



# Let's Talk: 2025R2 Mandatory Features

WELCOME

# Today's Presenters



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LET'S TALK WORKDAY

# Today's Agenda

- 2025R2 Overview
- Review features
- Open Q&A

# Important 2025R2 Dates

- Features are in SBX Preview! They were released **August 15, 2025!**
- Workday Webinars are week of **September 2, 2025**
- Armanino's Optional Feature Review **September 10, 2025**
- Features released to production on **September 20, 2025!**

# Mandatory Feature Review Overview

We're so glad you're here to learn about the features in Workday's bi-annual release!

- This presentation will focus on the features that are going to be 'Automatically Available' ie 'Mandatory' for your teams to adopt in your Workday tenant on September 20, 2025.



**Automatically Available = Mandatory Features:** features that will be in your tenant on Sept 20 whether you like it or not!



**Setup Required = Optional Features:** features that require configuration to enable but are available for your team to uptake!

- The Mandatory features that will be reviewed via the Webinar / demos are the features that will have the most noticeable impact to end users / administrators.
- There are also quite a few mandatory features that are released that are 'Automatically Available', however, not impactful to an end user. These will be listed in a slide and can be reviewed in more detail by your client team.
- There will be another presentation / webinar focused on the 'Setup Required' (ie optional) features later this month – please come back and join us for that webinar as well!

# Disclaimer

*Armanino is so happy to support you growing your knowledge on the features coming out in the Workday Release! The information shared in this presentation is intended for general awareness and is based on Workday's planned or upcoming functionality. While certain features may become automatically available in your tenant, it is the responsibility of each organization to review, assess, and determine the applicability and impact of these features within their own tenant and employee population. You should conduct your own testing, validation and research to ensure these features align with your business processes, compliance requirements, and organizational needs.*

## How to understand the terminology in this presentation

# Key

- **'How this impacts you'** - some Workday features will have a different impacts than others, we've called out what type of impact you can expect, whether that is a:
  - Visual Change = a change that will affect what the user is seeing visually on the UI for a task or piece of functionality.
  - Process Change = this is a change that could require a process change for those running the task or managing the system.
  - Job Aid / Training Change = this change may require a change to training material due to a visual change or process change for end users.
  - No Impact = please note, that no impact doesn't necessarily mean that there is no change in the system, however, this change should not impact your users BAU activities.
- **'Impacts to User Groups'** - this is general guidance on the groups of people we would typically see this feature affecting. Please note this is high level and to relate this back to the security groups that your team has configured in Workday.
- **'Regression Testing Recommended'** - this is if the feature is going to change the outcome of what you are doing BAU today. Some features are going to be a change for your teams, but won't necessarily impact how you act on a day to day basis. We will only recommend regression testing if the feature is impactful enough that your teams need to be aware of how it works!

# Hubs vs Dashboards

Workday terminology to be aware of in this release!

## Hubs

- Centralized Space: Hubs are designed as centralized locations where users can find tasks, reports and resources based on specific topics or job functions.
- Configuration: they can be customized to fit the specific needs of a tenant, allowing for tailored navigation and content.
- Components:
  - Navigation Menu: provides easy access to tasks, reports and dashboards
  - Landing Page: Offer an overview of content, which can include announcements and various sections.
- Examples: Manager Insights, Benefits and Pay Hub, Recruiting Hub

## Dashboards

- Data Visualization: Dashboards focus on presenting data visually, allowing users to analyze and interpret information quickly.
- Custom Reports: Users can create custom dashboards that aggregate data from various sources for specific insights.
- Navigation: Dashboards can be integrated into hubs, providing a visual representation of key metrics and reports.



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## Cross Functional

# 2025R2 Hub Related Features

### New Hubs:

- Time Management Hub
- Customer Accounts Hub
- Revenue Hub
- Security Admin Hub
- Analytics and Reporting Hub
- HCM Admin Hub
- Student Config Hub
- Enhanced the Manager Insights hub!

Admins will have access to new hubs automatically! If you'd like to opt-out of any of the new hubs, access the '**Maintain Feature Opt-Ins**' task and opt out of the feature. Add the hub to our global navigation menu for easy access!

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# HCM

## HCM

# Prevent Out of Order Rescinding of ID Events

## Description

- Users will now be prevented from rescinding events out of order for ID related events, (in the hire process, you must now rescind events like Edit Gov't IDs and Edit Passport/Visa only in order from latest to earliest, cannot rescind outside of this order
- Benefit – reduced errors and data inconsistencies

## How this impacts you

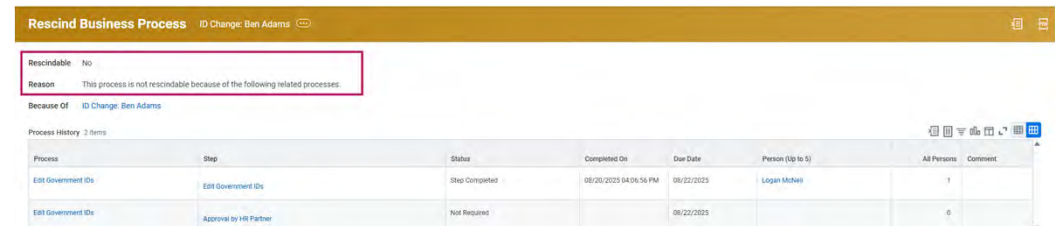
- Improved Data Accuracy, No Longer can rescind ID tasks Out Of Order

## Impact to user groups

- HR Administrators, Users with Rescind Access

## Regression Testing Recommended?

- No



**Rescind Business Process** ID Change: Ben Adams

Rescindable: No

Reason: This process is not rescindable because of the following related processes:

Because Of: ID Change: Ben Adams

Process History: 2 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Edit Government IDs	Edit Government IDs	Step Completed	08/20/2023 04:06:56 PM	08/22/2023	Logan McNeil	1	
Edit Government IDs	Approval by HR Partner	Not Required		08/22/2023		0	

## HCM

# Form I-9 for Remote Hire

## Description

- Workday's Form I-9 for Remote Hire no longer uses Presentation Services (aka VPS) for the external site. Rather, Workday now migrates the external site to a new platform.

