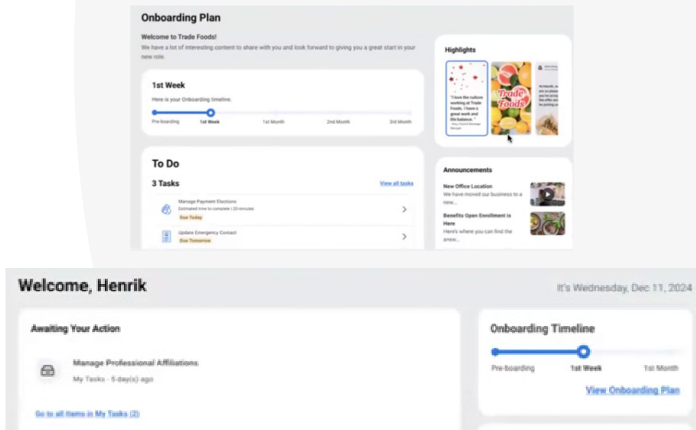
EFFECTS ON OTHER AREAS

Can also be setup and triggered at the stage of Employment Agreement and/or Offer, based on security of tasks to be included.

OTHER INFORMATION

What Happens if I do Nothing?

You won't notice any changes in Workday if you don't take action.



Learn More

Mass Populate Worker Profiles with Skills

Moderate impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday has introduced the Mass Populate Worker Profile Skills feature. This allows organisations to populate worker profiles with skills based on either explicit or suggested skills from primary job profiles. This feature is applicable to workers who meet specific criteria and enhances the use of Skills Cloud by proactively adding skills to profiles. As a result, it increases awareness and engagement with skills data.

WHY THIS RELEASE MATTERS

This feature enables your organisation to proactively load skills onto worker profiles, maximising the use of Skills Cloud. Notifications sent to workers upon task completion enhance awareness and engagement with their skills data, thereby improving its accuracy.

YOUR NEXT STEPS

To enable Skills Cloud:

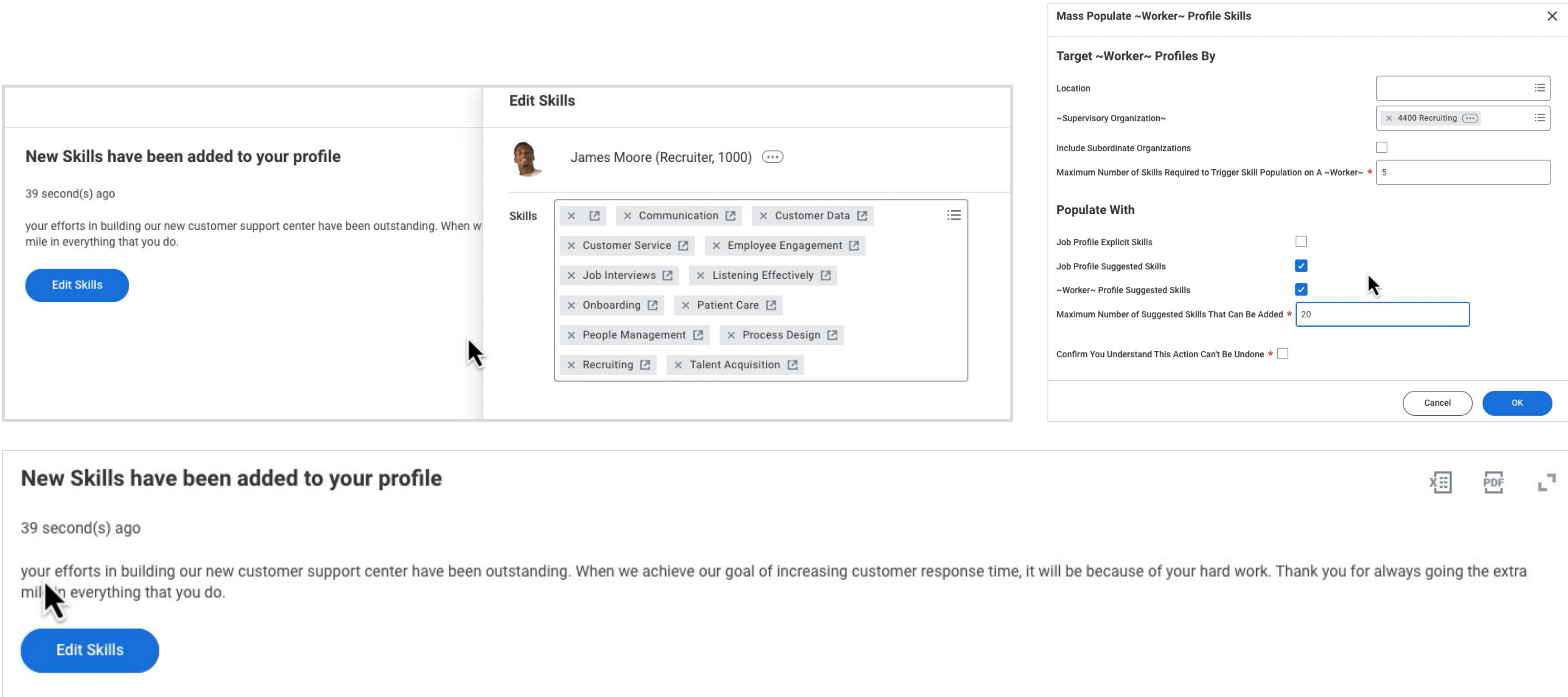
- Configure the Set Up: Maintain Skills and Experience domain.
- Configure the Set Up: Mass Populate Worker Profile Skills domain.
- Enable Suggested Skills for Job Profiles.
- Configure the notification workers receive when this task adds skills to their profile in the Maintain Skills and Experience task.

