Preos Guide to Workday 2025 R2.

Curated by Workday experts
with effort vs. impact analysis
to guide your priorities.

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Understanding Workday Releases.

Workday is 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.

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

A Note from Our Head of Workday Enhancement Services.

Verity Gooch, Head of Workday Enhancement Services at Preos

After 20+ years in global HR systems and supporting dozens of Workday releases, I've learned that the challenge isn't understanding what's new, but knowing what to do about it.

Workday Enhancement Services

Every release cycle brings familiar hurdles:

"We're three releases behind and don't know where to start."
"Which of these 100+ updates matter for our business?"
"We need more than a quick fix; we need a plan."

These challenges show why organisations must drive strategic value from Workday – and those organisations that do get ahead of releases do three things:

- **Start with strategy** - align updates to business goals, then prioritise for impact
- **Treat releases like projects** - engage stakeholders and communicate early
- **Invest in their people** – and use each release to build internal capability

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This is where **Workday Enhancement Services** (WES) makes a difference. WES blends issue resolution with continuous system enhancements. You're paired with a dedicated, highly experienced consultant who understands your tenant and business. They go beyond fixes to:

- Prioritise updates that align with your goals
- Spot opportunities for enhancement
- Share best practices to upskill your team

With this approach, release management becomes structured and manageable, ensuring updates deliver outcomes.

On the following pages, you'll find advice for tackling releases, plus handpicked updates with effort vs. impact ratings to help you focus where it matters most. For more guidance, our team is here to help.

Learn More

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.

Prioritise.

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

Plan Ahead.

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

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.

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.

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.

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.

Learn More

Release Features 2025 R2.

HCM

Correct Action for Worker Data Business Processes.

Moderate Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

With this release, Workday allows you to correct the following business processes that have Personal Action Request (PAR) data elements:

- Edit Government IDs
- Legal Name Change
- Personal Information Change

WHY THIS RELEASE MATTERS

- The current way of correcting data submitted in these business processes requires you to enter new business processes - this can cause redundant notifications and approvals (can also make the worker profile look untidy).
- Making these business processes correctable helps reduce these problems and supports the collection of accurate worker data.

YOUR NEXT STEPS

- Opt-in required.
- It is recommended to test and communicate these changes to the targeted workforce.
- Correcting a BP can have downstream impacts. Thus, it is recommended to start by providing this access to Administrators.

OTHER INFORMATION

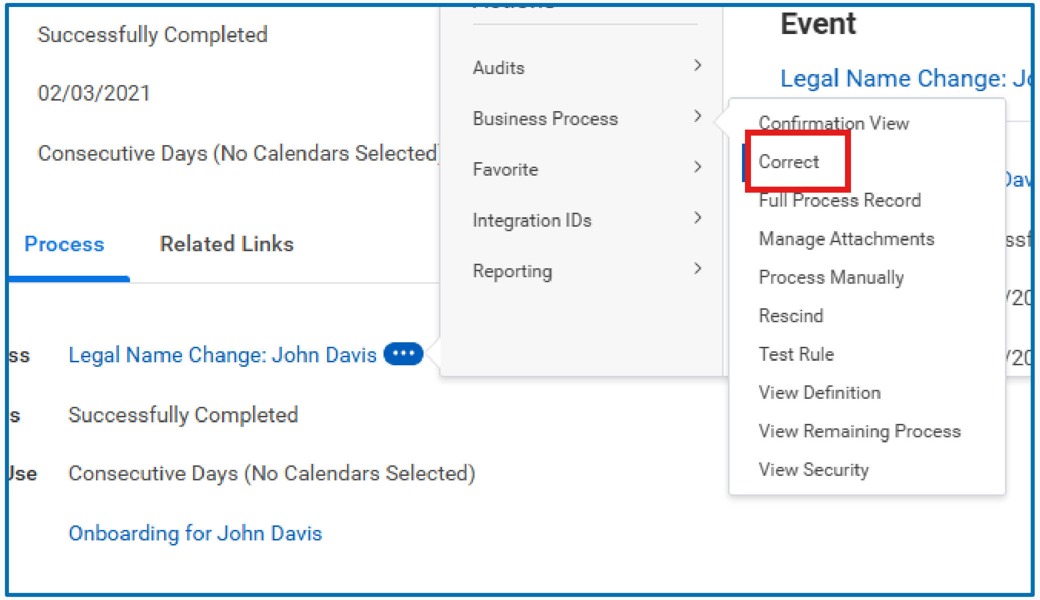
- To correct an event, it must be in progress or successfully completed.
- Expected behaviour from each process can be found by clicking the learn more button below.

Learn More

Correct Action for Worker Data Business Processes Continued.

Business Process Security Policy.

Option available under Related Actions.



Manager Insights Hub - Matrix Organisation Update.

No Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

Workday enables you to initiate the Matrix Organisation report from the Manager Insights Hub. This update centralises a key report for matrix managers by enabling them to access it while viewing their team structure on the Manager Insights Hub.

WHY THIS RELEASE MATTERS

This enhancement integrates a useful report into the manager insights hub without the need to externally search for it, making for a cleaner experience.

YOUR NEXT STEPS

This is automatically available and will be visible if the Manager Insights Hub has been enabled, the manager has access to the report and is in a leadership role on a matrix organisation.

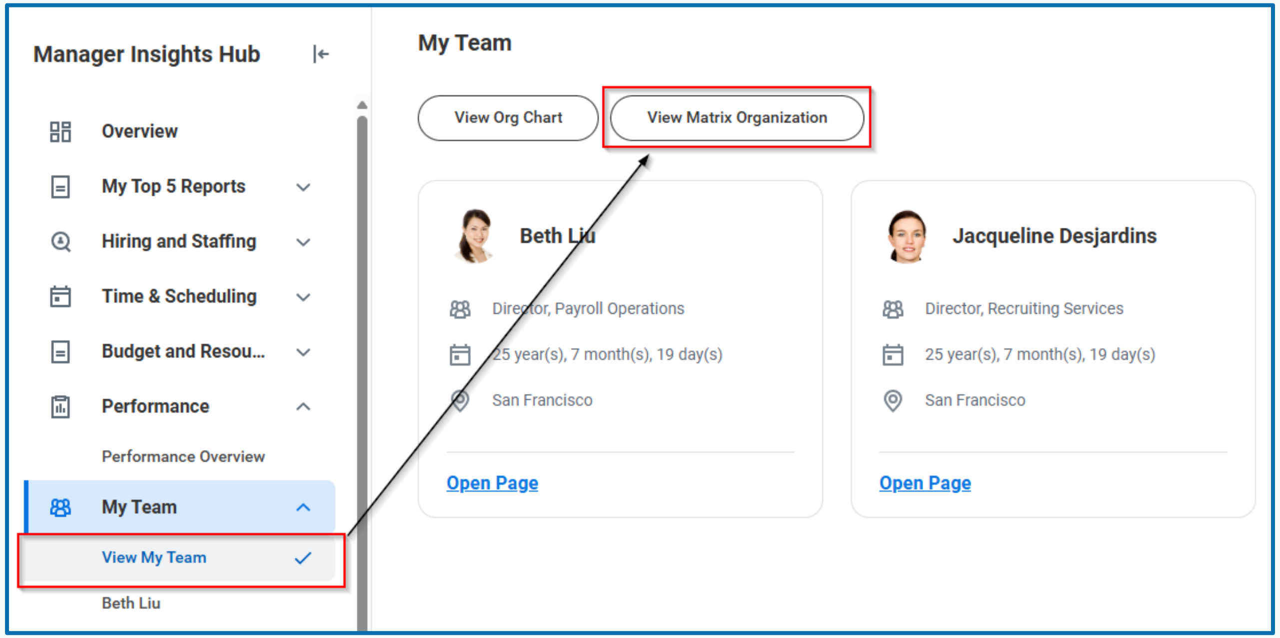
OTHER INFORMATION

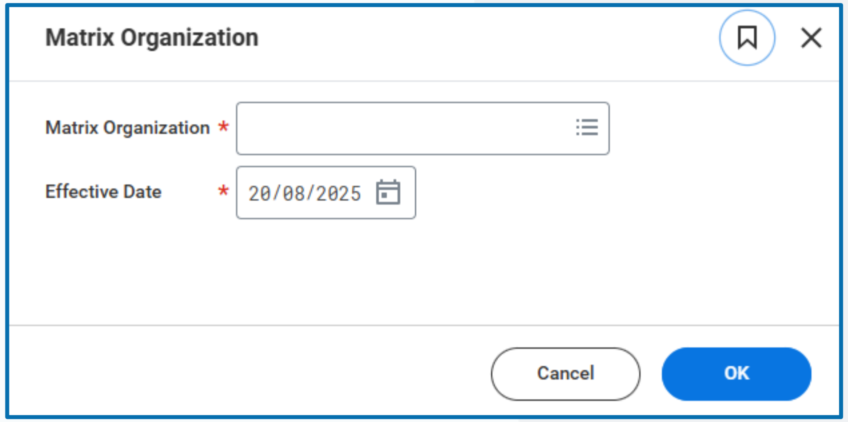
The new button only displays for managers with leadership roles in matrix organisations. The button launches the Matrix Organisation report and enables you to view an organisation as of an effective date.

Learn More

HCM

Manager Insights Hub - Matrix Organisation Update Continued.





ABSENCE

New Absence Calendar.

Major Impact

Major Effort

Mandatory

FEATURE RELEASE AT A GLANCE

The existing Absence Calendar business process is being deprecated with the 2025 R2 release. Customers should remove initiating actions from the Absence Calendar Business Process and configure the new actions on Request Time Off, Correct Time Off and Request Leave of Absence business processes.

WHY THIS RELEASE MATTERS

This is a mandatory update, and after 2025 R2, initiating actions using Absence Calendar will no longer be supported.

YOUR NEXT STEPS

New initiating actions should be configured on the Request Time Off, Correct Time Off and Request Leave of Absence Business Processes.

- Worklet configuration should also be reviewed to include the new initiating actions.
- Consider any existing delegations that may need to be updated.
- Review any help text on the existing Absence Calendar business process that may need to be migrated.

Employees, Managers and HR will need to be informed and guided on the changes that they will see.

Learn More

ABSENCE

Automatic Payout of Time Off.

High Impact

Major Effort

Optional

FEATURE RELEASE AT A GLANCE

For employees with expiring accruals, Workday can now be configured to automatically process these accruals and pass them to Workday or 3rd Party payroll Systems.

WHY THIS RELEASE MATTERS

Previously, Workday had no means to automatically pay out expired accruals, and, in some countries, paying out of expired time off is a legal requirement.

OTHER INFORMATION

If this is enabled, 3rd Party Payroll Integrations or Workday Payroll will need to be configured to pull in information from the new time-offs.

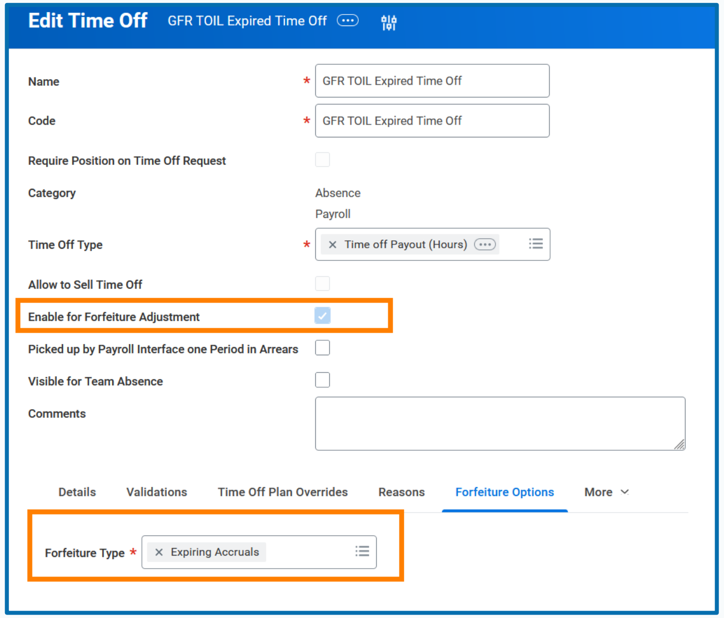
YOUR NEXT STEPS

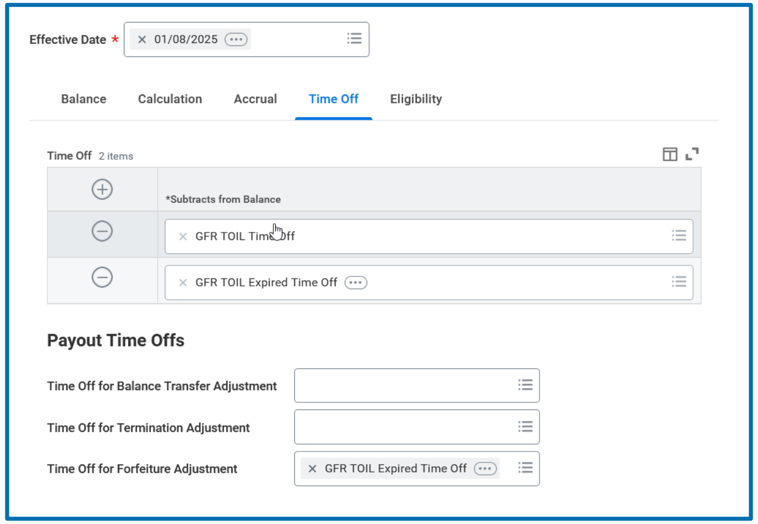
- Edit the time off plan effective today or in the future.
- Add a new time off to the time off plan and check the Enable for Forfeiture Adjustment box.
- Complete the new tab on the time off Forfeiture Options.
- Add user-based security groups to the new domain Process: Time Off Forfeiture Adjustment and enable your domain security policy changes.