## How this impacts you

- Less configuration steps for Remote I-9s, Streamlined I-9 process for external authorized reps.
- External Compliance Site for Section 2 no longer required
- Back button now available on section 2

## Impact to user groups

- External Authorized Users, HR Partners, HR Administrators

## Regression Testing Recommended?

- Yes



**Enter Your Personal Information**

Confirm or correct your personal information. You can also enter additional information.

First Name

Last Name

Email\*

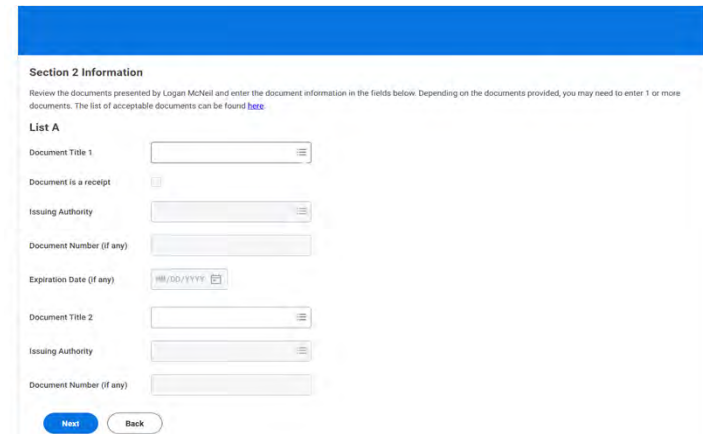
Phone Number

Government ID

I attest under penalty of perjury that I will complete all information in this form to the best of my ability and to the best of my knowledge all information entered here is true and accurate.

I Agree\* ☒

**Next**



**Section 2 Information**

Review the documents presented by Logan McNeil and enter the document information in the fields below. Depending on the documents provided, you may need to enter 1 or more documents. The list of acceptable documents can be found [here](#).

**List A**

Document Title 1

Document is a receipt ☐

Issuing Authority

Document Number (if any)

Expiration Date (if any)

Document Title 2

Issuing Authority

Document Number (if any)

**Next** **Back**

# Core Compensation

## Core Compensation

# Enhanced User Interface for Compensation Business Processes

## Description

- Enhanced User Interface simplifies compensation processes and reduces the likelihood of error. This includes Propose Compensation Hire subprocess, Request Compensation Change subprocess, Request Default Compensation Change and associated actions with business processes.

## How this impacts you

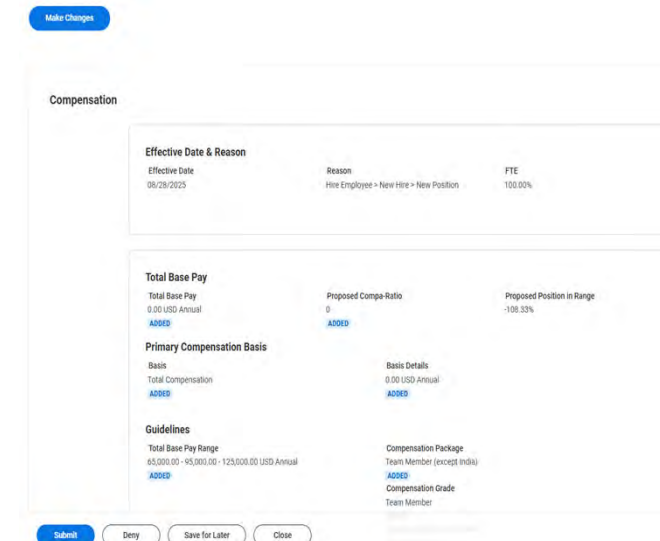
- Visual; updates to many compensation business processes and subprocesses

## Impact to user groups

- Compensation Admins, Compensation Partners, HR Partners

## Regression Testing Recommended?

- yes, If you'd like to opt out access Maintain Feature Opt-Ins report and Opt Out! You will not be able to Opt Out in 2026R1!



The screenshot displays a 'Compensation' form with the following sections and fields:

- Effective Date & Reason:**
  - Effective Date: 08/28/2025
  - Reason: Hire Employee > New Hire > New Position
  - FTE: 100.00%
- Total Base Pay:**
  - Total Base Pay: 0.00 USD Annual
  - Proposed Comp Ratio: 0
  - Proposed Position in Range: -100.33%
- Primary Compensation Basis:**
  - Basis: 0.00 USD Annual
  - Total Compensation: 0.00 USD Annual
- Guidelines:**
  - Total Base Pay Range: \$5,000.00 - \$5,000.00 - \$25,000.00 USD Annual
  - Compensation Package: Team Member (except India)
  - Compensation Grade: Team Member

Buttons at the bottom: Submit, Deny, Save for Later, Close.

## Annual Total Rewards Package Card on the Benefits and Pay Hub

- Feature is now available in tenant settings that allows you to mask or display the monetary values in the Annual Total Rewards Package card on the Benefits and Pay hub

- New toggle box available on the Edit Tenant Settings – HCM task that allows you to have more control over visibility related to the Annual Total Rewards Package Card, checkbox is available, comes unchecked

- Benefits, Payroll, and Compensation Team Members

- No – unless you decide to check checkbox

CONFIDENTIAL



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## Core Compensation / Absence / Payroll – Cross Functional

# Create Multicriteria Advanced Lookup Table

### Description

- Workday now allows you to create an advanced lookup table with values based on a combination of different search criteria types: report field, text report field, or numeric calculation.
- Combine up to 5 search criteria, reducing the number of calculation and steps required for complex operations
- This feature also facilitates parameter maintenance, simplifying the process for implementers and administrators.

### How this impacts you

- More flexibility for Advanced Lookup Tables, less back-end calculations required

### Impact to user groups

- Compensation Partners, Compensation Admins

### Regression Testing Recommended?

- No

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## Core Compensation / Advanced Compensation

# Compensation Data Security Enhancements

### Description

- Security has been updated for Request Bonus Payment, Request Stock Grant, and Severance Worksheet events for Core Comp business processes
- Security has been updated for Employee Bonus for Bonus Process and Propose Stock Grant events in Advanced Compensation business processes

### How this impacts you

- Visibility to compensation fields may have been affected by these updates

### Impact to user groups

- Business Process Administrators

### Regression Testing Recommended?

- Yes, double check security on affected domains!