OTHER INFORMATION

What's Coming Next:
With a future release, Workday plans to add suggested skills to worker profiles as an additional source for mass-populating worker profiles with skills.

Learn More

Mass Populate Worker Profiles with Skills



Configure Optional Fields Task for Skills to Develop on Development Items

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday added the 'Skills to Develop' field to the Configure Optional Fields task, allowing you to hide this field on the development items that Workday displays by default.

WHY THIS RELEASE MATTERS

This customisation enhances the user experience by providing flexibility in displaying development item fields.

YOUR NEXT STEPS

To hide the "Skills to Develop" field in Workday, follow these steps:

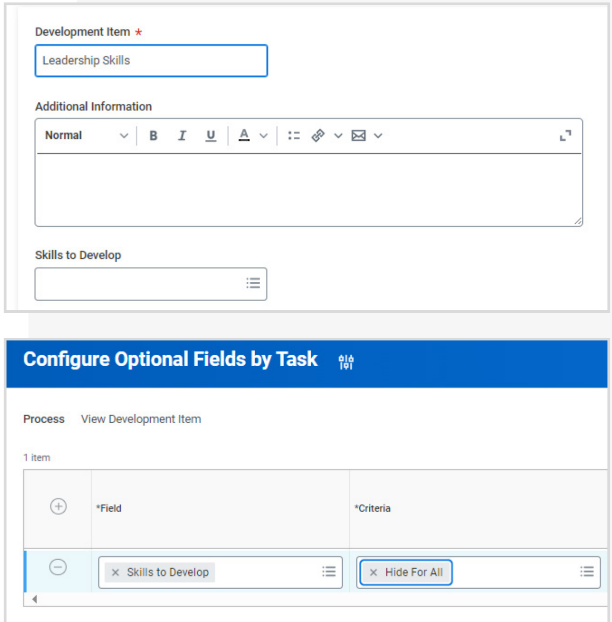
1. Go to the "Configure Optional Fields" task.
2. Select either the "Career and Development Planning" or "Performance Enablement" functional area.
3. Choose the "View Development Item" option.

This will hide the field across all development items, including when creating, editing, or reviewing them.

OTHER INFORMATION

What Happens if I do Nothing?

The Skills to Develop field will continue to be available on development items.