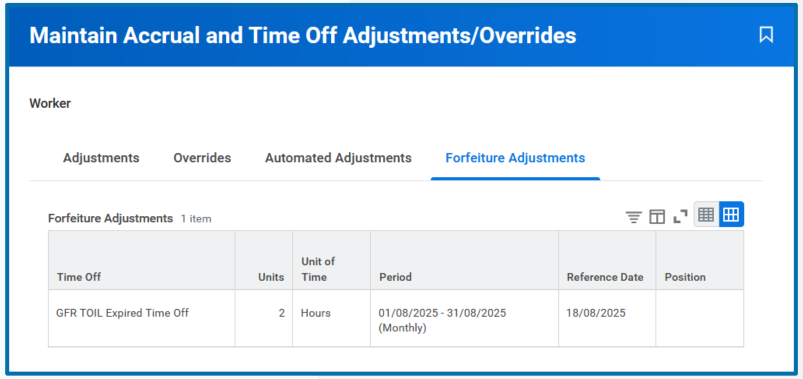
Learn More

ABSENCE

Automatic Payout of Time Off Continued.







Create your new time off and add it to your plan.

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Multi-Criteria Advanced Lookup Table.

Moderate Impact | Moderate Effort | Optional

FEATURE RELEASE AT A GLANCE

Workday releases a new advanced lookup table which supports multiple lookup criteria.

WHY THIS RELEASE MATTERS

This helps Absence Administrators and configurators reduce the complexity of calculations, allowing a single value to be returned for an accrual, depending upon multiple different criteria.

OTHER INFORMATION

- Supports up to 5 lookup criteria.
- Cannot be used directly in Step-Based Calculations; instead, the lookup calculation must be used.

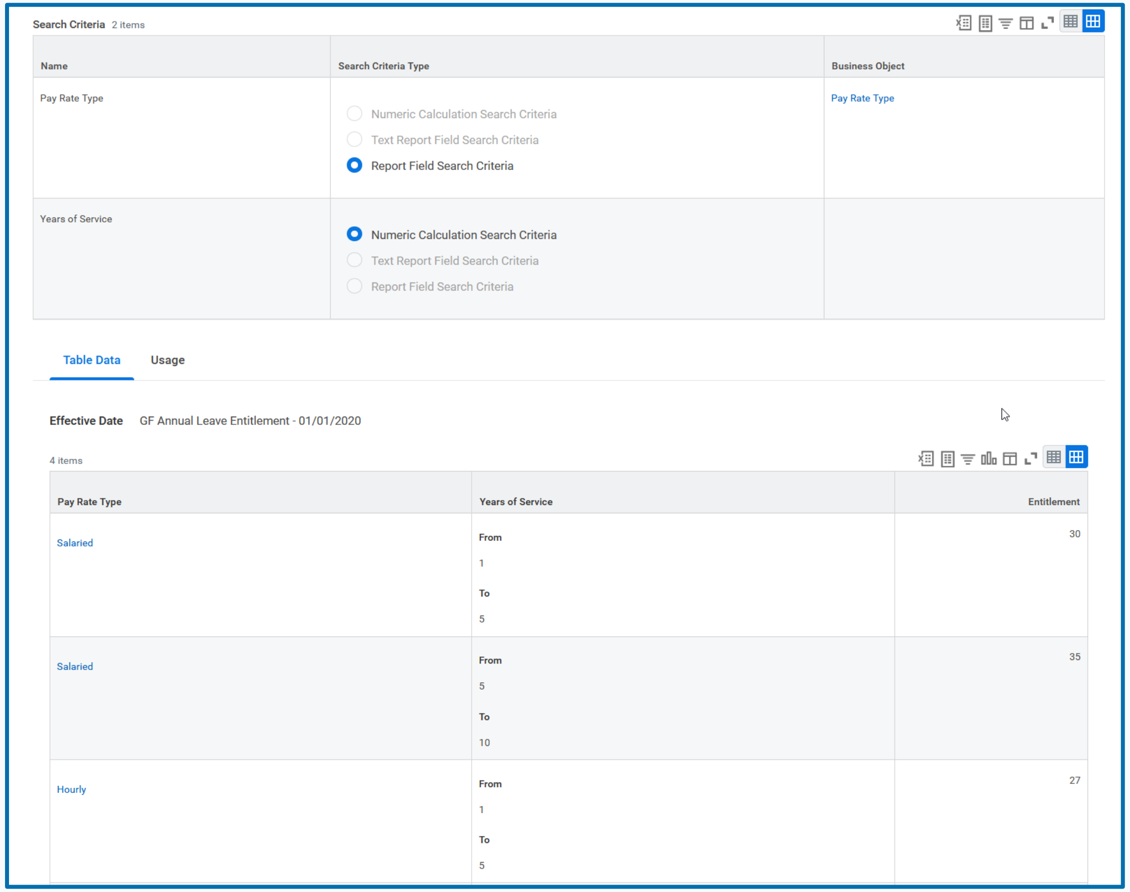
YOUR NEXT STEPS

- Access the task Create Multicriteria Advanced Lookup Table and define which fields you need to look up, including giving each field a name and populating the business object field.
- Provide Workday with the column label(s) that will be the label for your result calculation.
- Complete the table with values and save the table.
- Create a new lookup calculation to utilise your new table.
- Update any absence accruals with your new lookup table.

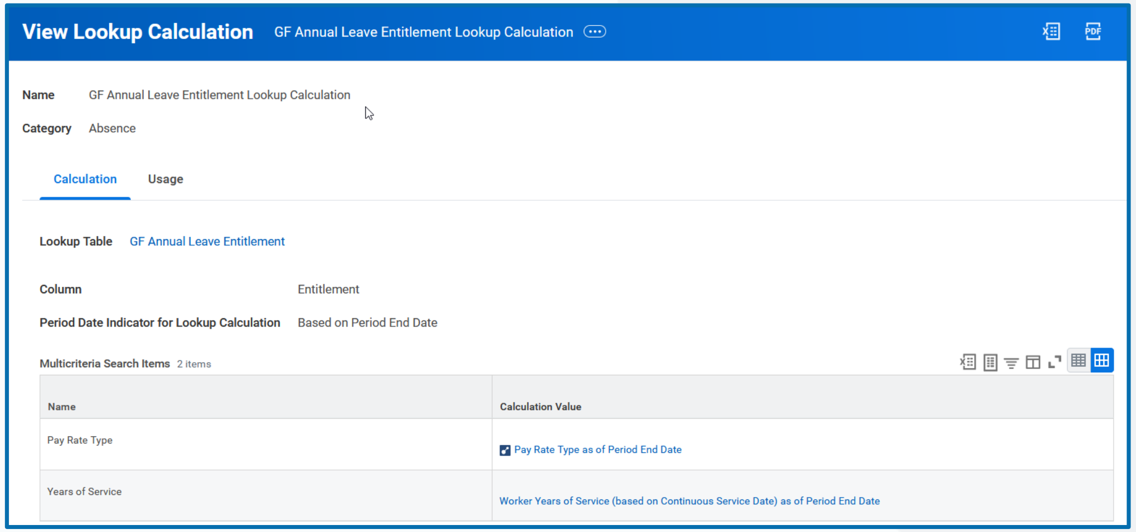
Learn More

ABSENCE

Multi-Criteria Advanced Lookup Table Continued.



Workday now supports multiple lookup fields when creating lookup tables.



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Custom Additional Fields for Leave Types.

Moderate Impact | High Effort | Optional

FEATURE RELEASE AT A GLANCE

In addition to the Workday delivered additional fields, Workday now allows customers to create their own additional fields for use on Leave of Absence Types allowing detailed data to be held to support the Leave.

WHY THIS RELEASE MATTERS

Custom fields allow tracking of additional data on each individual leave type that was previously not supported in Workday's delivered list of Additional Fields. For example, tracking of a sickness certificate expiry date.

OTHER INFORMATION

- As of 2025 R2, PECI support for custom additional fields is not included.
- Not supported by legacy absence experience.

YOUR NEXT STEPS

- Enable and add relevant security to the new domain Set Up: Maintain Additional Fields.
- Access the task Maintain Additional Fields and add the new field which you need to include on a Leave Type, including defining the type of field, e.g. Date, Numeric.
- Edit your leave type and add your new field. Remember to add any new validations required or supported by your new field to the leave type, as well as optionally displaying them in the supporting data section of the leave.
- Workday also delivers new business objects and report fields to support the leave rules and custom reports.
- Business Objects: Additional Field Value, Additional Field Value Boolean, Additional Field Value Date, Additional Field Value Numeric, Additional Field Value Text.

Learn More

ABSENCE

Document Generation Support for Absence Business Processes.

Moderate Impact

Major Effort

Optional

FEATURE RELEASE AT A GLANCE

Workday is rolling out document generation to Absence processes such as Request Leave of Absence and Buy Time Off.

This feature will allow documents to be generated during the Workday business process, removing the need for any manual workarounds.

WHY THIS RELEASE MATTERS

It is common for organisations to generate documents, for example, when a worker is going on Maternity leave. With this enhancement, the document can be created within Workday and automatically delivered to the employee.

YOUR NEXT STEPS

- Create a document template, recommended to use Workday Docs templates using Workday Drive.
- Update your absence business process(es) to include your new document by including an action step, which is Generate Document.
- It is recommended that any document generation step be added after the completion step of the business process.

Learn More

Default Start and End Time from Work Schedule for Time Off and Absence Tables.

Moderate Impact
Moderate Effort
Optional

FEATURE RELEASE AT A GLANCE

Workday releases a new check box, "Default Start and End Time from Schedule", available on time-offs or absence tables, which are used in hours. This check box allows the start/end time for a time off or absence table to default from the employee's working schedule.

WHY THIS RELEASE MATTERS

Before this update, if employees wanted to request a full day of time off with start and end times, they had to manually enter these. This update improves end-user efficiency when requesting time off in hours which require the start/end time.

YOUR NEXT STEPS

Edit your existing time off or absence table and check the new “Default Start and End Time from Schedule” box.

Learn More

ABSENCE

Position-Based Absence for Contingent Workers with Multiple Jobs.

Major Impact

High Effort

Optional

FEATURE RELEASE AT A GLANCE

With this workday release, multiple positions for contingent workers are now available in HCM. This release brings in related Absence functionality to support position-based time off and leave for contingent Workers.

WHY THIS RELEASE MATTERS

This functionality keeps HCM and Absence aligned with functionality between employees and contingent workers, allowing contingent workers to have access to position-based time off and leave.

OTHER INFORMATION

Existing Leave of Absence Types or Time Off Plans cannot be switched to Position Based.

YOUR NEXT STEPS

- Enable Multiple Jobs for Contingent Workers in HCM.
- Create a new time off plan or leave type and check the “Position Based” checkbox when creating your new time off or leave.

Learn More

ABSENCE

Multiple Time Off Entries for the Same Date as One Request.

Low Impact

Low Effort

Mandatory

FEATURE RELEASE AT A GLANCE

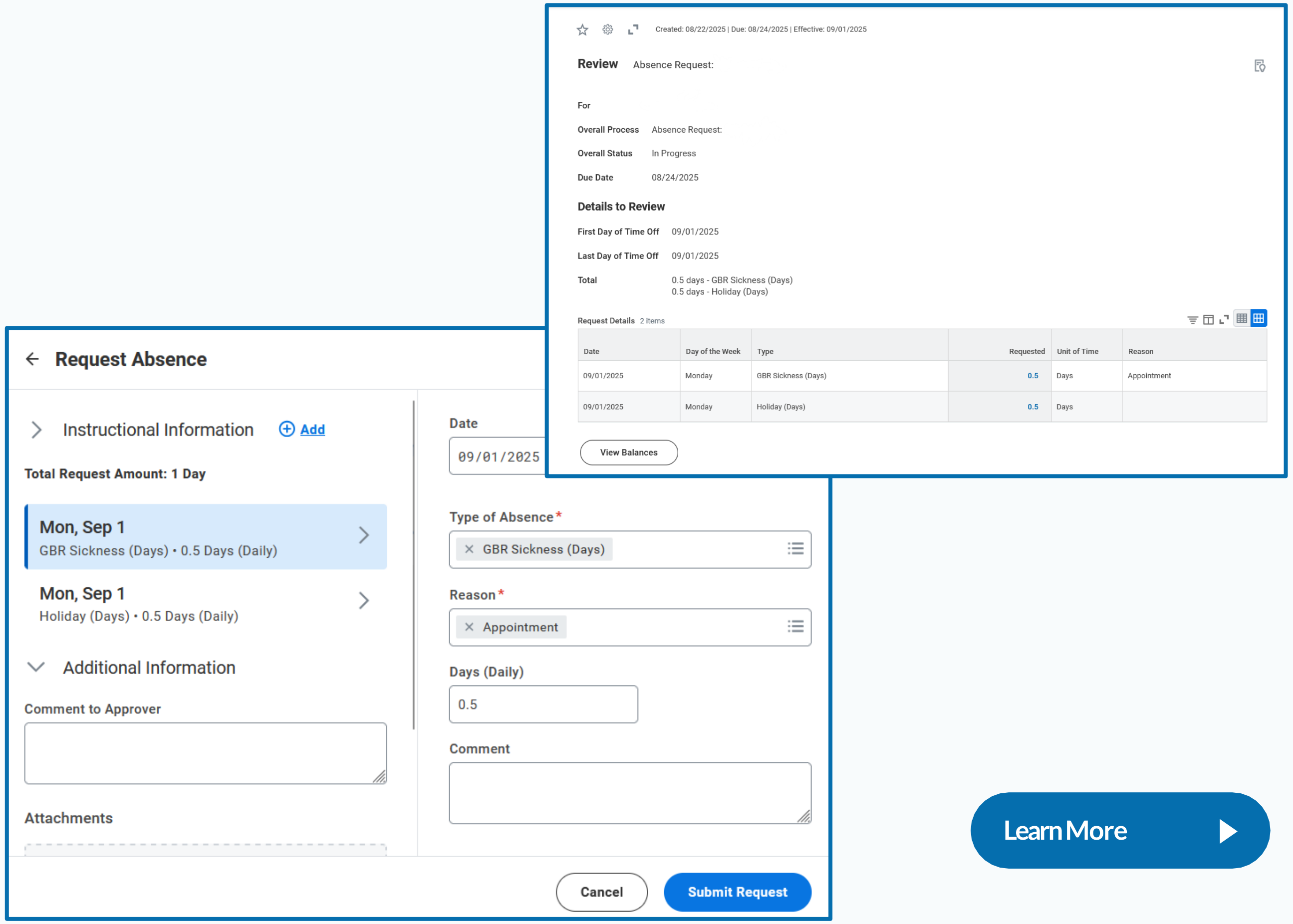
New Absence Calendar now supports multiple time offs on the same date; this brings New Absence Calendar functionality in line with the deprecated Absence Calendar user experience.