### Domains:

- Worker Data: Compensation by Organization
- Worker Data: Severance Worksheets
- Worker Data: Stock Grants
- Worker Data: Compensation Management by Organization
- Worker Data: Stock Grants

## Core Compensation

# Enhanced User Interface for Request Compensation Change

### Description

- Enhancements have been made to the Request Compensation Change business process user interface, including moving reason code to the 1st page, rather than the 2nd page.

### How this impacts you

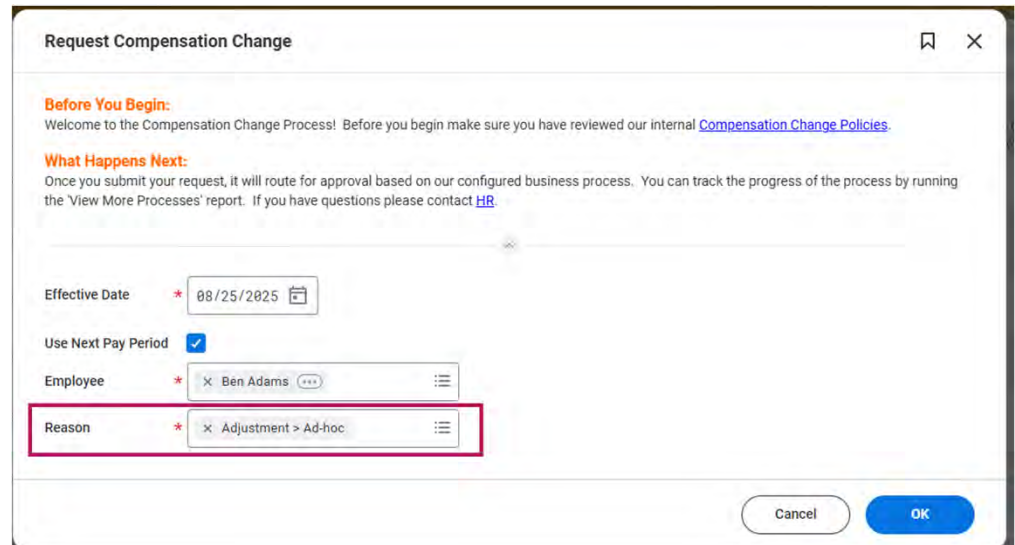
- Visual Changes to Request Compensation Change – improved user experience

### Impact to user groups

- Compensation Partners, Managers, HR Partners

### Regression Testing Recommended?

- No



**Request Compensation Change**

**Before You Begin:**  
Welcome to the Compensation Change Process! Before you begin make sure you have reviewed our internal [Compensation Change Policies](#).

**What Happens Next:**  
Once you submit your request, it will route for approval based on our configured business process. You can track the progress of the process by running the 'View More Processes' report. If you have questions please contact [HR](#).

Effective Date \* 08/25/2025

Use Next Pay Period ☒

Employee \* Ben Adams

Reason \* Adjustment > Ad-hoc

Cancel OK

# Absence

Absence

# New Absence Calendar Experience

## Description

- Workday introduced the New Absence Calendar Experience a couple of releases ago. It was previously 'opt in'.
- The Absence calendar experience is now MANDATORY for clients as of this release.
- If you went live recently, you probably went live with the new absence calendar experience and will not experience a change to your experience!
  - You can check if your live with this new experience by looking at the bp: policies 'Request Time Off', 'Correct Time Off' and 'Request Leave of Absence' - if the initiating groups are on the s to Manage Absence' you are using the new experience!
- However, if you have been live on Workday for some time, you would have had to make the changes on the security policy manually prior to this release.

## How this impacts you

- Visual Change and potential impact to job aids

## Impact to user groups

- Employee as Self

## Regression Testing Recommended?

- yes

# Is the New Absence Calendar Experience Enabled?

## Where to look

- Request Time Off
- Correct Time Off
- Request Leave of Absence

View Business Process Security Policy
Request Time Off

Description
Enter an employee's time off.

Functional Area(s)
Time Off and Leave

Who Can Start the Business Process

Initiating Action
Enter Time Off (Web Service)

Description
Enter Time Off for a worker using the public web service.

Security Groups
(empty)

Initiating Action
Import Time Off Request Event Batch (WS Background Process)

Description
Import high volume Time Off Requests for a worker using the public web service.

Security Groups
(empty)

Initiating Action
Request Time Off (REST Service)

Service Operations
3

Description
Request time off for a worker using the public REST Service.

Security Groups
(empty)

Initiating Action
Request Time Off for a Worker

Description
Enables ~workers~ to request time off on behalf of another ~worker~ using the Request Absence and Manage Absence tasks.

Security Groups
Absence Administrator  
Absence Partner  
HR Partner  
HR Partner (By Location)  
Management Chain

Absence

# New Absence Calendar Experience: Multiple Time Off Entries for the Same Date as One Request

Description

- Workday enhances the new Absence Calendar Experience, enabling workers to add 1 or multiple entries on the same date, if you haven't configured a time off data entry validation that restricts it. Workers can request multiple types of time off for the same date and also change the date of existing time off entries.
- The ability to edit individual days and request multiple time offs on the same date in a single request using Absence Calendar Experience provides more flexibility and efficiency for workers. Workers can combine different time off types or adjust requests when balances are insufficient for a single type. These enhancements provide:
- Easier management of complex absence scenarios within a single request.
- A more intuitive and efficient process for adding or modifying individual days within an absence request, reducing the need to navigate back to the calendar and start over.

How this impacts you

- Visual Change and potential impact to job aids

Impact to user groups

- Employee as Self

Regression Testing Recommended?

- yes

# Screenshot of Change from employee view!

Request Absence

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.

If all the details are correct, click the *Submit* button to process your request.

Related Links

[Business Policy Document](#)

Hours (Daily)

8

[Edit Individual Days](#)

Worktags

Total Request Amount: 8 Hours

Cancel Submit Request

Request Absence

Instructional Information

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.

If all the details are correct, click the *Submit* button to process your request.

Related Links

[Business Policy Document](#)

Total Request Amount: 8 Hours

Additional Information

Available Balance: 132 Hours

Cancel Submit Request

Add

Date

08/21/2025

Type of Absence \*

Delete

Cancel Submit Request



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## Absence

# Time Off Balance Storage and Change Detection

### Description

- Workday automatically stores time off balances for a 1-month period. We also automatically detect any retroactive changes that impact a worker's time off balance.
- Business Benefits: This feature enhances the performance of tasks that are related to time off balances, and enables you to maintain accurate and up to date time off balances for workers, reducing manual effort.