Learn More

Feedback Sharing Custom Label

Low impact

No effort - automatic

Optional

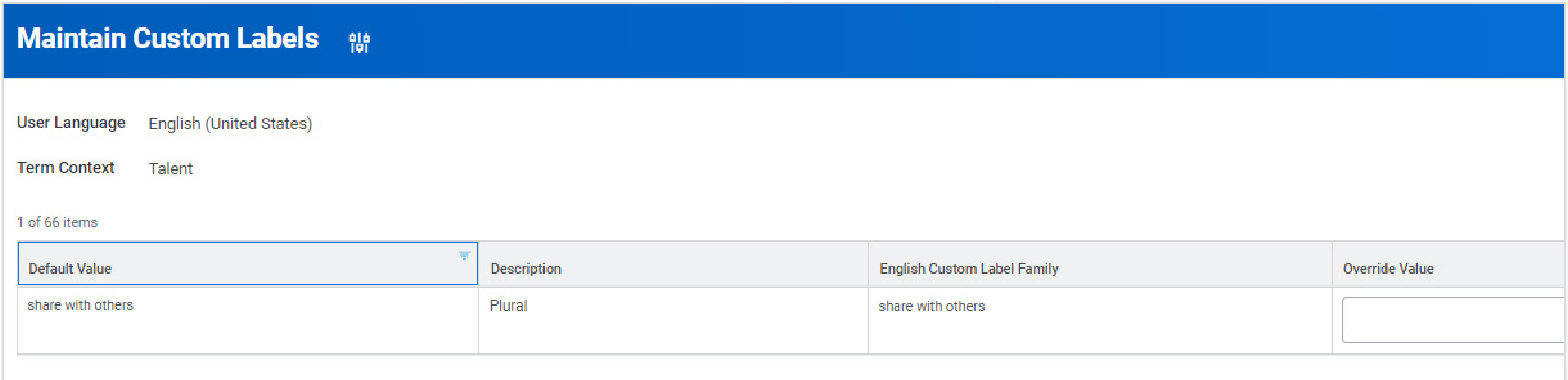
FEATURE RELEASE AT A GLANCE

Workday enable you to provide a custom label for Share with others on feedback tasks.

WHY THIS RELEASE MATTERS

Workday include the default Share with others term for nonprivate feedback in the Talent term context for the Maintain Custom Labels task.

You can use the Maintain Custom Labels task to rename Share with others to a term that better meets your organisation's needs.



Learn More

Advance Steps in the Assess Skills Business Process

Moderate impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday enhances business process management by enabling the completion of skill assessments, even when some steps remain unfinished. This feature promotes flexibility and resilience in maintaining skill assessment data, resulting in more efficient and effective processes.

WHY THIS RELEASE MATTERS

This allows you to maintain skill assessment data and complete assessments even if one or more steps in the Assess Skills process are incomplete.

YOUR NEXT STEPS

Set up Skills Cloud. To initiate the Mass Advance Business Process task, you must be in a security group with access to the Manual Advance action in the Who Can Do Actions on Entire Business Process section of the business process security policy.

OTHER INFORMATION

Workday recommends reviewing your notification configurations within the business process and modifying or turning off notifications when mass-advancing business process steps.

Learn More

Mass Operation Skill Assessments

Moderate impact

Moderate effort

Optional

FEATURE RELEASE AT A GLANCE

Initiate skill assessments for up to 50,000 workers at once.

WHY THIS RELEASE MATTERS

This feature saves time and reduces friction in capturing skill assessment data by enabling you to initiate skill assessments for many workers.