WHY THIS RELEASE MATTERS

Previously when using new absence calendar, if the employee wished to take two different time offs on the same date, they had to be entered as two individual requests. This update gives a better end user experience.

YOUR NEXT STEPS

This feature is automatically available; you may wish to review or update any guides or training materials. When an employee clicks on edit individual days a new add button is displayed, from here the employee can add another request. This is included in the same approval process.



Learn More

ABSENCE

Time Off Balance and Storage Change Detection.

Moderate Impact

Moderate Effort

Mandatory

FEATURE RELEASE AT A GLANCE

Workday updates the behaviour of Time Off Plan balance storage so balances are stored for a 1-month period. Workday will now run a nightly process to detect and trigger balance recalculation when there has been a Job Change, Organisational Change, Configuration change to the plan or components and other non-specified changes that may impact balance.

WHY THIS RELEASE MATTERS

This update helps with Workday performance when viewing employee time off balances.

YOUR NEXT STEPS

Absence administrators should review and update the dates provided in the new Workday delivered task Maintain Calculated Time Off Balance Settings.

Learn More

Hide All Current Time During Time Approval.

Low Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

Workday releases a new check box on the time entry template to hide all time or time entry time offs which are already approved or have been routed to a different approver when approvers are accessing time entry approvals via my tasks.

WHY THIS RELEASE MATTERS

Provides greater control over workers' time entries or time entry time-offs during the approval process and ensures only the events requiring approval are visible to the approver, giving greater privacy to the employee.

OTHER INFORMATION

Approvers can navigate to the employees' time entry calendar if they have permission, and time information is still visible in this task.

YOUR NEXT STEPS

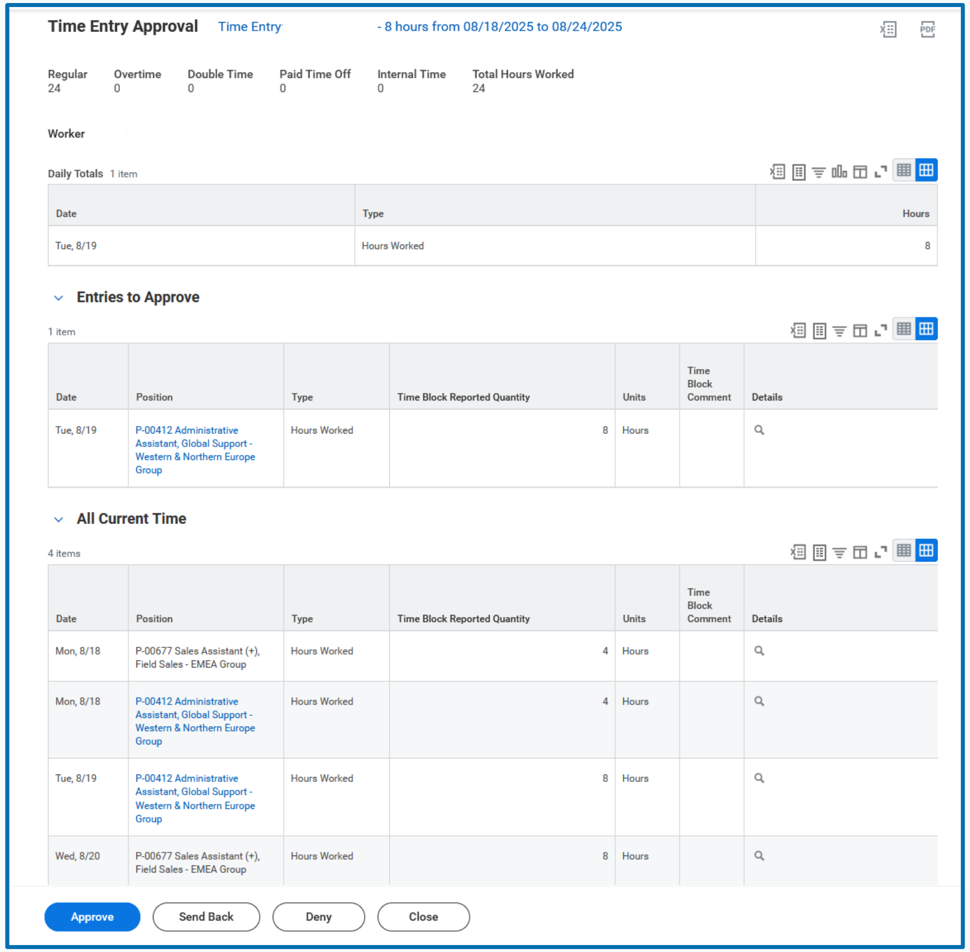
Update the time entry template and check the box "Hide All Current Time" on the Non-Effective Dated tab in the Business Process Section.

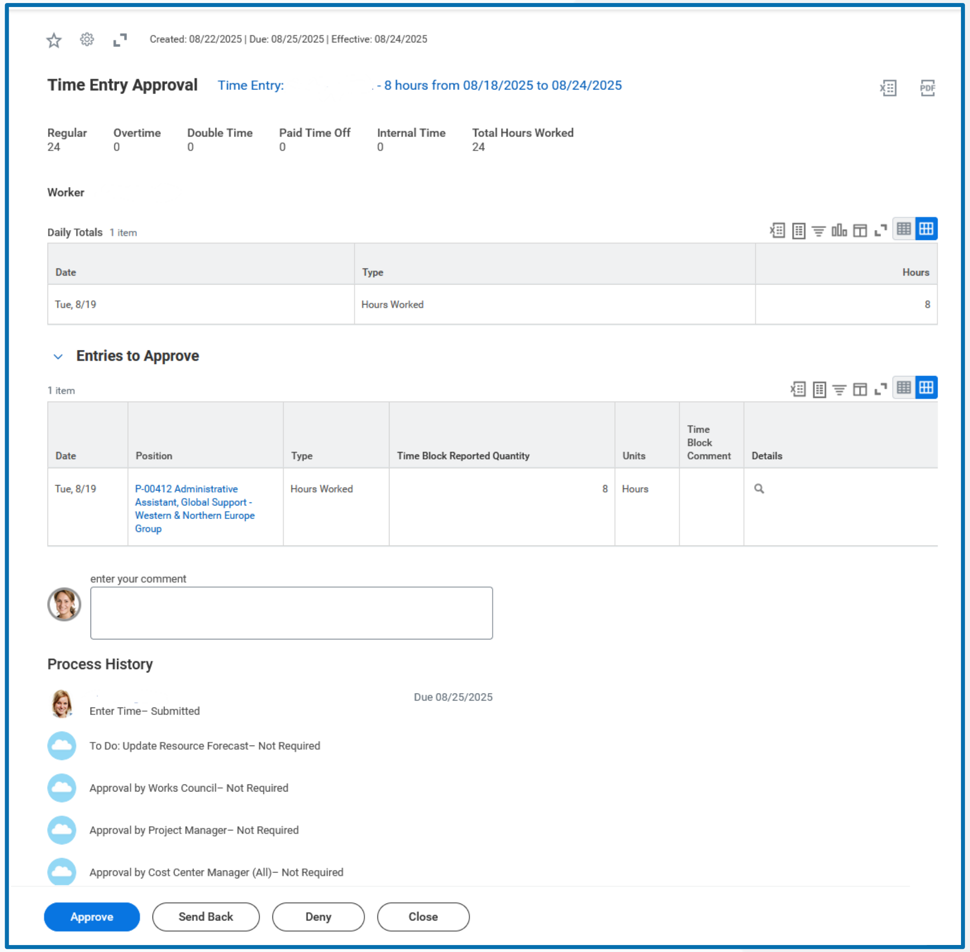
Remember to inform your approvers that this section has now been hidden and update any help guides or training materials you may have.

Learn More

Hide All Current Time During Time Approval Continued.

Before, on the left, the all current time section is visible, now on the right it is hidden from the approver.





Configuration Options for Edit and Approve Time.

Low Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

You can now automatically collapse the Time Approval Summary and Weekly Summary cards in the edit and approve time report. The ability to hide the auto-populate missed check outs is now also able to be disabled.

WHY THIS RELEASE MATTERS

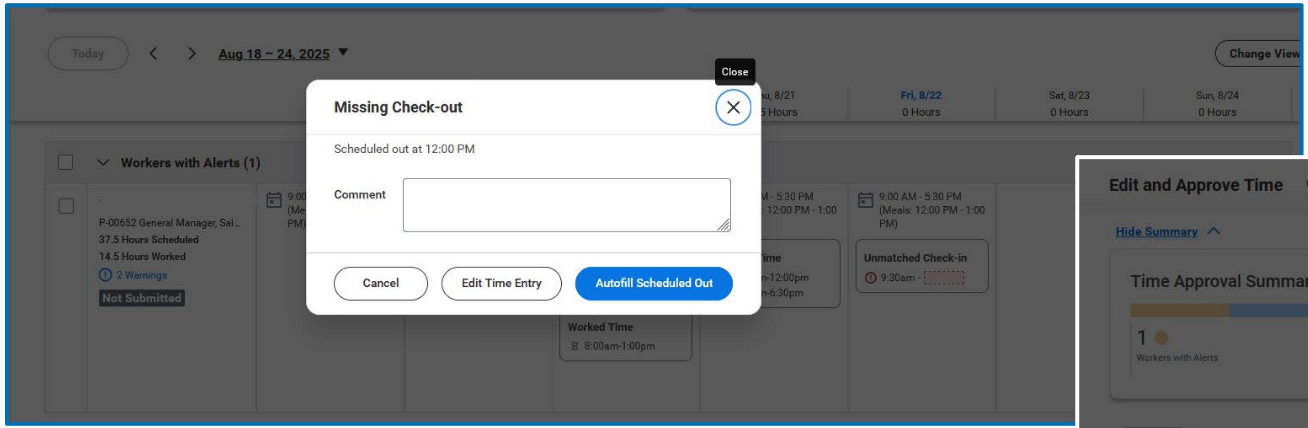
This update allows the summary cards to be hidden upon opening edit and review time, this creates less on-screen clutter, allowing approvers more space to see time information. Hiding the auto fill checkout button can also help with better data quality input by your approvers.

YOUR NEXT STEPS

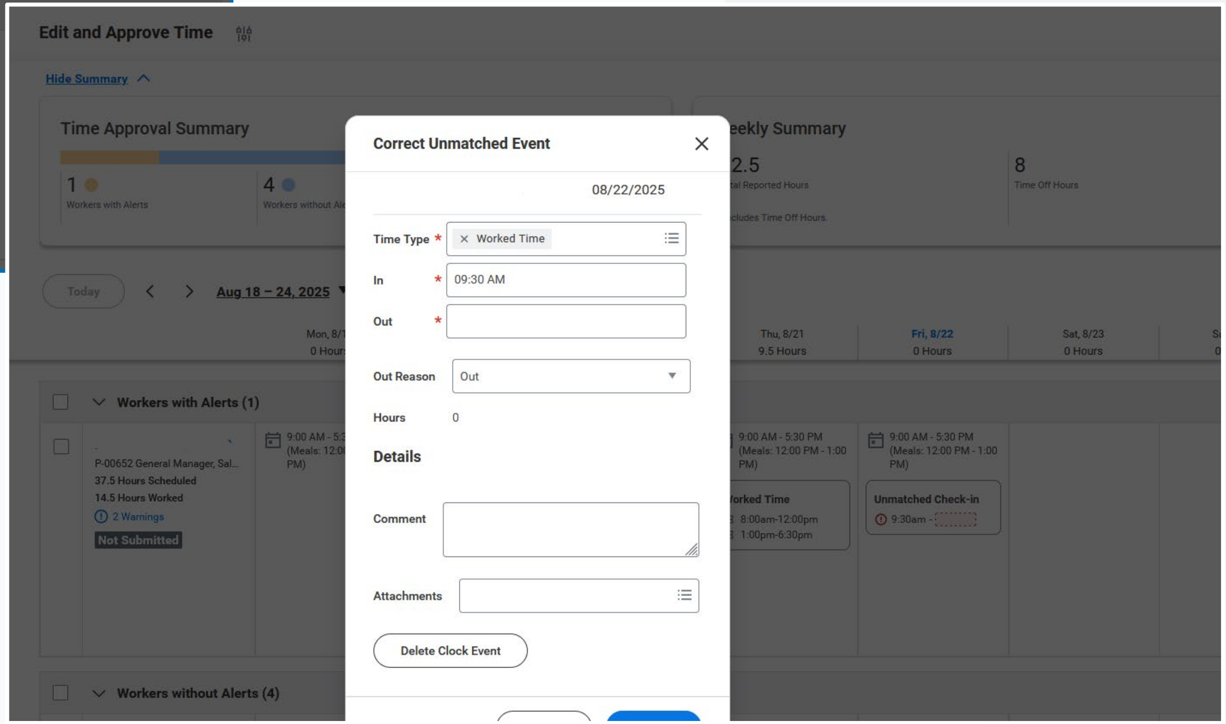
Edit time approval template and select Collapse Top Summary Cards and Disable Autofill on the Edit and Approve Time Tab.