### How this impacts you

- Process change, training impact

### Impact to user groups

- Employee as Self or Payroll Admins etc.

### Regression Testing Recommended?

- yes

# Clarification of Terms

- Maintain Calculated Time Off Balance Settings – new task!
  - **Number of Days Back for Dynamic Balance Calculation** = this is the # of days from today's date that the stored balance value is used to calculate the time off balance for a worker. Default is 390 days (ie 13 months)
  - **Number of Days Back to Recalculate Stored Balance for Jobs or Absence Related Configuration Changes** = number of days from today's date that the stored balance value is used to calculate the time off balance for a worker. Default 13 months.
  - **Number of Days Back to Recalculate Stored Balance for Absence Related Transactions** = field is the number off days from today's date that the stored balance values can be marked as invalid. The default value is 540.
  - **Number of Months Back to Persist Balances** = determines how far back the balances will be stored by the Weekly Auto Persist Calculated Jobs.

## Maintain Calculated Time Off Balance Settings

### Calculated Time Off Balance Setting

Number of Days Back for Dynamic Balance Calculation

Number of Days Back to Recalculate Stored Balance for Job or Absence-Related Configuration Changes

Number of Days Back to Recalculate Stored Balance for Absence-Related Transactions

Number of Months Back to Persist Balances

Delete Persisted Balances ☐

## Absence / Time Tracking

# Updates to Calculated Time Offs

### Description

- This update ensures that absences are properly captured in time calculations across all time entry tasks by updating the behavior of calculated time offs to work the same way as calculated time blocks.
- Absence: with the Manage Absence task you can now update the start and end times of absences, but not the date. You can also delete absences.
- Time Tracking: Removal of the Workday-delivered time entry validation that prevents time offs from being entered in an adjacent week. You can now enter time off requests that are within a single week in the preceding or following week.

### How this impacts you

- Changes in the way calculated time off is displayed, reviewed, updated and deleted if you are using calculated time (ie 'enable calculated time' is checked on your time entry templates)

### Regression Testing Recommended?

- yes

### Impact to user groups

- Employee as Self / Timekeepers

# Payroll

**Regression testing recommendation:** Armanino recommends that you run a mini payroll parallel in your production tenant against your preview tenant to understand

## Payroll

# Schedule FLSA Work Period Calendar Update

## Description

- New **Schedule FLSA Work Period Calendar Update** task. You can use this task to automatically update the calendars on a regular or custom cadence before they expire. This feature enables you to proactively identify and update FLSA work period calendars that will expire within 90 days of the current date.

## How this impacts you

- no impact to BAU, but this feature is available to uptake!

## Impact to user groups

- Payroll Admins

## Regression Testing Recommended?

- no

### Schedule FLSA Work Period Calendar Update

Request Name \*

Run Frequency Weekly Recurrence

Calendar Criteria Schedule

Work Period Calendar

Number of Work Periods \*

## Payroll

# Marital Status Tax Elections

### Description

When you run a pay calculation for state withholding, Workday now uses the first marital status tax election available in this hierarchy:

1. The worker's state marital status.
2. The default state marital status for the worker's state tax authority.
3. The worker's federal marital status.
4. The default federal marital status.

### How this impacts you

- Visual Change, process change, potential impact to training materials etc.

### Impact to user groups

- Payroll admin and employee as self

### Regression Testing Recommended?

- Yes
- Steps: run the 'View Workers with Missing US Tax Elections report' to identify workers missing state tax elections. If a worker is missing a tax election then they will receive the state or potentially federal default depending on the state. When you run the payroll parallel regression in preview double check these employees taxes so you understand how taxes are being taken out.

## Payroll

# Intelligent Prompt Recommendations for US Withholding Orders

## Description

- Workday delivers intelligent prompt recommendations for creditor garnishment withholding orders in the US enabling prompt recommendations helps improve accuracy and efficiency.

## How this impacts you

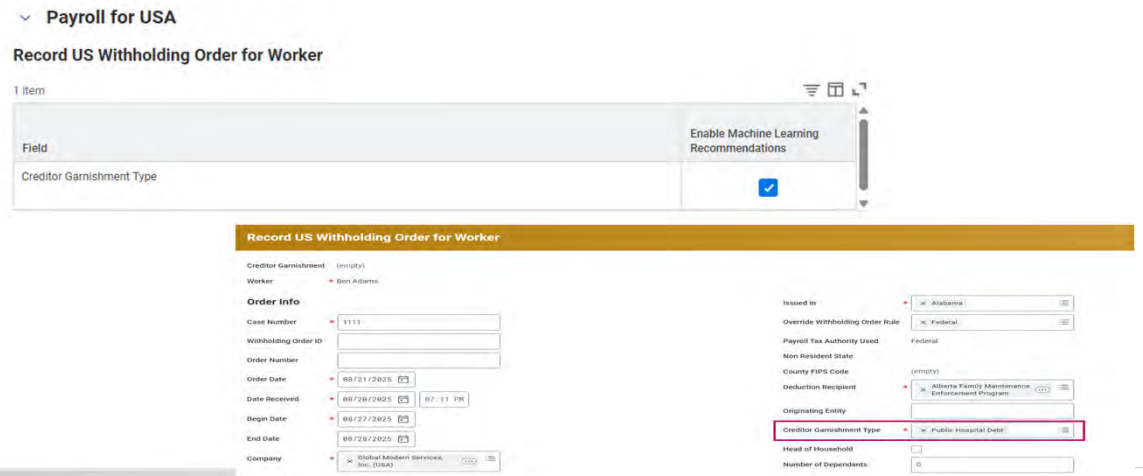
- Visual Change

## Impact to user groups

- Payroll Admin

## Regression Testing Recommended?

- no



## Payroll

# W-4 Withholding Elections on Payslips for Payroll for the US

## Description

- Update payslips for US workers to display the correct W-4 withholding information based on when they last updated their elections. This update responds to the IRS 2020 update to the W-4 form and enables workers to view their withholding election information based on the version of the form they used to make elections.