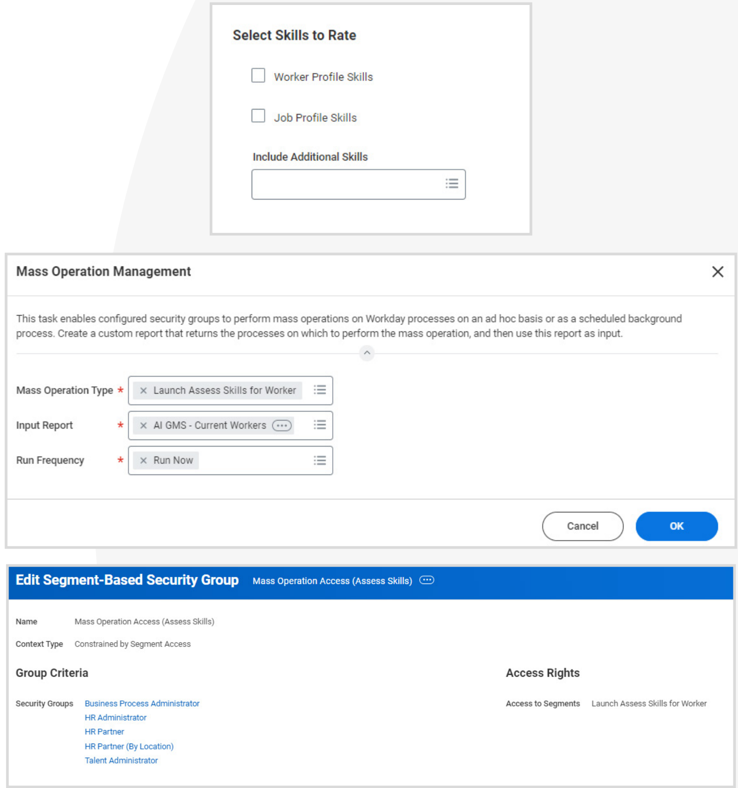
YOUR NEXT STEPS

To set up a custom input report for workers, use the Indexed All Workers report as the data source. Create a segment-based security group for executing the "Launch Assess Skills for Worker" mass operation type, as well as for the Skills Cloud and the Assess Skills business process definition. This can be done using the "Create Business Process Definition" task. It is recommended to run this operation on a desktop.a desktop.

OTHER INFORMATION

What Happens if I do Nothing?

If you do nothing, you can't use the Launch Assess Skills for Worker Mass Operation Type to initiate multiple skill assessments.



Learn More

Non-US English Locales on External Career Sites

Low impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Workday has improved the candidate experience by allowing the configuration of the external career site with non-US English locale options. This change enables candidates outside the United States to enter dates in the DD/MM/YYYY and YYYY/MM/DD formats, which aligns with their local date conventions.

WHY THIS RELEASE MATTERS

Enabling candidates to enter dates in the local format:

- Enhances the candidate experience by removing confusion, leading to a smoother and more intuitive job application process.
- Supports localisation on a global scale by ensuring regional language and date preferences are respected.
- Improves data accuracy by minimising errors during the job application process, and reducing the risk of incorrect submissions.

YOUR NEXT STEPS

On the Edit External Career Site task, you can select English (United Kingdom) and/or English (Canada) from the Languages prompt to allow for the change in date format based on the candidate's locale.

Learn More

Enhanced Candidate Tracking for Recruiting Agency User

Low impact

Moderate effort

Optional

FEATURE RELEASE AT A GLANCE

Recruiting agency users have improved candidate tracking capabilities, offering essential information in a more accessible and organised way.

WHY THIS RELEASE MATTERS

Granular Status Updates

Recruiting agency users can now access more detailed status updates on their candidate's job applications. Agency users can now view the job application stage and step in one custom report, improving efficiency by reducing the need to contact recruiters for status updates.

Interview Scheduling Details

Recruiting agency users can now view finalised interview scheduling details to communicate with candidates effectively. Users can view key interview scheduling details in one report, simplifying the process of arranging interviews outside of Workday Recruiting. You can use the new Report Fields to access these interview scheduling details:

- Interviewers
- Start Time
- End Time
- Location
- Interview Type

YOUR NEXT STEPS

To set up your custom report, follow these steps:

1. Access the Create Custom Report task and assign a name to your new report. It is recommended to set it up as an Advanced custom report.

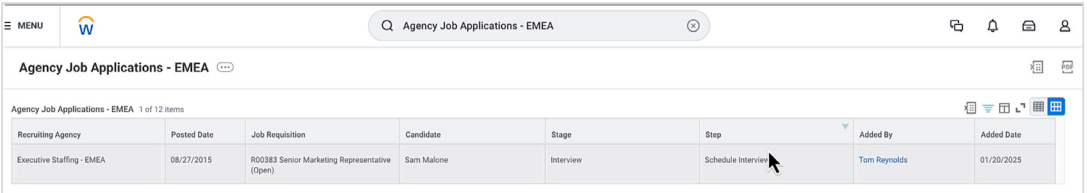
2. Add the necessary fields from the relevant business objects. You can include any of the following fields:
   - Job Application > Job Application Stages
   - Job Application > Job Application Steps
   - Interview Sessions > Interviewers
   - Interview Sessions > Interview Date
   - Interview Sessions > Interview Start Time
   - Interview Sessions > Interview End Time
   - Interview Sessions > Interview Type