Learn More

Configuration Options for Edit and Approve Time Continued .



Disable autofill set to no.



Disable autofill set to yes.

TIME TRACKING

Display Scheduling Data on Edit and Approve Time Report.

Low Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

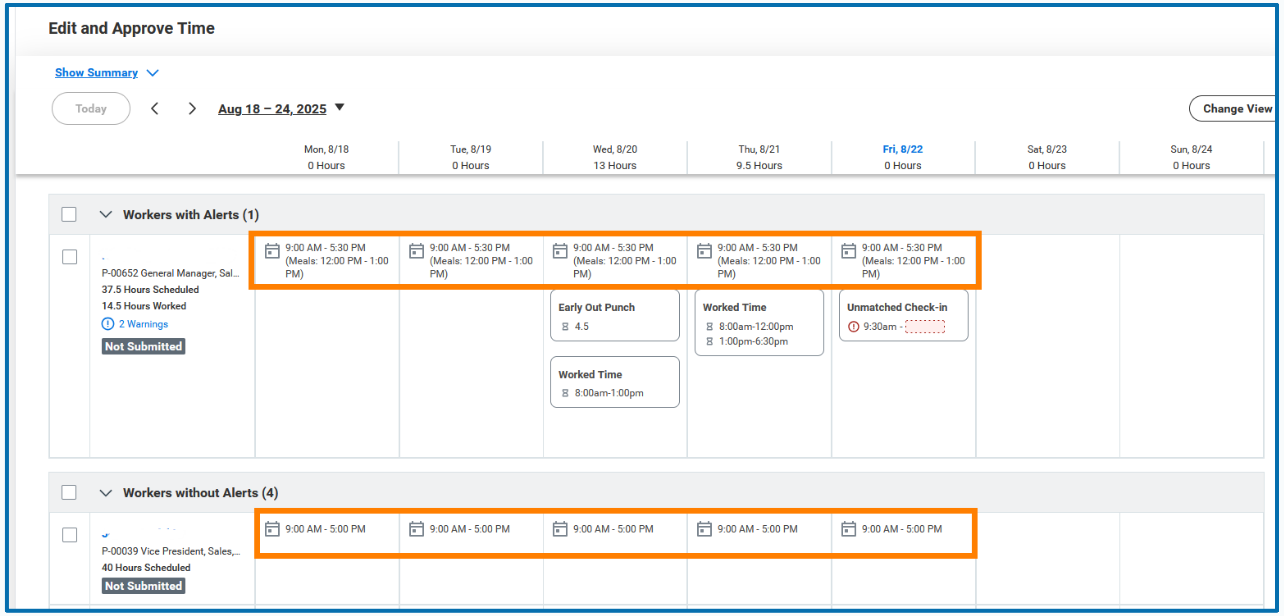
The Edit and Approve time report/task can now show the employees scheduled information for each day, helping to give managers a clearer view of how reported time compares to scheduled time.

WHY THIS RELEASE MATTERS

This will provide greater context during the time approval process by displaying the scheduled hours alongside reported hours in a single view, which should support a quicker and more accurate review.

YOUR NEXT STEPS

To enable the scheduling data, ensure the Don't Display Scheduling Data check box on the relevant time approval template is clear. If you don't select the check box, scheduling data will appear on the Edit and Approve time report.



Learn More

TIME TRACKING

Time Management Hub.

Moderate Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

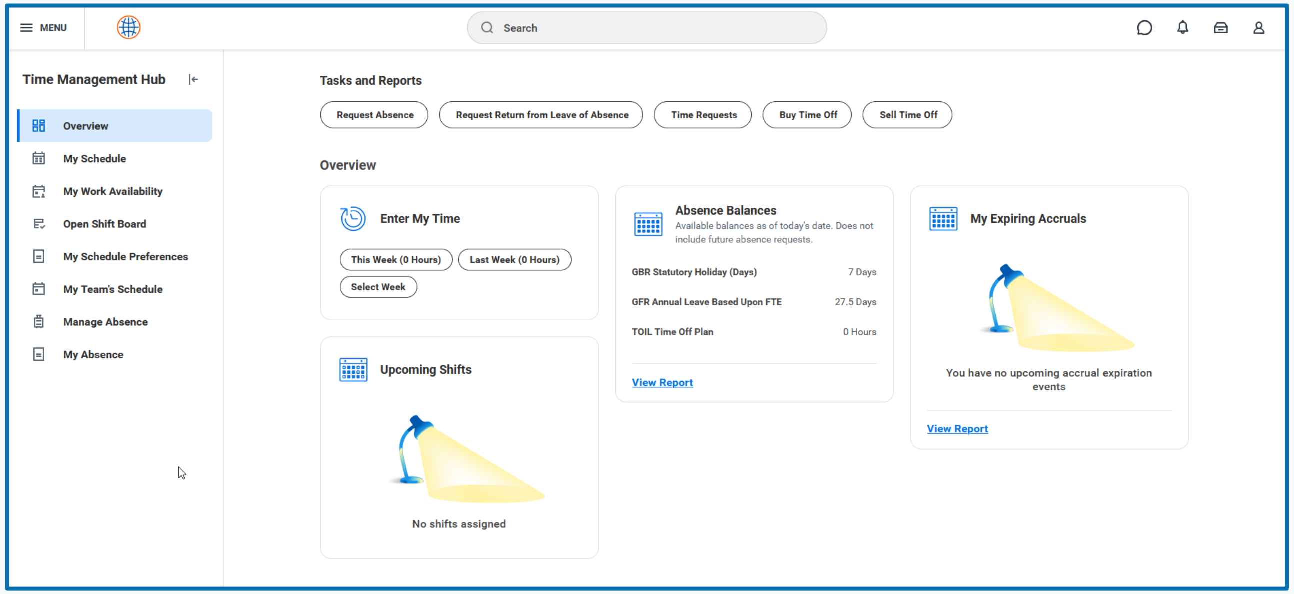
Workday releases a new Time Management Hub for workers to have a centralised location for absence, time tracking and scheduling tasks. This can be tailored to relevant tasks and reports for workers to access.

WHY THIS RELEASE MATTERS

Improving experience by providing users with one location to view and action absence, time tracking and scheduling tasks, reducing the need for individual hubs or worklets.

YOUR NEXT STEPS

Enable the domain Self-Service: Time Management Hub. Consider removing any Absence, Time or Scheduling worklets from the Home page once the new Time Management Hub is enabled.



Learn More

Enter Time by Type (New).

Moderate Impact

Moderate Effort

Optional

FEATURE RELEASE AT A GLANCE

Workday releases a new Enter Time by Type task to support a more streamlined project time entry experience.

Workers can enter time by utilising an enhanced search using keywords and prompts, copying and pasting values and selecting from recently used or bookmarked time types.

WHY THIS RELEASE MATTERS

This helps workers enter project time in a more efficient manner and have an improved user experience. Details can be edited by clicking the pencil button to allow workers to update position, worktags, comments, etc.

YOUR NEXT STEPS

- Update the Enter Time Business Process Security Policy and add relevant security groups to the Enter Time by Type (New!) initiating Action.
- Update Time Entry Template and select the Enter Time by Type (New!) checkbox within the Entry Methods section on the Non-Effective Dated tab.

Learn More

Enter Time by Type (New) Continued.

Enter Time by Type (New!)

Today | Aug 18 – 24, 2025 | Time Type | Add | Expand Search | Not Submitted | Update | Submit

Expand All | Collapse All | Auto-fill Bookmarks | Actions

Time Types Default unit is hours unless otherwise noted.	Action	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23	Sun 8/24	Total
Customer: Cyberdyne Systems									
Project: Cyberdyne Implementation T&E - FY25-FY27									
Phase: Implement									
Develop Prototypes	•••	3	3	3	2	0	0	0	11
Customer: Exotic Fruits, Inc									
Project: Exotic Fruit T&E with 5% discount on resources									
Phase: Implement									
Develop Prototypes	•••	1	0	0	3	8	0	0	12
Total Hours		4	3	3	5	8	0	0	23

Weekly Summary

Total Non-Project Hours	0
Total Project Hours	0
Meal Allowance (12 Euros)	0
Meal Allowance (24 Euros)	0

Flexible Check-In and Check-Out.

Moderate Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

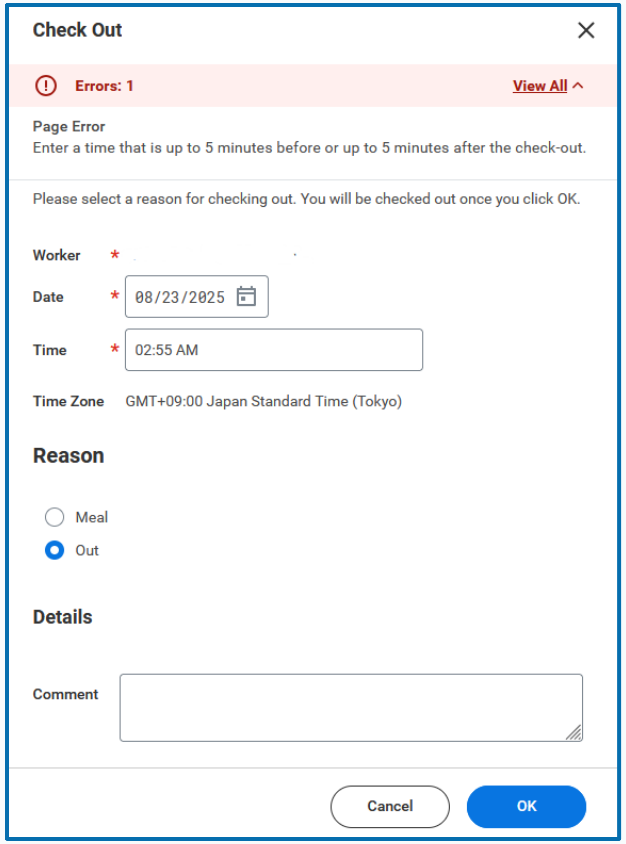
Workers can now be permitted to edit their own in, out and meal break times up to a set threshold when checking in or out with the Workday web clock, without the need for managers or administrators to make these adjustments.

WHY THIS RELEASE MATTERS

This allows workers to record accurate check-in and out times and reduces administrators' time spent on actioning any adjustments.

YOUR NEXT STEPS

Access the Worker Edits for Check In and Out Tasks section on the Edit Time Entry Template and enable the applicable options.



Learn More

Enter Time by Period.

Moderate Impact | Low Effort | Optional

FEATURE RELEASE AT A GLANCE

Workday has enhanced the enter time by period calendar view by presenting help text configured on the business process and the ability to download a PDF of the calendar. Workday also enables workers to use only the period calendar view for time entry.

WHY THIS RELEASE MATTERS

Provides a simplified experience for users with an intuitive interface, having direct access to instructional help text and the ability to print the calendar.

YOUR NEXT STEPS

To set the view as period only, edit the time entry template and select Period Only from the primary calendar prompt.

Learn More

CORE COMPENSATION

Enhanced User Interface for Request Compensation Change.

Low Impact

Low Effort

Mandatory

FEATURE RELEASE AT A GLANCE

- Workday makes enhancements to the manager experience for the Request Compensation Change business process.
- The reason field has been moved to the initiation screen, whilst the initiation reason on the second screen is read-only.

WHY THIS RELEASE MATTERS

The enhanced user interface simplifies the compensation processes and reduces the likelihood of error.

YOUR NEXT STEPS

- Changes will be automatically available in 2025R2 Production. It is recommended that you test, review and communicate the changes to the target workforce (those who can initiate the transaction).
- You have the option to opt out of this feature in the Maintain Feature opt-ins report, as it is enabled by default in Production. The opt-out feature will be available till 2026R1, post which the new user interface will be mandatory.