## How this impacts you

- Visual change for employees

## Impact to user groups

- Employee as self, payroll admin

## Regression Testing Recommended?

- Testing would be helpful to understand what this looks like for employees in case of questions

Withholding 4 items

Description	Federal	Work State
Marital Status	Married but withhold at higher Single rate	Single or Married (with two or more incomes)
Allowances	3	2
Total Dependent Amount	0	
Additional Withholding	0	0



## Payroll

# Auto Adjust Taxable Wages Over the Wage Limit

### Description

- Effective for payroll results with payment dates as of 1/1/2025, Workday automatically adjust flat tax rate statutory taxes that have taxable wage limits when you calculate payroll. This update helps ensure workers' current pay calculations don't exceed the most recent taxable wage base limit, and therefore, reduces the need to make manual adjustments to adjust overstated taxable wages.

### Regression Testing Recommended?

- Recommend you review the auto adjusting results because you may need to make manual adjustments for:
- OASDI deductions when you enter negative wages for OASDI tips after it meets the taxable wage limit.
- SUI and FUI credit reduction taxable wages when a worker moves to a different state in a calendar year.
- OASDI and FUI credit reduction taxable wages when negative wages bring subject wages below 0. Workday only adjusts up to the amount of persisted taxable wages for the current pay component.
- If there isn't an additional on-cycle pay run before the end of the quarter or relevant filing period, you'll need to run an on-demand additional payment to adjust prior to the end of the filing period or you could have negative wages in the new filing period.

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## Payroll

# Resident Local Tax Authorities for Terminated Workers

### Description

- Workday enables you to account for post-termination changes to resident local tax authorities when you process payroll. This update reduces the need to manually correct processed payments for terminated workers who update their resident local tax authority information.

### How this impacts you

- No impact

### Impact to user groups

- HR and Payroll Admin

### Regression Testing Recommended?

- no

## Payroll

# AI Prompt Recommendations for Payroll Accounting

### Description

- With this release, we add AI-driven prompt recommendations to frequently used Payroll Accounting tasks. Workday suggests relevant prompts for you to specify on based on your frequent usage of these tasks.
- Workday's recommendations enable you to complete complex or frequent tasks more quickly, with greater accuracy, and reduced manual search effort.

### How this impacts you

- Visual change

### Impact to user groups

- Payroll Admin

### Regression Testing Recommended?

- no

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## Payroll

# Architectural Design Changes to Pay Calculation

### **Description**

- Enhanced the design for pay calculations to support rounding recovery for amount totals for workers with Ongoing Multiple Work Jurisdictions (OMWJ) elections.

### **How this impacts you**

- You should NOT experience a difference in functional behavior outside of the changes to OMWJ. This feature may impact retro calculations on results completed prior to the feature delivery!

### **Impact to user groups**

- Payroll admins and employee as self, but they should not notice a difference

### **Regression Testing Recommended?**

- yes

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## Payroll

# Configuration for Retro Lines with Salary Cap Grant

### Description

- We update the functionality for the Configuration for Retro Lines with Salary Cap Grant feature.
- This update enables institutions to allocate retro payroll costs to the Salary Cap Grant default they configured in the Maintain Payroll Accounting Options task.

### How this impacts you

- Visual change during retro

### Impact to user groups

- Payroll Admin, only impactful to employers who use salary caps

### Regression Testing Recommended?

- no

## Payroll

# Current Accounting for Gross to Net Pay Results

## Description

- Workday enables you to view all journal lines that impact a pay result in a single view, including changes that were entered after a pay period was completed and processed. This feature eliminates the need for manual, multi-step reporting and provides an immediate and complete picture of transactions that impacted a pay result by presenting the original journal lines with all subsequent adjustment lines in a single consolidated view.

## How this impacts you

- Visual Change

## Impact to user groups

- Employee as Self or Payroll Admins etc.

## Regression Testing Recommended?

- no

Amanda Baker: 03/31/2024 (Regular) - Complete

WorkerAmanda Baker

PositionP-00140 Facilities Administrator - Amanda Baker

Result Details

Period03/18/2024 - 03/31/2024 (Bi-weekly (Mon-Sun))

Pay Group DetailUSA Bi-weekly (Regular)

CompanyGlobal Modern Services, Inc. (GSM)

Payment Details

Payment Date04/03/2024

Gross1,600.00

Net1,181.30

Pay Group CurrencyUSD

Status Details

Pay Calculation StatusComplete

Payroll Accounting StatusComplete

Settlement StatusComplete

Add Payroll Input

Previous Result for Worker

View All Results

Gross to Net

Additional Pay Components

Payroll Input

Time Entry

Pay Accumulations / Balances

FLSA

Tax Elections

Payment

Current Accounting

Actuals

What's included in this view?

Journal Entry Lines: 16 items

Ledger Account	Journal Source	Journal Status	Debit Amount	Credit Amount	Memo	Cost Center	Additional Workstep	Budget Date
6000 Salaries and Wages	Payroll Account	Posted	\$00.00			34000 Facilities	Earning: Hourly Pay (USA) Employee: Amanda Baker Job Profile: Facilities Administrator If Location: San Francisco Pay Group: USA Bi-weekly M: Mon (R)	03/14/2024

# Recruiting

## Human Capital Management

# Post Jobs to Multiple Agency Types

### Description

- Workday delivers an ability to post jobs to multiple agency types at once

### How this impacts you

- Utilizing the feature reduces administrative overhead via removing the need to post jobs individually to each agency type, speeds up time-to-post helping recruiters act quickly in fast-paced hiring environments, broadens job visibility by efficiently advertising roles across more agencies simultaneously, increases access to qualified candidates, leading to faster sourcing and improved fill rates.