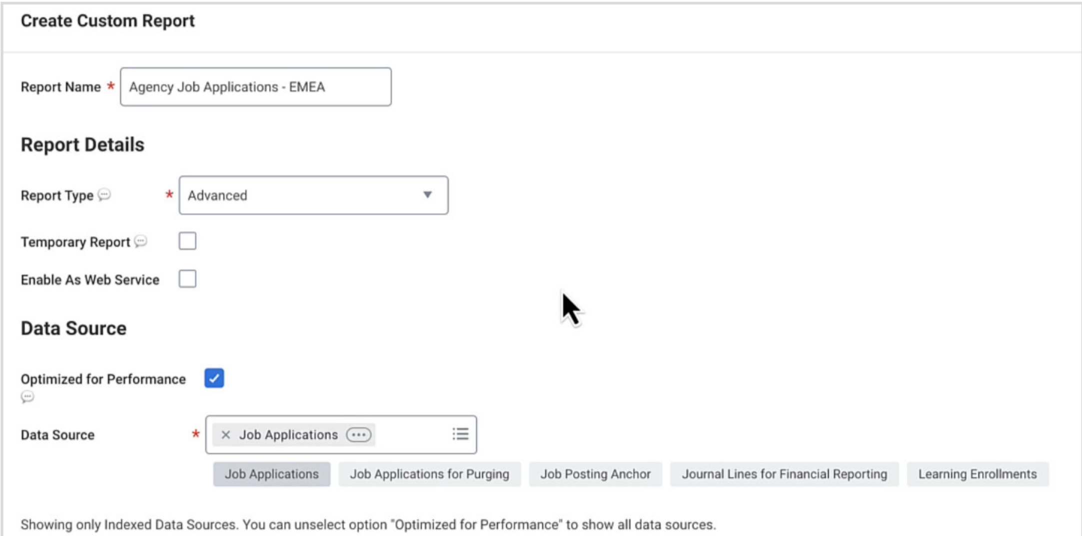
3. Under the Filter tab, select the recruiting agency or agencies for this report:
   - Choose 'Recruiting Agency' from the selection list.
   - Specify the value for this filter by selecting the appropriate [Agency Names].

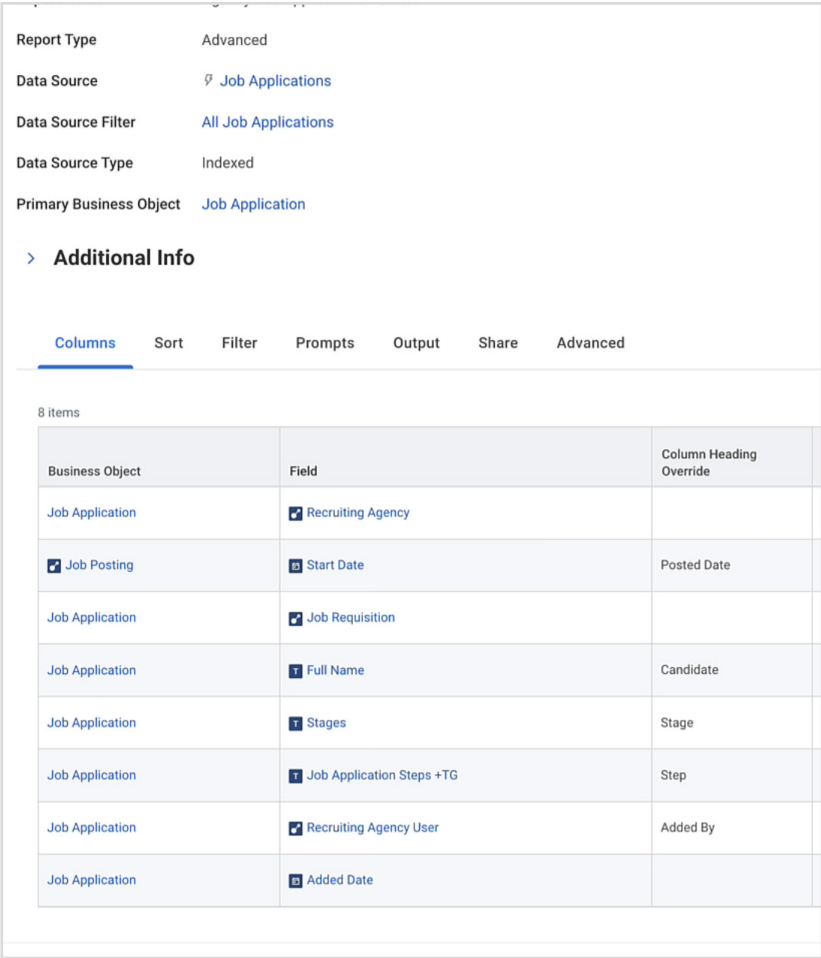
4. Once you have completed the setup, it is advisable to test your custom report using the test button to ensure that all the fields you added are populating as expected.