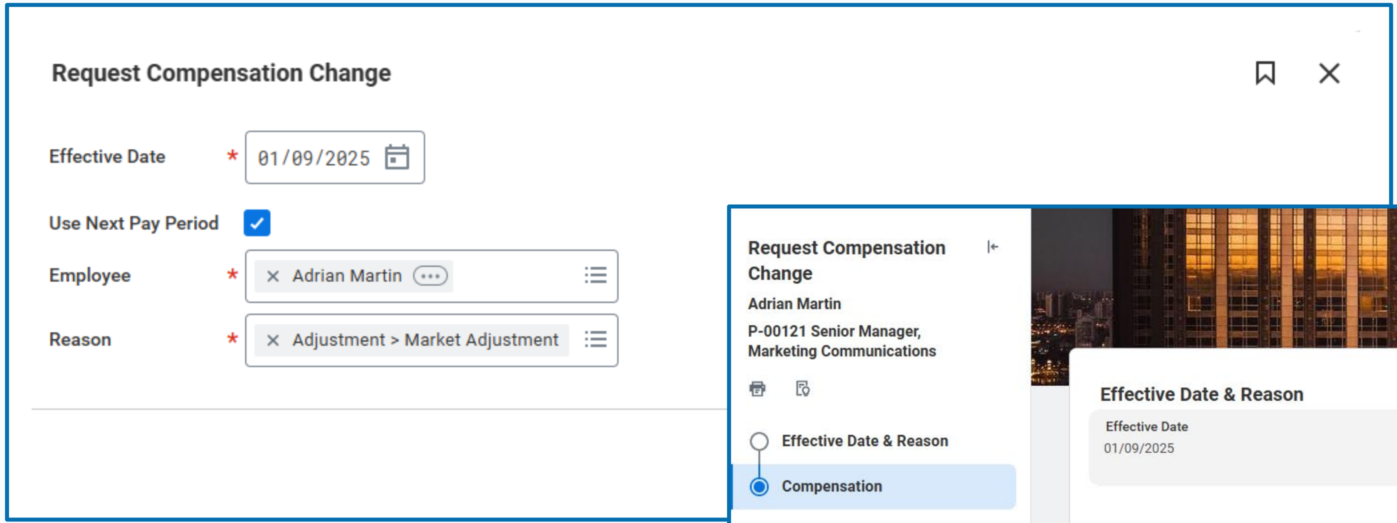
OTHER INFORMATION

- While there have been updates to improve the user interface, no functional changes have been made. No impact on other workstreams.
- This is only for desktop and not for mobile.

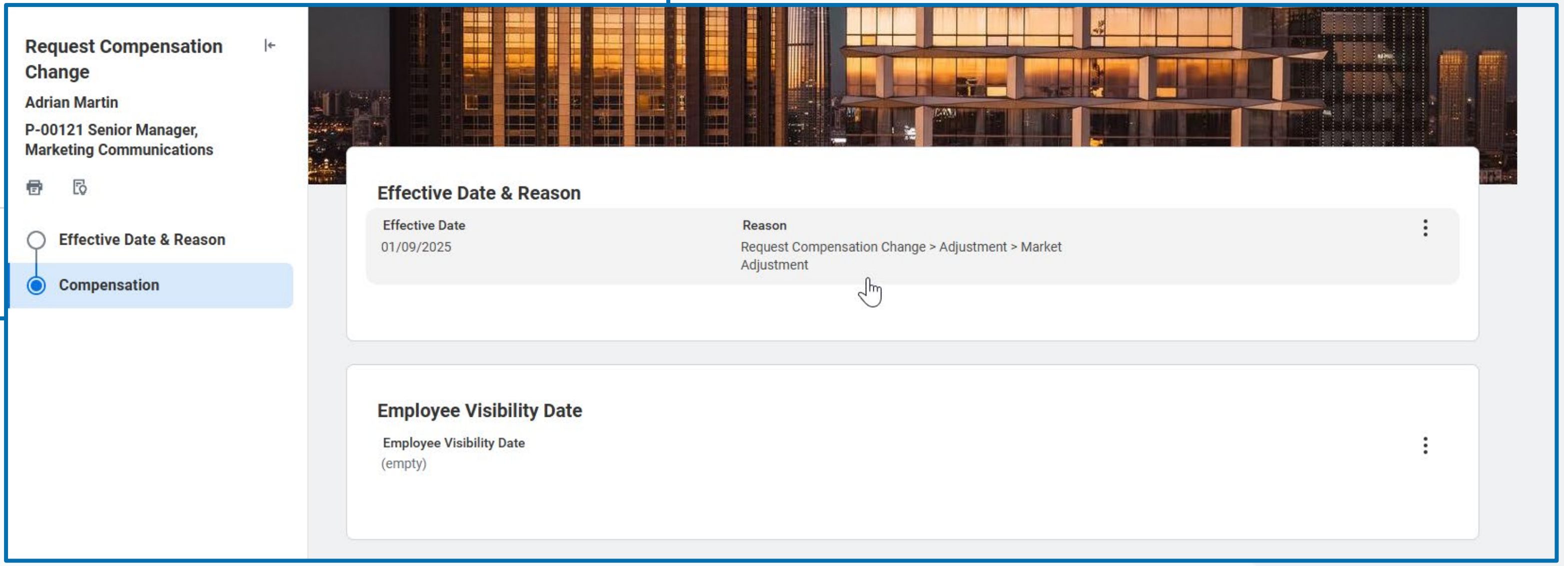
Learn More

CORE COMPENSATION

Enhanced User Interface for Request Compensation Change Continued.



Initiation Screen.



Second Screen (New UI layout).

CORE COMPENSATION

Machine Learning Plan Recommendations for Request Compensation Change.

Low Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

Workday expands the use of machine learning to recommend up to 5 Compensation plans whenever a user assigns a new compensation to a worker during the Request Compensation Change business process. This is in addition to what was first delivered in 2024R2.

WHY THIS RELEASE MATTERS

This feature aims to:

- Decrease time spent searching through all available compensation plans.
- Increase consistency over time when assigning compensation plans.

OTHER INFORMATION

Workday uses machine learning to recommend compensation plans most relevant to the user making the change, and the user receiving the assignment (through eligibility, such as job profile/location).

YOUR NEXT STEPS

- Opt-in is required.

- After you opt in, it takes approximately 2 weeks for Workday to process your data and present recommendations. To use the most relevant data, we recommend enabling this feature in the Production tenant when available. The algorithm that determines which plans are displayed will continue to improve over time, and recommendations will become more accurate.

Learn More

CORE COMPENSATION

Processing Simultaneous Compensation Changes.

Moderate Impact

Moderate Effort

Optional

FEATURE RELEASE AT A GLANCE

Workday adds more simultaneous compensation change capabilities by enabling you to process simultaneous In Progress Request Compensation Change events for the same worker.

WHY THIS RELEASE MATTERS

This change allows you to process simultaneous compensation changes, simplifying ad-hoc pay adjustments in your workforce and streamlining compliance with policies and regulations.

OTHER INFORMATION

- Once you opt in, you can also choose to opt out at any time and existing In Progress events will complete as normal.
- Expected behaviour for different types of simultaneous events can be found by clicking the learn more button.

YOUR NEXT STEPS

- Configuration is required to be set up.
- Test the functionality thoroughly and train administrators on its usage, as this functionality can lead to unexpected assignment values and reporting results. It is important to understand how each of the events behaves when being executed simultaneously.

Learn More

ADVANCED COMPENSATION

Manager Experience for Compensation Review.

High Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

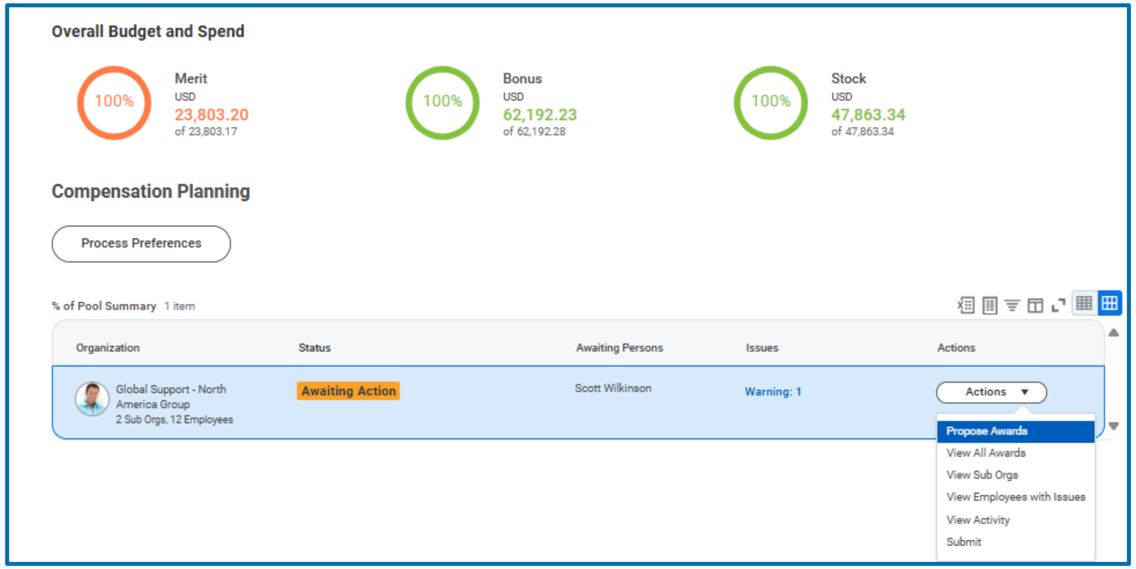
Workday has made compensation review planning easier and more intuitive for planners by grouping functions together or moving them to more visible locations. This feature will be automatically available in 2025R2 Production.

WHY THIS RELEASE MATTERS

Planning View and Organisation Summary: Workday updates the user interface for the planner's view and organisation summary on the Initiate Compensation Review Process.

OTHER INFORMATION

Awaiting managers, grid validations (warning and error separately) in the Compensation Planning section can be seen during the compensation review. Also, the task Translate Business Object is enhanced to configure the compensation review planning header and process name.



Learn More

ADVANCED COMPENSATION

Rule-Based Security Groups for Compensation Review.

Moderate Impact

Moderate Effort

Optional

FEATURE RELEASE AT A GLANCE

With this release, rule-based security groups can be configured to control awards or planning with heightened security for compensation administrators and other users.

WHY THIS RELEASE MATTERS

Workday enables greater control over compensation review security.

OTHER INFORMATION

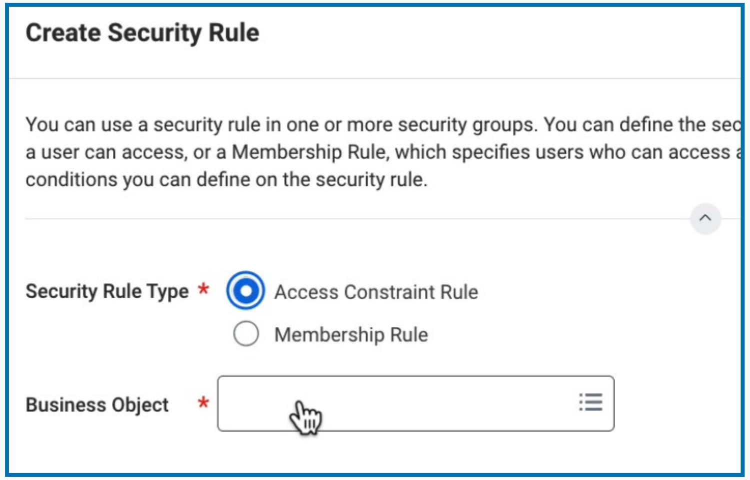
A new Process "Compensation Review Rule-Based Access" domain can now use rule-based security groups. Also, the "Worker Data: Compensation Management by Organisation" domain can now use rule-based security groups.

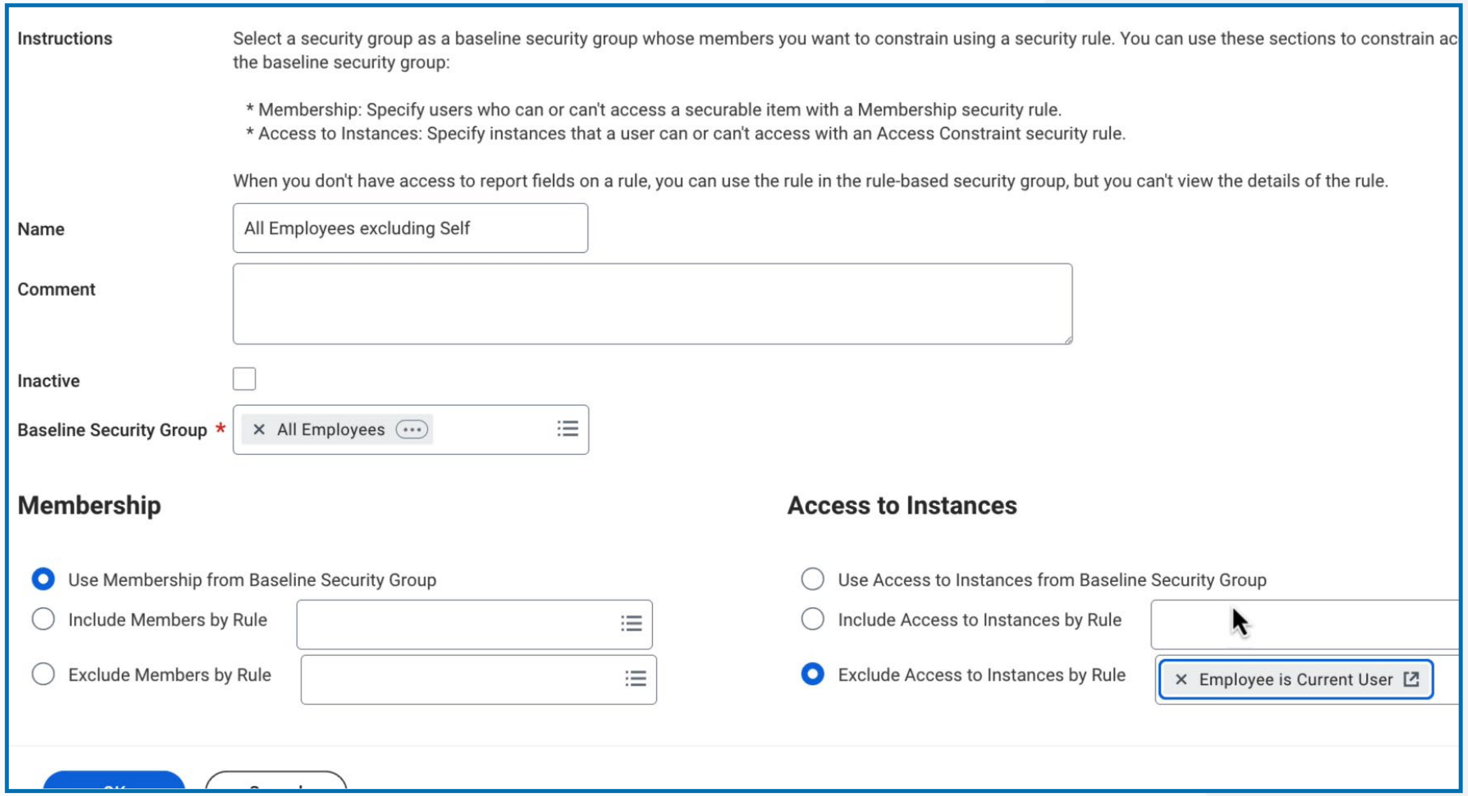
YOUR NEXT STEPS

- Access the Maintain Fields for Security Rules task and click Add Fields for Security Rule.
- Select Security Attribute - Context Instance as the rule type, Adjustment For as the business object, and Employee as the field.
- Access the Create Security Rule task and create an Access Constraint security rule on the Adjustment For business object.
- Configure a rule-based security group using an existing security group as a baseline. Use the security rule to exclude instances and assign this group to the appropriate domains.
- If customers choose to do nothing, they'll see no changes regarding security and compensation reviews.