### Impact to user groups

- Recruiters

### Regression Testing Recommended?

- Yes, if utilizing Recruiting Agencies

#### Post Job R-00014 Marketing Coordinator (Open) ⋮

Recruiting Instruction Post Internally and Externally

Job Posting Site \* ☒ Contingency ☒ Staffing/Temp/Dispatch ☒ Mass Recruitment

Search

Preview Job Posting

← Agency Types

☒ Contingency

☐ Retained / Executive

☒ Staffing/Temp/Dispatch

☐ Specialized/Niche

☒ Mass Recruitment

#### Post Job R-00014 Marketing Coordinator (Open) ⋮ 101

3 Items

	*Site	Forecasted Agency Payout	*Start Date
+	<input checked="" type="checkbox"/> Tokyo Talent Solutions		07/18/2025
-	<input checked="" type="checkbox"/> FuturePath Japan		07/18/2025
-	<input checked="" type="checkbox"/> Rising Sun Recruiters		07/18/2025



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## Human Capital Management

# GeoIP Country Code In Career Sites

### Description

- Workday now uses IP-based GeoIP country codes to determine the default country for external candidates when they apply for jobs on your external career sites.

### How this impacts you

- Using candidate's IP address to identify their location instead of using the browser's locale makes candidates' default country more accurate in their job applications.

### Impact to user groups

- Candidates

### Regression Testing Recommended?

- Yes

# Learning

## Human Capital Management

# Acknowledgement Lesson Type

### Description

- The new lesson type enables learners/extended enterprise learners to acknowledge their understanding of learning content.

### How this impacts you

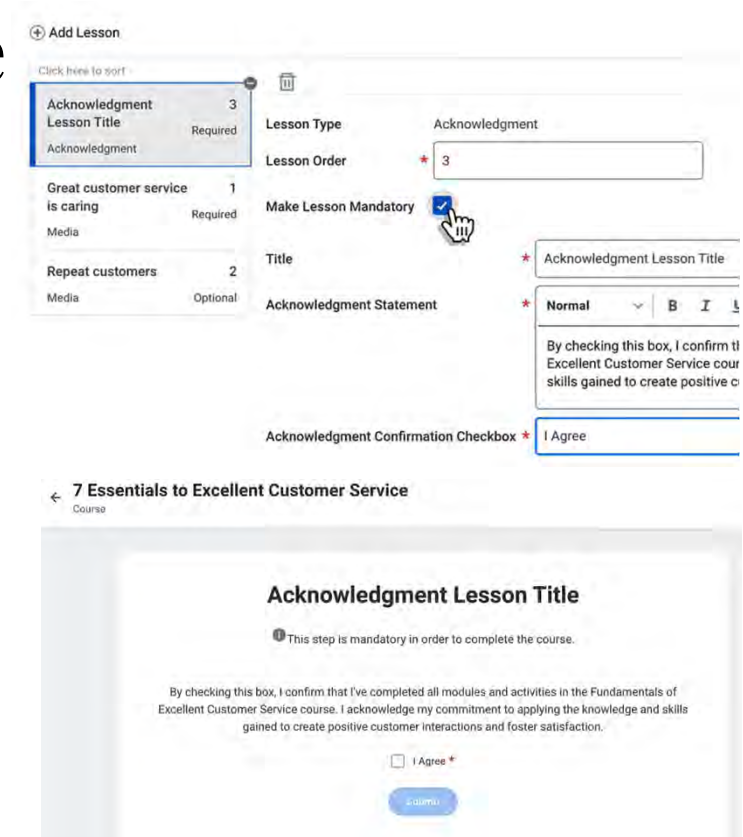
- The Acknowledgment lesson type enables reporting on acknowledgment responses and courses with acknowledgments, which can help organizations with compliance by providing records of learner understanding.

### Impact to user groups

- Learners/extended enterprise learners, Learning Administrators

### Regression Testing Recommended?

- Yes, if updating existing content



The screenshot displays the 'Add Lesson' form in the Armanino LMS. The 'Lesson Type' is set to 'Acknowledgment'. The 'Lesson Order' is 3. The 'Make Lesson Mandatory' checkbox is checked. The 'Title' field is 'Acknowledgment Lesson Title'. The 'Acknowledgment Statement' field contains the text: 'By checking this box, I confirm that I have completed all modules and activities in the Fundamentals of Excellent Customer Service course. I acknowledge my commitment to applying the knowledge and skills gained to create positive customer interactions and foster satisfaction.' The 'Acknowledgment Confirmation Checkbox' is also checked, with the text 'I Agree'.

Below the form, a preview of the lesson content is shown. It features the title 'Acknowledgment Lesson Title' and a mandatory step indicator. The text reads: 'By checking this box, I confirm that I've completed all modules and activities in the Fundamentals of Excellent Customer Service course. I acknowledge my commitment to applying the knowledge and skills gained to create positive customer interactions and foster satisfaction.' At the bottom, there is a checkbox labeled 'I Agree' and a blue 'Submit' button.

## Human Capital Management

# Enforce Content Order in Programs

### Description

- An ability to enforce content order within Learning Programs, ensuring learners complete required content items in the designated sequence.

### How this impacts you

- A new Enforce Content Order check box on all the Create, Edit, Review, Revise, View, and Program Version tasks is now available. When you select this check box, learners can't complete mandatory content items until they successfully complete the previous required content items. Edit existing programs to enforce content order. Note: you need at least 2 required content items in the program to enforce content order. If you do not uptake the feature learners will continue to take program content in any order, including assessments.

### Impact to user groups

- Learners/extended enterprise learners, Learning Administrators

### Regression Testing Recommended?

- Yes, if updating existing content

#### Content Order

Enforce Content Order ☐

+ Add Content

Click here to sort

Workplace Harassment & Discrimination	1
Course	Required
Emergency Response Procedures	2
Course	Required
Developing Your Business Ethics	3
Course	Required
Creating a Culture of Privacy	4
Course	Required
Building an All in Culture with Chester Elton	5
Course	Required