Learn More

Enhanced Candidate Tracking for Recruiting Agency User







Business Object	Field	Column Heading Override
Job Application	Recruiting Agency	
Job Posting	Start Date	Posted Date
Job Application	Job Requisition	
Job Application	Full Name	Candidate
Job Application	Stages	Stage
Job Application	Job Application Steps +TG	Step
Job Application	Recruiting Agency User	Added By
Job Application	Added Date	

Multiple Language Search for Job Description and Job Posting Title

Moderate impact

Low effort

Optional

FEATURE RELEASE AT A GLANCE

Multi-language search has been enabled for translated job postings, including the job description and job posting title on external career sites. This feature allows candidates to find job opportunities in their preferred language.

WHY THIS RELEASE MATTERS

- Improves the candidate experience by allowing candidates to search for jobs in their preferred language.
- Expands the talent applicant pool by attracting a range of candidates, increasing the likelihood of finding the best talent.
- Ensures legal compliance by making job opportunities accessible in multiple languages, as local labour laws require.

YOUR NEXT STEPS

To enable candidates to search for the Job Posting Title and Job Description on the external career site:

- Edit the Find Jobs for External Career Sites report. On the Sort tab, select the Sort by Relevance check box.
- Translations to the searched language need to be available.
- If previous steps have already been taken, then this feature is automatically available on the External Career Site.

Learn More

Validation Message for Send Message Task

Moderate impact

No effort - automatic

Mandatory

FEATURE RELEASE AT A GLANCE

A validation message is added to the Send Message task on the Candidate Grid to limit the number of candidates you can email through the task.

WHY THIS RELEASE MATTERS

Limiting the number of candidates you can email at once to 1,000 through the Send Message task improves communication between recruiters and candidates by minimising the chance of emails being flagged as spam.being flagged as spam.

YOUR NEXT STEPS

Automatically available.

Learn More

Effective-Dated Time Entry Templates

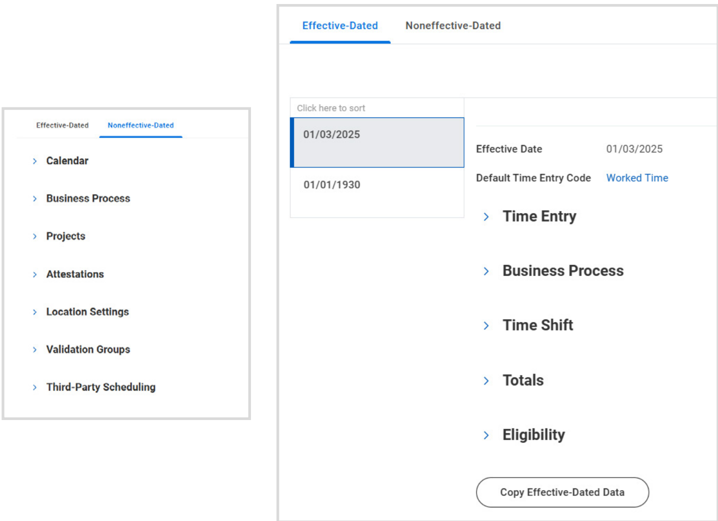
High impact

No effort - automatic

Mandatory

FEATURE RELEASE AT A GLANCE

You can make effective dates changes to your time entry template configurations enabling you to get ahead with making changes before they come into effect. You will also be able to view current, past, and future effective-dated configurations to easily track changes over time.



WHY THIS RELEASE MATTERS

You can now add future dates when making time entry template changes so that you can easily adapt to workforce changes driven by policy and regulatory shifts. If you have a change coming into effect on 1st August, you can now effective date this configuration change ahead of time. This will help minimise retroactive manual adjustments.

Workday will automatically convert all your time entry templates under this realise with effective-dated configuration with an effective start date of 1930-01-01. You can change this date and any available configurations on the templates. A new Copy Effective-Dated Data button on the View Time Entry Template report lets you copy effective-dated time entry template configurations and make any changes with a new effective date.

Fields within the header of the time entry template are not effective dated. All time entry templates will now be consolidated into two tabs (see image).