Learn More

Rule-Based Security Groups for Compensation Review Continued.





Manager Insights Hub Advanced Compensation.

Moderate Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

With this release, Workday enhances the Manager Insights Hub by adding pay analysis and bonus data.

WHY THIS RELEASE MATTERS

This enhances the Managers' compensation experience.

YOUR NEXT STEPS

If your organisation has already enabled the Managers Insight Hub, the new Budget & Resources Overview page will display along with any reports and cards that managers currently have access to.

OTHER INFORMATION

The hub shows the reports Bonus Payment History reports, and the Target vs. Actual Bonus Payment. Also, the hub shows the buttons Employee Benchmark Data and Internal Compensation Benchmark for Workers.

Learn More

TALENT & PERFORMANCE

The Skills Fit Analysis Report.

Low Impact

No Effort (automatic)

Optional

FEATURE RELEASE AT A GLANCE

The Skills Fit Analysis report compares workforce skills against the skill needs of your organisation. The output sorts employees by the percentage of their skills overlap and identifies gaps to drive data-driven talent decisions.

WHY THIS RELEASE MATTERS

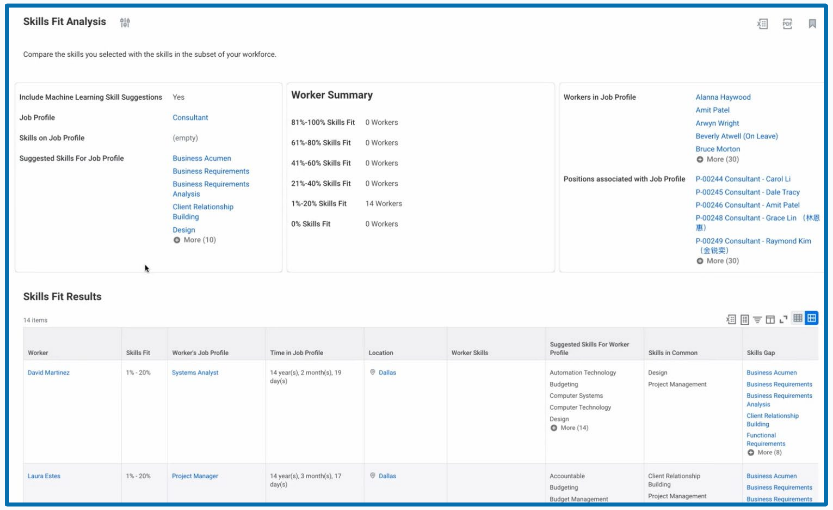
There is a need to build or import complex reporting with calculated fields. This report aims to provide visibility by aligning internal talent with business needs.

OTHER INFORMATION

The Skills Fit Analysis report isn’t a standard report. As a result, it cannot be copied, and the fields cannot be modified. The new Worker Data: Skills Reporting domain (under Worker Profile and Skills functional area) is delivered and needs to be configured.

YOUR NEXT STEPS

If nothing is done, this report is not visible. The Skills Fit Analysis report is secured to the Worker Data: Skills Report domain.



Learn More

preos.

Flex Teams Support Contingent Workers.

Moderate Impact | Moderate Effort | Optional

FEATURE RELEASE AT A GLANCE

Workday extends access to Flex Teams to contingent workers.

- Suggested flex teams in the Flex Teams Your Company Needs Help With section in Opportunity Marketplace.
- All flex teams when browsing all opportunities in Opportunity Marketplace, or from the Browse Flex Teams report.
- Flex team or role details, match analysis, and the ability to express interest.

WHY THIS RELEASE MATTERS

Flex team suggestions can be used for contingent workers, and they can also host their own flex teams.

YOUR NEXT STEPS

If nothing is done, contingent workers cannot view, join, or host flex teams. Before you can use this functionality, you must edit the security policies for these domains to include contingent workers:

- **Flex Teams:** Grant Modify permission to a security group that includes contingent workers, for example, All Contingent Workers.
- **Self-Service:** Grant View permission to the Contingent Worker as Self security group.
- **(Optional) Opportunity Marketplace:** Grant Modify permission to enable contingent workers to access flex team suggestions.

Optional:

- Edit the Add Flex Team Member business process security policy and Add Flex Team Member business process definition to add the Contingent Worker As Self security group to the Approval step.
- The Create Flex Team and Edit Flex Team actions on the Manage Flex Team business process security policy.
- The Manage: Flex Teams Host Access domain.

Learn More

TALENT & PERFORMANCE

Skills Cloud: Workday-Delivered Skill Categories and Skill Category Groups.

Low Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

Workday Skills Cloud delivers categories and category groups to organise and easily report on the foundational Skills Cloud skills. This has been requested by customers for a long time.

WHY THIS RELEASE MATTERS

This enhancement is delivered to organise and easily report on the foundational Skills Cloud skills with categories and category groups.

OTHER INFORMATION

On the Maintain Skills and Experience Setup task, Workday-delivered skill categories and skill category groups can be permanently deleted. An additional setup step is added to access the Maintain Features opt-In task and enable the Delete Workday-Delivered Skill Categories and Skill Category Groups check box.

YOUR NEXT STEPS

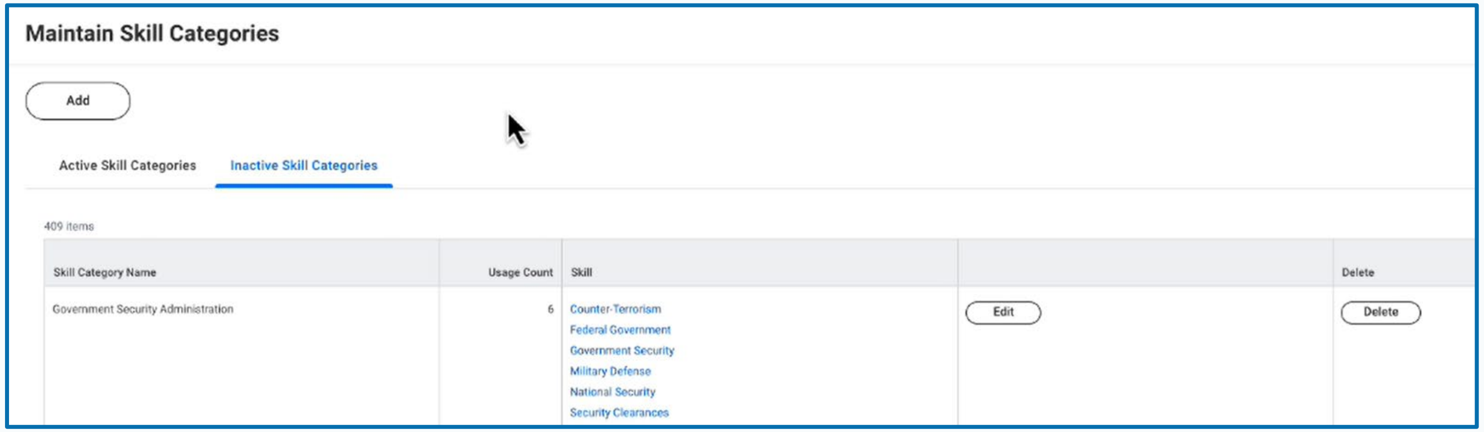
If nothing is done and the Skills Cloud is enabled in Production, the new Workday-delivered skill categories and skill category groups will appear in the system, where inactive categories and category groups are displayed, such as in report fields that include inactive data.

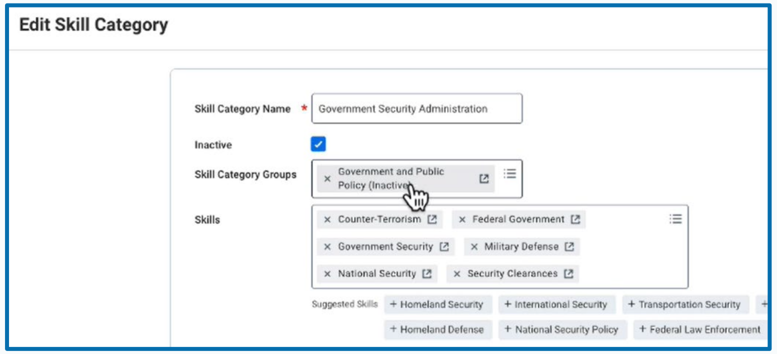
If Skills Cloud is not enabled, follow these steps to set up Workday-delivered Skill Categories and Skill Category Groups:

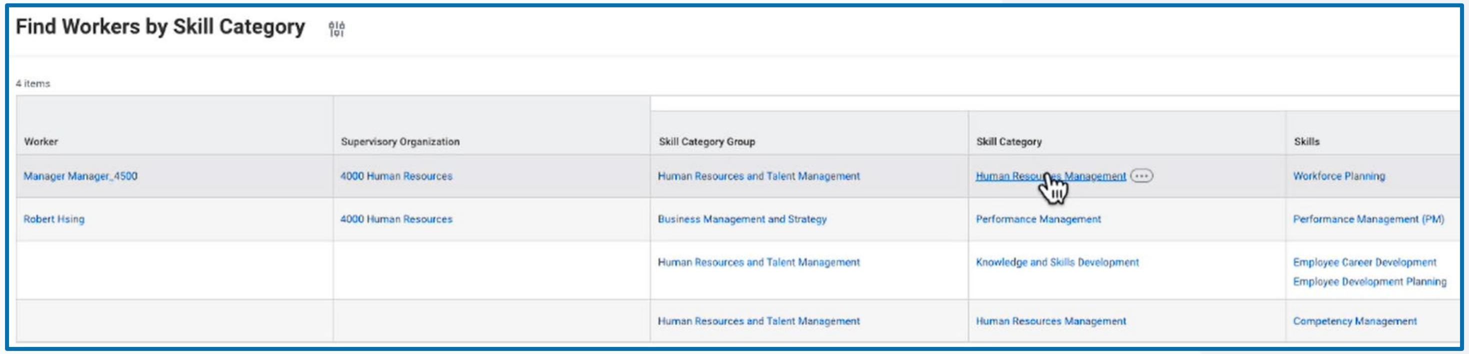
- Enable Skills Cloud.
- Access the Maintain Skill Categories and Maintain Skill Category Groups tasks to view and activate the Workday-delivered skill categories and skill category groups that are relevant to your organisation.

Learn More

Skills Cloud: Workday-Delivered Skill Categories and Skill Category Groups Continued.







preos.

Check-Ins: Shared History Notes.

Low Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

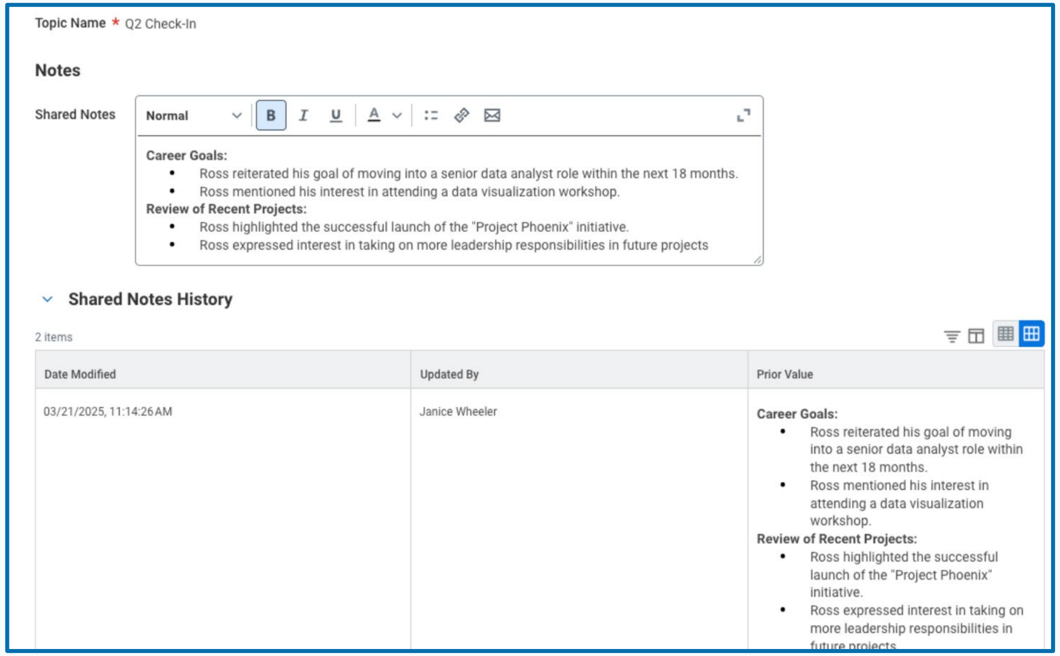
With this release, it is possible to review the update history of shared notes for check-in topics and purge worker check-ins. This feature is automatically available.