## Human Capital Management

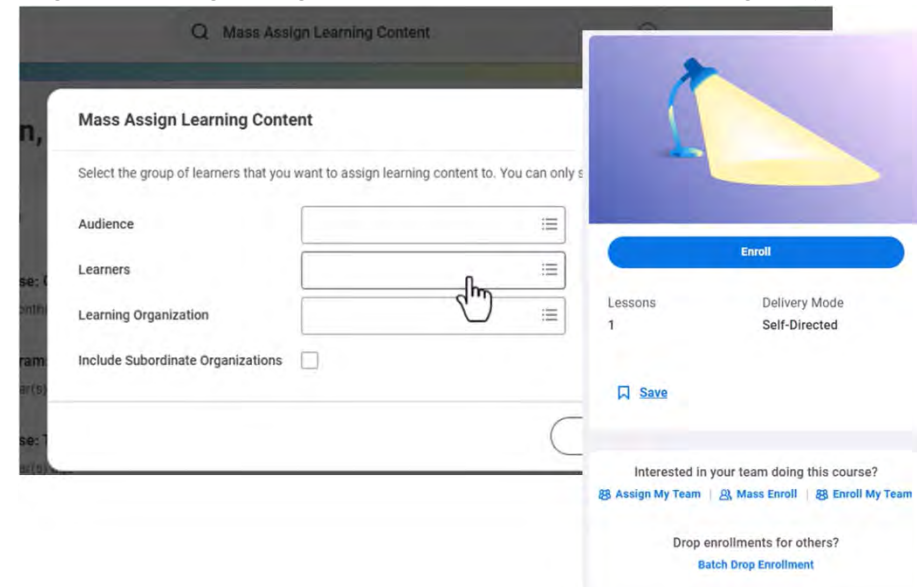
# Enhanced Learning Assignments: Creating Assignments

### Description

- Workday delivers 2 new BPs: Mass Manage Learning Assignment, Manage Learning Assignment, and 2 new tasks: Assign my Team (for managers), Mass Assign (for administrators)

### How this impacts you

- Mass Manage Learning Assignment*: control which users can create learning assignments and review/revise the associated events.  
*Manage Learning Assignment*: access individual manage learning assignments events, access rescind options for open assignments.
- Assign My Team* (managers) can assign recommended/required learning to their teams. *Mass Assign* – admins can access and assign multiple pieces of content to a group of learners.



### Impact to user groups

- Learning Administrators, Managers

### Regression Testing Recommended?

- Yes

# People Experience

---

## Journey

# Self Service Journey User Experience

### Description

- Users can now find and self-enroll in journeys that fit their need at their convenience.
- Audiences can now be reached during critical, often unforeseen moments that are confidential, intent-based, or require preliminary work or pre-qualification

### How this impacts you

- Revisit how you chosen to distribute journeys and if any existing journeys would be applicable for Self Service
- Discover Journey tab is available in the View Journeys report

### Impact to user groups

- Employee as Self, Journey Admins

### Regression Testing Recommended?

- No

# Banking



## Banking & Settlement

# Miscellaneous Payment Request – Copy

## Description

- You can now copy existing Miscellaneous Payment Requests.

## How this impacts you

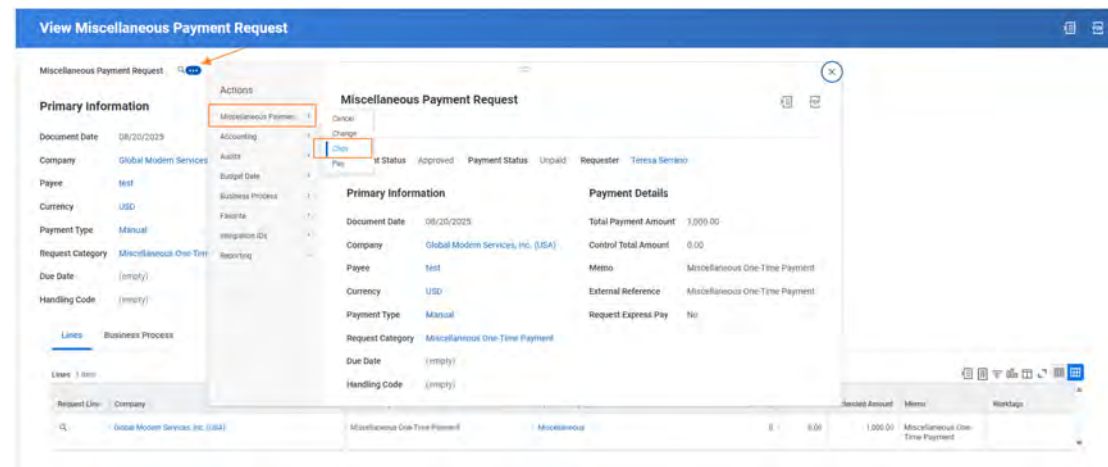
- You can create new miscellaneous payments more quickly using existing miscellaneous payment requests as a template, saving your organization time and increasing efficiency.

## Impact to user groups

- Miscellaneous Payment Settlement Specialist

## Regression Testing Recommended?

- No



## Banking & Settlement

# Miscellaneous Payment Request External Reference Column on Settlement Runs

### Description

- The Miscellaneous Payment Requests grids on settlement runs now always display the External Reference column, even when all values are empty. For the following:
  - Pay Miscellaneous Payment Request
  - View Miscellaneous Payment Requests
  - View Settlement Run

### How this impacts you

- This enables Workday to implement performance improvements when displaying large volumes of miscellaneous payment requests in a single settlement run, saving you time.

### Impact to user groups

- Accounting Manager, Bank Reconciliation Specialist, Cash Analyst, Cash Manager, Controller, Finance Administrator, Finance Auditor, Miscellaneous Payment Settlement Specialist

### Regression Testing Recommended?

- No

# Pay Miscellaneous Payment Request – External Reference Column

Select Miscellaneous Payment Requests

Settlement Run Information

Settlement Run: Name: (empty) Number: SR-5542 Status: Draft Date: 07/01/2025 Include Payments On Behalf Of: Exclude Negative Payments: Express Settlement: Dynamic Supplier Payment Date: Settlement Run Date:

Additional Information

Organization: Global Modern Services, Inc. (USA) Currency: USD Filters Used: (empty)

Search Criteria

Payee: Request Category: Document Date On or After: MM/DD/YYYY Document Date On or Before: MM/DD/YYYY Due Date On or After: MM/DD/YYYY Due Date On or Before: MM/DD/YYYY Payment Type: Exclude Payee: Search

Payment Information

Display Currency: USD Outbound Total: 0.00 Inbound Total: 0.00 Handling Code: From Amount: 0 To Amount: 0 Search Currencies: USD

Selected Item Information

Miscellaneous Payment Request Count: 0 Miscellaneous Payment Request Sum (USD): 0.00

Miscellaneous Payment Requests: 0 items | 0 selected

	Company	Miscellaneous Payment Requests	Payee	External Reference	Payment Type	Request Category	Handling Code	Document Date	Due Date	Amount Due	Currency
No items available.											