Useful reporting option:

A new All Time Entry Template Effective Dates report (secured to the Set Up: Time Tracking domain in the Time Tracking and Time Tracking Hub functional areas) also comes with this new feature, allowing you to view all effective-dated configurations for all time entry templates in a single report.

Learn More

New Workday Time Kiosk App for Time Tracking Customers

Moderate impact

Major effort

Optional

FEATURE RELEASE AT A GLANCE

Workday has delivered a new Workday Time Kiosk App. This is not an additional cost and is included with the Workday Time Tracking subscription.

WHY THIS RELEASE MATTERS

With this new App, Workers can check in and out at a central location without using a personal mobile device. This simplifies time recording when workers in your business don't all own mobile devices or have the Workday App. The App also provides a reliable backup option for time recording during unforeseen circumstances. It's available during Workday scheduled downtime (up to 30 days) so that workers can record time whenever they work.

Currently, the App only supports logging in via Employee ID. Workers can check in/out, including breaks and meals, and the App also supports early check-in restrictions. Support for attestations is planned for 2025 (official rollout TBC).

A network (Wi-Fi) connection is required for the App to work, and it is only supported on Apple iPads using IOS 15.0 or later. Workday is exploring Android options, but there is currently no further information or planned date for this option.

YOUR NEXT STEPS

Time Tracking customers can get the link to download the app from the Administrator Guide and the Workday release note. If you wish to deploy this option, the Time Kiosk app will require integration support for the initial setup. Still, it should not require any additional integration support on an ongoing basis unless you delete the app from the iPad, which would require some setup again.

Learn More

Workday Renames Request Overtime to Time Requests

Moderate impact

Moderate effort

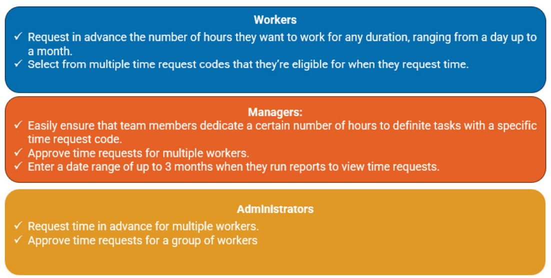
Mandatory

FEATURE RELEASE AT A GLANCE

'Request Overtime' has been renamed to 'Time Requests' throughout the tenant. The typical Overtime Request code will be removed from the Time Entry Template and will instead be automatically converted into a time code group.

If you had a time entry template with an overtime request code that used the same time tracking eligibility rule as a time code group, Workday will move the overtime request code to that time code group for you.

If not, Workday creates a new time code group with the overtime request code using this naming convention for the time code groups: [Overtime Request Code name] for [Eligibility Rule Name] - Workday created.
When configuring (create/edit) Time Requests, there is a new validations tab for you to configure validations for the time request code; some options include requiring comments for requests, allowing time requests to cross the week breaker, requiring Advance Notice for requests, Daily limits, Allowed Days of the week and much more, with severity levels and customized error messaging for each validation.



WHY THIS RELEASE MATTERS

The photo highlights the key features that Request Time will provide workers, managers and Administrators. The Request Time feature will improve the process for requests requiring preapproval.

For the My Team's Time Requests and Time Requests reports, you can now enter a date range that is less than or equal to 3 months, improving your reporting options to view time request details for historical and future dates.

YOUR NEXT STEPS

Due to the automatic conversion of Overtime Requests to Time Request Codes, ensure that the Request Time code is in an appropriate time code group and any validations are created (if needed) once this feature hits Production.

Note that:

- The validations configured on the time request code aren't effective dated. Any changes to the validations are in real-time.
- In/out and Hours only time requests can't overlap. However, in/out time requests can overlap with hours-only time requests.
- Currently, Workday doesn't re-calculate time calculations upon approval of requests, which means backdated approvals will still require manual timesheet re-calculations. There is a brainstorm for this improvement.

Learn More

Payroll Hub Update

High impact | Low/Moderate effort | Optional

FEATURE RELEASE AT A GLANCE

Workday continues to update the Global Payroll Hub, whereby you can view and take action on real-time vendor-provided payroll data for multiple third-party systems in one place.

WHY THIS RELEASE MATTERS

Workday continues to improve the payroll experience for clients looking after multiple countries' payrolls by reducing the time and effort required to log into multiple third-party systems to get information about payroll processing and perform time-sensitive actions.

YOUR NEXT STEPS

Third party payroll supplier must build rest APIs for the landing page that Workday displays and sends to the external payroll system unless they are on Workdays Platinum Partner list.