WHY THIS RELEASE MATTERS

This enhancement benefit is two-fold: it boosts accountability and auditing for shared notes and complies with privacy and employment laws.

OTHER INFORMATION

In addition to the shared history notes, you can now purge check-ins and shared note history using the Purge Person Data task. Workday enables you to purge check-ins of active and terminated workers for both the creator and participant of the check-ins and check-in topics.



Learn More

TALENT & PERFORMANCE

Give Requested Feedback in My Tasks.

Low Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

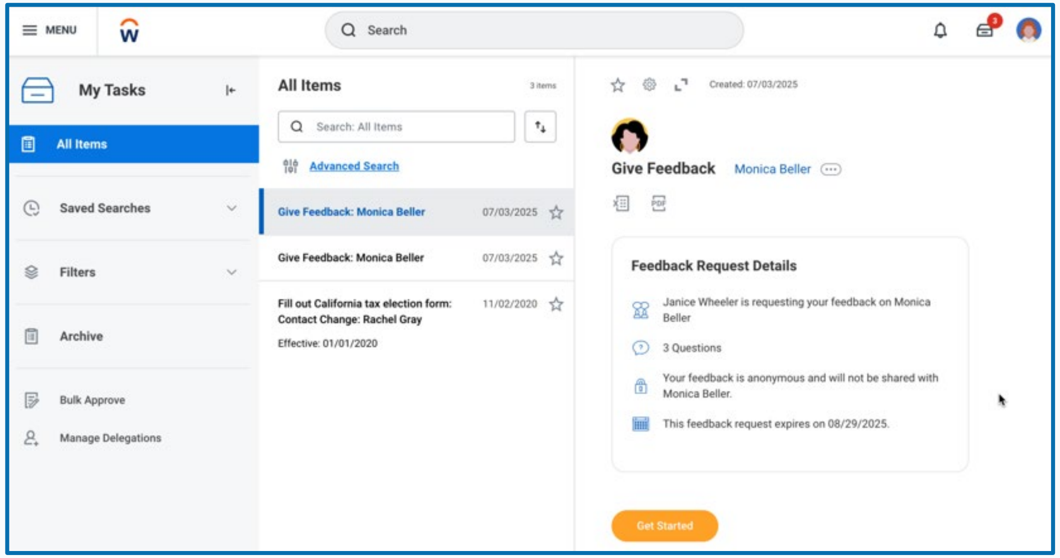
Workday has enhanced the Give Requested Feedback experience in My Tasks. The overview with a Feedback Request Details section and direct the feedback provider is displayed now on a full page.

WHY THIS RELEASE MATTERS

The enhancement allows you to display the necessary information for Give Requested Feedback events, allowing feedback providers to manage and respond to feedback requests more efficiently.

YOUR NEXT STEPS

Changes are automatically available. It is recommended that you test, review and communicate the changes to the target workforce.



Learn More

Post Jobs to Multiple Agency Types.

Moderate Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

Recruiters can now post a single job to multiple agency types simultaneously, instead of posting one by one.

WHY THIS RELEASE MATTERS

This release speeds up job posting and expands visibility across agency networks. We see this as particularly valuable for customers hiring in fast-moving sectors including, technology contracting or seasonal retail, where roles may need to be filled urgently.

Being able to post once and reach multiple agency types simultaneously reduces administrative delays and helps ensure qualified candidates are sourced quickly.

YOUR NEXT STEPS

- No configuration needed.
- Consider adding tooltips for recruiters when posting confidential jobs.
- Train recruiters on the new posting process.

OTHER INFORMATION

Impacts Recruiting and Staffing. Confidential jobs may not be supported by all agency sites – Workday recommends using tooltips to clarify this to recruiters.

Learn More

Constrained Prospect Security by Country.

Moderate Impact | Moderate Effort | Optional

FEATURE RELEASE AT A GLANCE

Recruiters' access to prospect data can now be restricted by country, ensuring they only see candidates relevant to their assigned regions. This release is optional, but likely to be mandatory in a further release.

WHY THIS RELEASE MATTERS

Beyond GDPR compliance, this release helps organisations manage region-specific recruiting teams more effectively. This may be especially beneficial for global customers with decentralised recruiting models (e.g., hiring in both the EU and Africa).

Recruiters will only see relevant prospects for their geography, reducing noise in their pipeline and ensuring tighter alignment to local regulations and talent pools.

YOUR NEXT STEPS

- Configure recruiting regions and assign recruiter roles.
- Test the new Find Candidates report filter.
- Train recruiters on regional access rules.

OTHER INFORMATION

Impacts Recruiting and Staffing. Requires setup of recruiting regions and roles. Includes a new report (Regions for Recruiting), a new data source filter, and new web service operations.

Learn More

TALENT ACQUISITION

Candidate Availability for High Volume Recruiting.

High Impact

High Effort

Optional

FEATURE RELEASE AT A GLANCE

Workday now allows external candidates to submit their work availability during job applications, enabling recruiters to view, filter, and manage availability directly in the candidate grid.

WHY THIS RELEASE MATTERS

This is especially valuable for customers hiring for roles where aligning shifts with candidate availability can be a major bottleneck. This feature allows hiring teams to quickly filter candidates whose availability matches operational demand, reducing wasted time in screening and scheduling.

YOUR NEXT STEPS

- Create candidate availability templates.
- Configure defaulting rules for requisitions.
- Update candidate grids and profiles to display availability.
- Train recruiters on using availability filters and grid columns.
- Consider separate processes for internal candidates.

OTHER INFORMATOIN

- This release applies only to external candidates.
- Candidate availability templates are configured and assigned to requisitions.
- Recruiters see availability in the *Candidate Profile* and *Candidate Grid*.
- Supports reporting, filters, and migration via Object Transporter.
- Includes new tasks (*Create/Edit/View Candidate Availability Template*), default rules, and SOAP/REST API operations.
- Once submitted, candidate availability cannot be edited.

Learn More

TALENT ACQUISITION

Social Sign-In for Candidate Accounts.

Moderate Impact | Moderate Effort | Optional

FEATURE RELEASE AT A GLANCE

Workday now enables candidates to use their existing Apple or Google accounts to create candidate accounts and apply for jobs, streamlining the sign-up process.

WHY THIS RELEASE MATTERS

This may be particularly impactful for customers competing for early-career or gig-economy talent, where drop-off rates are high. Allowing candidates to apply with Google or Apple sign-in lowers barriers and can significantly increase completed applications.

YOUR NEXT STEPS

- Test the feature against your organisation's security setup during Preview.
- Enable desired providers (Apple, Google) in Edit Tenant Setup – Recruiting.
- Configure a consent/help message if needed.
- Allow 24 hours for the Register SSO Client background job to complete.

OTHER INFORMATION

- Candidates can still create Workday accounts as before.
- Adds two new fields in *Edit Tenant Setup – Recruiting*:
  - *Candidate Social Sign-In Providers*
  - *Candidate Social Sign-In Consent Message* (rich text supported).
- Apple/Google manage password resets, not Workday.
- No impact on existing candidate account creation URLs.

Learn More

preos.

PAYROLL

UK International Assignments.

Moderate Impact

Moderate Effort

Mandatory

FEATURE RELEASE AT A GLANCE

Workday delivers several functionality updates to support workers on International assignments, including tracking residency status, highlighting gender discrepancies, and updates to the Assign UK Payroll ID task.

WHY THIS RELEASE MATTERS

Providing information to HMRC is a legal requirement. This update ensures compliance.

OTHER INFORMATION

UK Payroll cannot pay into a non-UK bank account, and for Workers, if no UK home address is provided, Workday defaults their address to the location of the position on the FPS.

YOUR NEXT STEPS

If customers are using UK Payroll and have international assignments, you should update information on the new task Maintain UK International Assignment Worker Details, against the worker to record their residency status.

Learn More

PAYROLL

UK Income Tax 50% Upper Limit.

Moderate Impact

Moderate Effort

Optional (Highly Recommended)

FEATURE RELEASE AT A GLANCE

There is a new Workday-owned Pay Component Group delivered to Earnings Excluded from the 50% Limit.

WHY THIS RELEASE MATTERS

This helps to improve the ease and accuracy of pay processing for earnings that are required to be excluded from the 50% income tax limit.

YOUR NEXT STEPS

Edit the new pay component group of GBR PBIK Earnings Excluded From 50% Regulatory Limit and add in relevant Benefit in Kind Earnings.

Learn More

LEARNING

Observational Checklist.

Moderate Impact

Moderate Effort

Optional

FEATURE RELEASE AT A GLANCE

With this new functionality, it is possible to create, view, and manage Observational Checklists to assist you in providing a structured framework for assessing your learners. It allows you to create detailed checklists with a dedicated business process and manage them through web services.

WHY THIS RELEASE MATTERS

With this feature, it is possible to develop comprehensive checklists with sections, tasks, and specific evaluation criteria for learner assessments.

OTHER INFORMATION

Workday doesn't support rescinding this business process at this moment.
With this release, Workday doesn’t support adding Observational Checklists as course lessons in learning content, which is targeted for the 2026 R1 release.

YOUR NEXT STEPS

Configure Domain Security

- Access the domain Manage: Observational Checklist.
- Assign security permissions to this domain.
- Enable the security policy.

Configure the Manage Observational Checklist Business Process

- Configure the business process security policy.
- Configure the business process definition.

If you take no action, then you will not be able to use this new functionality.

Learn More

LEARNING

Acknowledgement Lesson Type.

Moderate Impact Low Effort Optional

FEATURE RELEASE AT A GLANCE

With this release, a new Acknowledgement lesson type can be added to the course content for learners and extended enterprise learners to acknowledge their understanding of learning content.

WHY THIS RELEASE MATTERS

This is particularly relevant for companies where acknowledgement reporting is a requirement, as this functionality makes it possible to report on the Acknowledgement lesson type, acknowledgement responses and courses with acknowledgements.

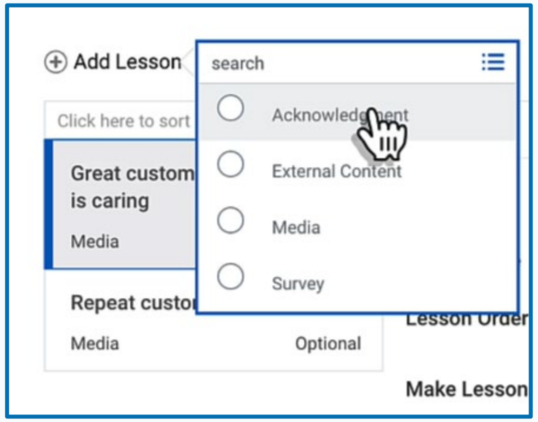
OTHER INFORMATION

The new Acknowledgement lesson type can be added to courses and course offerings. Learning administrators must provide a lesson title, an acknowledgement statement, and a confirmation text for the check box that learners will select to acknowledge the statement before completing the lesson.

YOUR NEXT STEPS

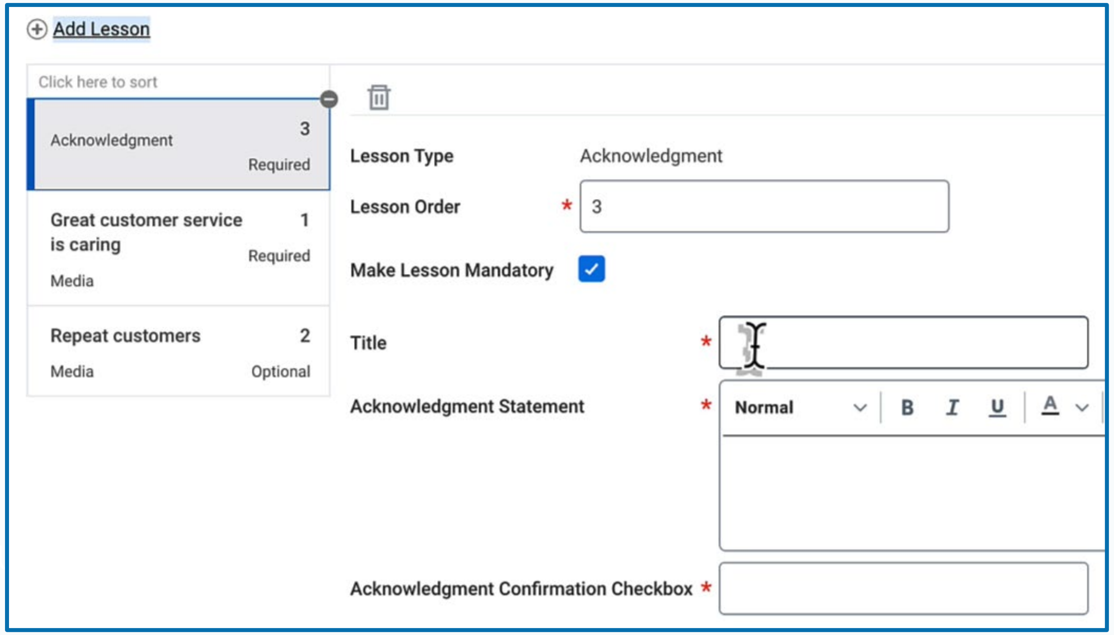
This feature is automatically available. When creating or editing courses or course offerings, you can add the new Acknowledgement lesson type to the course content.