OK Cancel



# View Miscellaneous Payment Requests – External Reference Column

View Miscellaneous Payment Request

Miscellaneous Payment Request

Miscellaneous Payment Request NumberMPR-1Document StatusApprovedPayment StatusPaidRequesterTeresa Serrano

Primary Information

Document Date08/20/2025

CompanyGlobal Modern Services, Inc. (USA)

Payee**test (Inactive)**

CurrencyUSD

Payment TypeManual

Request CategoryMiscellaneous One-Time Payment

Due Date(empty)

Handling Code(empty)

Payment Details

Total Payment Amount1,000.00

Control Total Amount0.00

MemoMiscellaneous One-Time Payment

External ReferenceMiscellaneous One-Time Payment

Request Express PayNo

Settlement RunSR-5343

LinesActivityBusiness Process

Lines 1 Item

Request Line	Company	Item	Item Description	Spend Category	Quantity	Unit Cost	Extended Amount	Memo	Worktags
Q	Global Modern Services, Inc. (USA)		Miscellaneous One-Time Payment	Miscellaneous	0	0.00	1,000.00	Miscellaneous One-Time Payment	



# View Settlement Run – External Reference Column

View Settlement Run

Settlement Run Information

Settlement Run    Name    MPR-1    Number    SR-5343    Status    Complete    Date    08/20/2025    Include Payments On Behalf Of    No    Exclude Negative Payments    No    Express Settlement    No

Dynamic Supplier Payment Date    Settlement Run Date

Additional Information

Organization    Global Modern Services, Inc. (USA)

Currency    USD

Filters Used    (empty)

Payment Information

Display Currency    USD

Outbound Total    1,000.00

Inbound Total    0.00

Miscellaneous Payment Request Count    1

Payment Groups    Miscellaneous Payment Requests    Process History    Background Processes

Miscellaneous Payment Requests    1 item

Miscellaneous Payment Request	Company	Payee	External Reference	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
Q	Global Modern Services, Inc. (USA)	test (Inactive)	Miscellaneous One-Time Payment	MPR-1	Manual	Miscellaneous One-Time Payment	08/20/2025	1,000.00	USD

# Expenses

## Expenses

# The Expenses Hub on Mobile

### Description

- With this release, we make the Expenses Hub available on mobile. The Expenses Hub centralizes expense tasks and reports, providing users with a single location from which to manage their expenses.

### How this impacts you

- The Expenses Hub improves the user experience, providing users with visibility over their expenses and enabling them to address pending actions quickly and easily from a centralized location.

### Impact to user groups

- Employee as Self

### Regression Testing Recommended?

- Yes

## Expenses

# Intercompany Balancing Rule for Expenses

### Description

- Workday now enables you to use the intercompany balancing rule for expense report transactions, including credit card transactions

### Impact to user groups

- Employee as Self, Accounting Groups

### Regression Testing Recommended?

- Yes

### How this impacts you

- This feature enables you to:
  - Ensure accurate expense report accounting, even when cost centers are partitioned in intercompany transactions.
  - Handle credit card transactions by enabling you to properly account for intercompany expense reports that include credit card transactions where cost center is the balancing worktag.
  - Prevent setting up invalid configurations for cost center restrictions on credit card billing accounts, reducing data errors.
- When worktag balancing and cost center restrictions are enabled and an intercompany expense report with credit card transactions is approved, the payment or expense report accounting now posts and balances accurately.



# Customer Accounts

## Customer Accounts

# Printing Customer Documents with Attachments Using Docs for Layouts

### Description

- With this release, we now support printing customer invoices and dunning letters with attachments using Workday Docs for Layouts.

### How this impacts you

- This improves printing efficiency and reduces processing time for customer invoices and dunning letters.

### Impact to user groups

- All Accounts Receivable users

### Regression Testing Recommended?

- Yes

## Customer Accounts

# Receivables Account Posting Rule Dimensions

### Description

- With this release, Workday enables you to configure the receivables account posting rules using the country, invoice adjustment reason, invoice type, and payment type dimensions.

### How this impacts you

- This provides greater flexibility in account posting, enabling a more granular differentiation of accounts receivable.

### Impact to user groups

- All Accounts Receivable users

### Regression Testing Recommended?

- Yes

PSA

## Project Billing

# Usage-Based Transactions Outside of Contract Line Date Range

### Description

- We update the behavior of usage-based transactions, so that the billing status is controlled by the corresponding contract line's date range

### How this impacts you

- We update the Record Usage-Based Transactions task:
  - When you specify a date in the Transaction Date field, only contract lines whose date range includes the specified date are available to select in the Contract Line field, including when you type a specific contract number in the Contract Line field.
  - When you amend the date range for usage-based customer contract lines, causing associated usage-based transactions to become in range or out of range, Workday changes the billing status.

### Impact to user groups

- Accounts Receivable

### Regression Testing Recommended?

- Yes

# Prism

## Prism

# Visual Representation of Stages in Datasets

### Description

- This update simplifies the build, edit, navigation, and debugging of transformation stages.

### How this impacts you

- On the Edit Dataset Transformations task, we now display the transformation stages at the top of the page in a pipeline view instead of a list view on a side panel. You can add, edit, debug, and delete stages from this new interface

### Impact to user groups

- Prism Users

### Regression Testing Recommended?

- No

# Accounting Center



## Accounting Center

# Intercompany Accounting Center Journals with Different Ledger Currencies

- Workday now enables creation of intercompany Accounting Center journals with different ledger currencies.

### How this impacts you

- User can now select companies with ledger currencies that are different from the ledger currency of the selected header company.
- User can now select companies with ledger currencies that are different from the ledger currency of line companies selected on other journal lines rules

### Impact to user groups

- Accounting Center Users

### Regression Testing Recommended?

- no

POSSIBLE (RE)DEFINED  
**Questions?**

LET'S  
**TALK**  
**WORKDAY**

LET'S  
**TALK**  
WORKDAY

armanino

# Let's Talk Optional Features

Workday 2025 Release 2

Sept. 10th, 2025 | 10 AM PT / 1 PM ET

LEARN MORE



**Beth Taggart**  
Solution Architect, HCM  
Armanino



**Gabe Macis**  
Solution Architect, Adaptive  
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**Taylor Jackson**  
Solution Architect, Financials  
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