Learn More

Payroll Processing update

Moderate impact

No effort - automatic

Mandatory

FEATURE RELEASE AT A GLANCE

Foundational changes to improve the processing of payroll reports.

WHY THIS RELEASE MATTERS

Faster production of certain reports and the timely completion of specific tasks.

Learn More

Global Payroll Connect

High impact | Moderate effort | Optional

FEATURE RELEASE AT A GLANCE

Enhancements to the connection between Workday HCM and the external payroll system.

WHY THIS RELEASE MATTERS

GPC now introduces the enhancement of implementing API technology to do 'real-time' integration.

YOUR NEXT STEPS

For new customers using Workday, the ideal choice is the new Payroll Connect. For existing customers currently utilising PECI, the advantage of switching to Payroll Connect is that it offers real-time integration instead of just daily updates. However, it's important to note that implementing this change requires a certain level of effort.

Learn More

The Value Of Strategic Workday Release – A Case Study

After a recent Workday feature release weekend, a prominent UK bank encountered an unexpected change to its Workday home screen in production, affecting all users.

The sudden change to their Workday home screen, while surprising, prompted a period of adjustment for users and temporarily disrupted their daily operations.

This incident highlighted the significance of planning and communicating for feature releases, emphasising the potential risks of an undefined update process and its possible effects on employee well-being and efficiency. It also stressed the importance of a coordinated approach to release management.

The learning experience

The bank's experience serves as a compelling example of the value of thorough release planning. It reinforces the significance of not only understanding the technical aspects of feature releases but also recognising their broader impact on user experience and organisational operations.

What they did next

The bank recognised the need to enhance the process for handling regular Workday feature releases, acknowledging that their existing approach hindered them from fully capitalising on new features. Post-incident, the bank sought assistance from Preos to establish a robust release management framework. Preos initiated a thorough investigation into the bank's existing release management procedures. Our collaboration centred on aligning these existing procedures with the Workday release cycles. This alignment concentrated on diverse aspects, ranging from feature and impact analysis to deployment, testing, change management, communication, and training.

The outcome

The outcome was twofold: internal confidence in their ability to navigate release processes grew, and concerns about unforeseen issues or audit complications lessened considerably.

Furthermore, this newfound approach enabled the bank to reap the benefits of Workday's weekly service updates. By establishing a structured framework for analysing features and patches, they were able to assess impacts and execute controlled implementations in production.

Overall, the experience highlighted the merits of a thorough release management strategy, leading to smoother transitions, bolstered internal confidence, and a more collaborative relationship with the evolving features of Workday.

Read The Full Story

Feature Release FAQs

Can I customise new features to fit my organisation's needs?

New features are designed to provide value out of the box, however, some features can be shaped to match your specific needs. You can tweak settings, workflows, and more. Workday provides guides to help you fine-tune these features. But remember, while customisation is possible, there might be limitations to help maintain system stability and ensure compatibility with future updates. As such, it's recommended to follow best practices and consult an expert when considering customisation of new features.

Can I roll back or revert to a previous version if a new feature causes issues?

Workday typically offers mechanisms that allow you to revert to a previous iteration if a newly introduced feature encounters compatibility or functionality issues. This recourse ensures that your organisation can restore the familiar configuration until any concerns are addressed. However, it's important to note that not all features may be reversible, and therefore careful consideration and planning are needed during the release window.

Will our users need extra training for new features?

It depends on the complexity of the new features and how they integrate with your existing processes. Workday aims for intuitive design, but more intricate functionalities might benefit from some user training. Workday often provides resources like documentation, videos, and tutorials to help users adapt smoothly.

Can I text new workday features in sandbox before deploying them?

Using sandbox to test new features is a recommended practice. It allows you to evaluate how new functionalities will work in your specific context before rolling them out to your production environment. Regular testing in the sandbox is advisable before implementing any significant changes or updates in the production environment. It helps identify issues early and ensures a smoother transition.

Have a question? Email our team at info@preos.co.uk and our experts will come back to you.

Embracing releases offers you improved features, enhanced performance, and heightened security. The Workday ecosystem is a supportive one and you'll find lots of help and resources on Workday Community.

Workday Community ▶

If you have any questions about Release Features 2025 R1 or Release Management, our team of experienced Workday consultants is here to help.Get in touch.

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