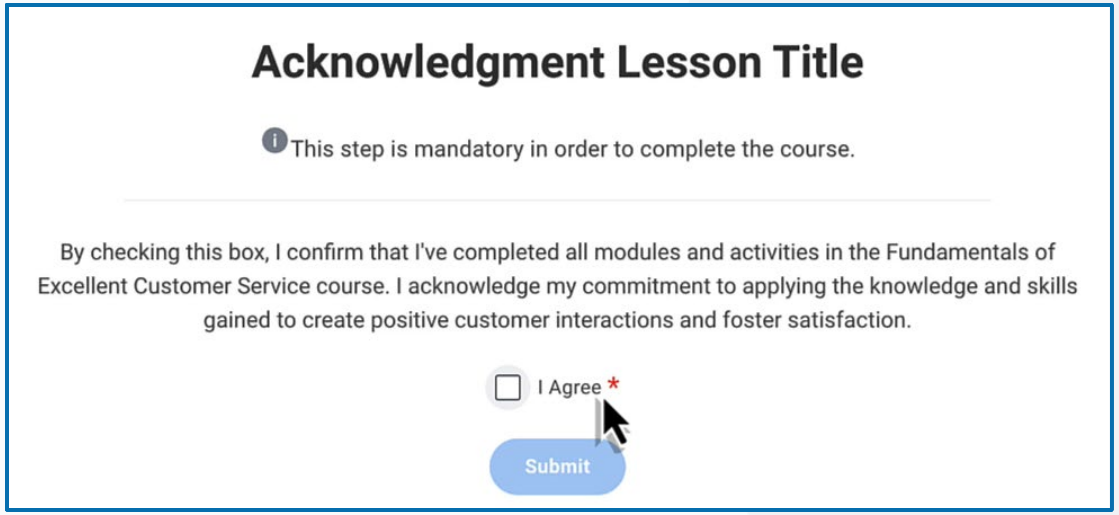
If you do not use this feature, learners won't see any option to confirm and acknowledge their understanding of learning content within courses.



Learn More

Acknowledgement Lesson Type Continued.





LEARNING

Enhanced Learning Assignments: Completing Assignments.

Moderate Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

A new business process is delivered to track the completion of learning assignments and allow learning administrators to configure additional steps and custom notifications after a learner, or an extended enterprise learner, completes assigned learning content.

WHY THIS RELEASE MATTERS

This new process provides the flexibility for Learning Administrators to configure additional steps, such as questionnaires, integrations, or reports, to occur immediately after a learner completes their assigned learning.

OTHER INFORMATION

The initiation step should be marked as the completion step to ensure a completion event is automatically created after the learner completes the enrolment. Note: When an enrolment completes several assignments, Workday creates one completion event.

YOUR NEXT STEPS

Conversion will take place automatically to create complete assignment events for all the previously completed learning assignments. This conversion won't create completion events for open and waived assignments.

It is recommended that you review the Complete Learning Assignment business process security policies to confirm that they meet your needs and configure any additional steps or custom notifications that you would like to trigger after the learner completes the assigned content.

Learn More

YOUR NEXT STEPS

Enhanced Learning Assignments: Completing Assignments Continued.

View Business Process Definition
Complete Learning Assignment (Default Definition)

Effective Date 06/04/2025

Most Recent Used Date 06/04/2025

View Diagram

Security Group Restrictions

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

Business Process Steps 4 items

Step		Order	If	Type	Specify	Optional	Group
		a		Initiation		No	
		b	Requires Retraining? (Workday Owned)	Action	Create Retraining Related Process	No	
		c		Report	My Team's Learning Assignments	No	Manager
	Configure Questio...	c		Complete Questionnaire		No	Employee As Self

Enhanced Learning Assignments: Creating Assignments.

Moderate Impact

Low Effort

Optional

FEATURE RELEASE AT A GLANCE

With this release, Workday delivers 2 new tasks (Assign My Team and Mass Assign Learning Content) and 2 business processes (Mass Manage Learning Assignment and Manage Learning Assignment) to assign learning content for managers and administrators.

WHY THIS RELEASE MATTERS

This update aims to reduce the time learning administrators spend assigning content and allows managers and affiliation managers to directly assign content to their teams without having to enrol them.

OTHER INFORMATION

Additionally, with this update, Workday simplifies retraining management by automatically creating retraining assignments where relevant, using the Complete Learning Assignment business process after the learning is completed. Note: Optional, but likely to be mandatory in a further release.

YOUR NEXT STEPS

For the time being, you can still use the existing enrolment methods to create assignments and enrolments. Workday will now create assignment events when you use these existing mechanisms.

In a future release, Workday will introduce further changes and enhancements to how assignments and enrolments work together.

It is recommended to review the Manage Learning Assignment and Mass Manage Learning Assignment business process configuration and security policies to confirm that they meet your needs.

Please note: Ensure the Completion Step for BP Mass Manage Learning Assignment is before the Manage Learning Assignment action step to avoid delays in the completion of the mass action event and the creation of all included assignments when one or more of the individual manage learning assignment events is held for a review or approval.

Learn More

REPORTING

HCM Admin Hub.

Moderate Impact

No Effort (automatic)

Mandatory

FEATURE RELEASE AT A GLANCE

This new Hub consolidates setup and configuration tasks for Workday HCM products in one centralised location.

WHY THIS RELEASE MATTERS

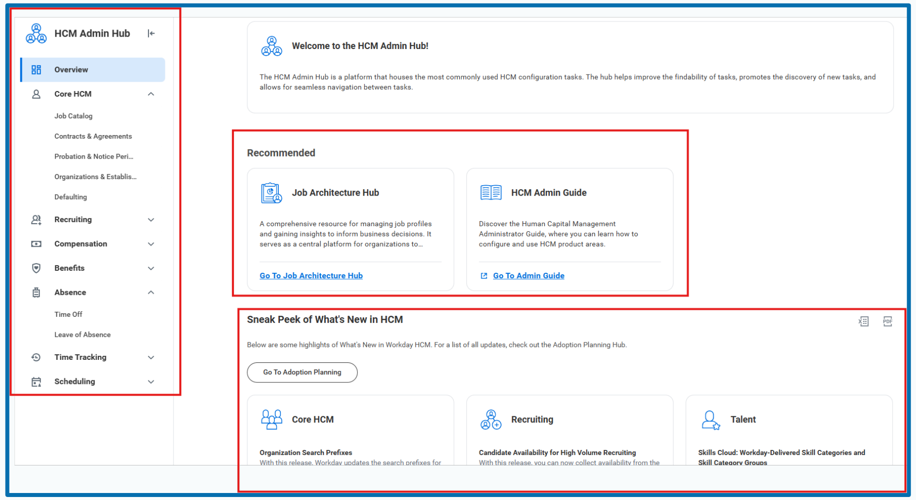
- The HCM Admin Hub improves the findability of tasks and reports while also promoting the discovery of new tasks and reports.
- It also enables administrators to more easily navigate between configuration tasks.

OTHER INFORMATION

It provides quick access to the Job Architecture Hub page, HCM Admin Guide page and the latest feature releases for HCM products.

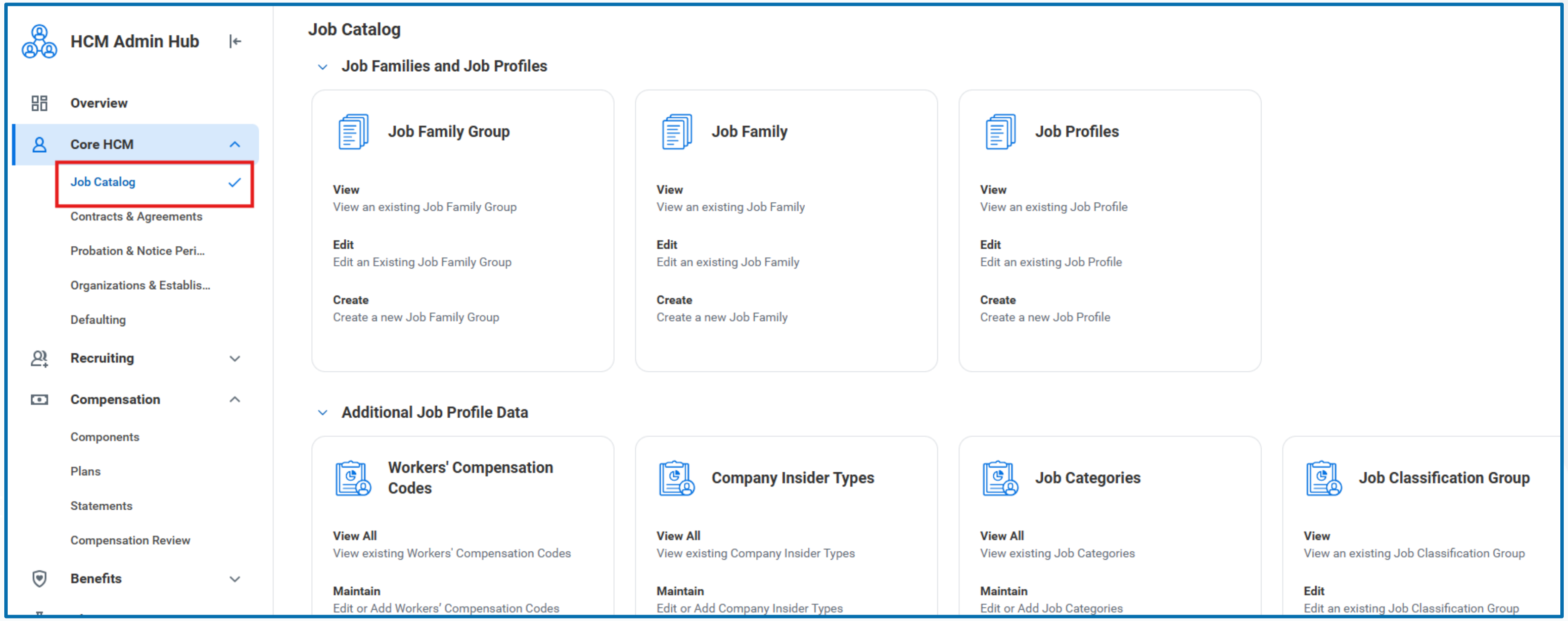
YOUR NEXT STEPS

- You can choose to opt out if you wish to.
- Components of the Hub can be configured via the ‘Maintain Hubs’ task.



Learn More

HCM Admin Hub Continued.



Actions available in the Job catalogue section.

REPORTING

Job Architecture Hub.

Moderate Impact

Moderate Effort

Optional

FEATURE RELEASE AT A GLANCE

This new Hub provides several new tasks and reports to provide you with a centralised space to better manage, report on and gain insights from your job architecture data.

WHY THIS RELEASE MATTERS

- Skills-based operational analytics that allow you to compare the supply and demand of skills in your organisation and compare your skills demand to the market.
- Identify data gaps and inconsistencies in your job architecture.
- Report on job profiles, including any impacts on inactivating or updating a job.

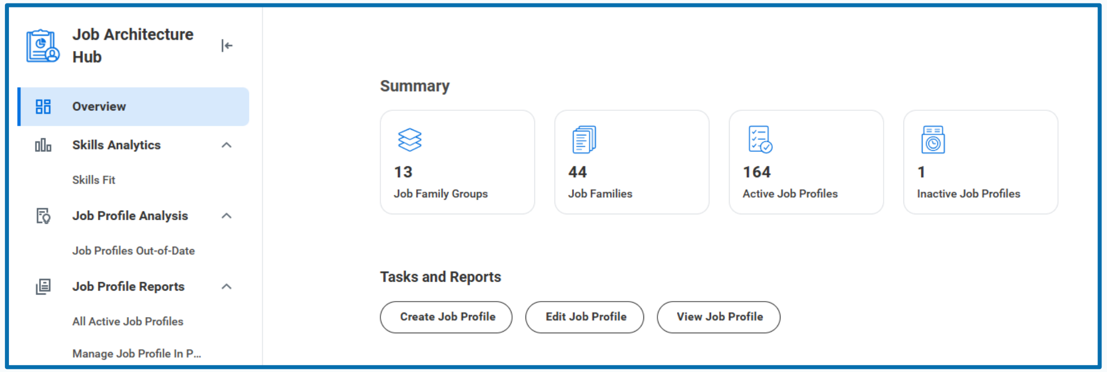
YOUR NEXT STEPS

OTHER INFORMATION

- Improve data quality for use cases where the data is defaulted and used in machine learning, such as Career Hub and Recruiting.
- Uses machine learning to help you identify similar job profiles.

YOUR NEXT STEPS

- The Hub can be enabled via 'Maintain Hubs'.
- Additional Setup is required based on different functionalities within the Hub.



Learn More

Want to understand what Workday 2025 R2 means for your organisation? Our team can help you plan your next steps. Get in touch.

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