About Workday Documentation

Product Summary

August 6, 2026

workday™

Contents

Workday Documentation Basics

How to Use Workday Documentation

Welcome to our documentation. We recommend that you use Chrome for Windows and macOS because some features don't work well with other browsers.

We provide Guides documentation by product area for these audiences:

- Administrators: How to plan for releases, as well as configure, implement, and use Workday products. We deliver this content in product-specific guides, and you to need to log in to view it.
- Users: How to use Adaptive Planning, Strategic Sourcing, Peakon Employee Voice, and more.
- Developers: Access to Workday Extend and API resources. Some of this content requires you to log in to view it.

Note: If you have questions about how to use Workday for personal tasks as an employee, such as setting up your payroll deductions, please consult your employer's guidelines or contact your Workday administrator.

You can view quick links and overview videos on the Home page, and access Workday product and platform information from the Guides page.

The Workday Documentation site offers these features:

Feature	How It Works
Navigation	• Click the Workday logo or **Workday Documentation** in the header or Home from the menu to access the documentation home page. • In Guides content, to drill into a section of a book, select the caret icon next to the text instead of the text itself. Example: In the **Human Capital Management** book table of contents, select the caret icon next to **Worker Information** to get to the next section level. • Use the breadcrumbs above any topic title to orient yourself within the documentation, especially after navigating to a topic from your search results. • Navigate through a book by clicking the previous and next topic links at the bottom of each topic. • Some Workday guides require log in credentials to view the content. When you click a link to one of these guides, Workday prompts you to log in. For access, contact your HR or IT administrator.
Products	We organize content on the Guides page by product areas.
Topic Types	We deliver most of our content within these topic types:

Feature	How It Works
	• Setup Considerations: Overview of a product or feature for you to use to assess configuration options and plan the work needed to set up the functionality. • Tasks: How to set up and use a product or feature. Concepts: Background information about what you need to know to complete tasks. • References: Reference material that supports Workday usage. • Examples: Step-by-step instructions for how to accomplish a specific goal in Workday. • FAQs: Answers to questions we've frequently received through Workday Community, Customer Support cases, and more. • Troubleshooting: Describes problems, possible causes, and their resolutions for a product or feature. • Use Case: Describes a complicated process or task with a diagram or a video.
Search and Filter	• Search with exact phrases, wildcards, or operators across all publications. • Use facets to narrow your search results. • To learn more about how to search our content, see Find Information.
Multilingual	You can display content in your preferred language by selecting the globe icon at the top of the documentation home page. While on the Home or Guides pages, a globe icon displays next to the links for translated content if there is a mixed language experience. You can also search in different languages.
Download and Print	You can download and print our content in either of these ways: • Click **Download PDF** at the top of a topic to download the entire book the topic is in. Print all or specific topics from the downloaded file. • Use your browser functionality to download or print an individual topic in PDF format.
Links	• Find additional information linked in the **Related Information** section at the end of a topic. • Click cross-book links to view content located in another book.

Feature	How It Works
	• Click links with an external icon (a blue box with a white arrow) for content outside of our documentation.
Provide Feedback	• Send feedback directly to Workday's documentation team by responding to the **Was this helpful?** prompt at the bottom of a topic. • We recommend including your feedback details, name, and email so that we can respond to your feedback or query.
Glossary	Access the full glossary from all books to view Workday-specific terminology.

Find Information

You can use Workday Documentation AI Generated search result to find content in Guides and the Release Center only. The results provide summaries of concepts, tasks, and other information from the links referenced in the citations below the summary. You can turn AI Generated search on and off, as well as give us feedback on the results.

You can also use Workday Community's AI Generated Search. Results include all Workday-authored Community content, including Knowledge Base articles, and training materials, along with Workday Guides, Help Center, and Release Center content. Results don't include discussions or questions, answers, user group posts, contributed solutions, ideas, or training

You can use these search options to find relevant information within the Workday Documentation:

- Search in your preferred language, where available.
- Search for exact terms.
- Search for exact phrases.
- Search with wildcards.
- Search with comparison and boolean operators.
- Refine your search results using facets.

Search for Exact Terms

Search Query	Example
Use the + sign before the desired term to search for exact matches.	When you search for *+performance*, the results only include topics containing that exact word. The results exclude topics with variants such as *performed* or *performing*.
You can combine exact terms with normal terms in the same query.	When you search for *employee +performance engineering*, the results include topics with variants of *employee* and *engineering* but only exact matches for *performance*. The results exclude topics with *performance* variants such as *performed* and*performing*.

Note:

- Matches aren't case-sensitive

- Matches are sensitive to accented characters. You may want to combine exact terms with normal terms when searching languages that use accents, such as French or Spanish.
- The pound sign (#) has the same effect as the plus sign (+).
- You can't combine wildcard characters (* and ?) with exact terms (+) in the same search query.

Search for Exact Phrases

Search Query	Example
Use quotation marks to search for exact phrases.	"*Change Job business process*."
Combine search terms in quotes with other terms outside the quotes.	When you search for *setup "time tracking"*, the results include topics that contain the word *setup* and the phrase *time tracking*. The results don't include topics that contain *time* and *tracking* separately.
Use any 1 of the contiguity operators between keywords for which you want to find contiguous occurrences only. All of these characters have the same effect: • ( ) • .:' • / \\ • _-	The search for *tax_form Canada_Revenue_Agency* is the same as *"tax form" "Canada Revenue Agency"*.

Search with Wildcards

Use wildcard characters (* and ?) to expand your search variability. Wildcards are useful if you are unsure about exact spelling or unfamiliar with a functionality.

Search Query	Example
Use an asterisk (*) at the end of the desired term to search for words that begin with that term.	When you search for *micro**, the results include terms such as *Microsoft*, *microphone*, or *microprocessor*.
Use the question mark (?) at the end of a term or within a term to search for words that include any characters in place of the question mark.	When you search for *gr?y*, the results include terms such as *grey*or *gray*.

Note:

- You can't use an asterisk (*) in the middle of a term. Instead, use the question mark (?).
- You need to include at least 2 characters before a wildcard. This means that you can't begin a search query with a wildcard.
- Search results only include the first 32 wildcard terms found alphabetically by default. Increasing the maximum number of results can cause performance issues.

Search with Comparison and Boolean Operators

You can use operators in search queries to refine your results:

Operator	Type	Example Search Query	Results
=	Comparison	*@title=tax*	Topics that contain *tax* in their titles.

Operator	Type	Example Search Query	Results
==	Comparison	*@title=="Enterprise Search"*	Topics with *Enterprise Search*as the exact title only.
<>	Comparison	*@title <> "Enterprise Search"*	Topics that have the title field defined and don't contain *Enterprise Search* in their title.
AND	Boolean	*expense AND report*	Topics that contain both *expense* and *report*.
OR	Boolean	*expense OR report*	Topics that contain either *expense* or *report*.
NOT	Boolean	*expense NOT report*	Topics that contain *expense* and don't contain *report*.
NEAR:[number]	Boolean	*expense NEAR:5 report*	Topics in which *expense* and *report* are no more than five words apart.

Note: Boolean operators are case sensitive. When you write them in lower case, Workday treats them as normal search terms.

Filter Search Results

You can use these facets to filter your search results:

- **Publication**: Use to find content in a specific publication.
- **Product**: Use to find content associated with a specific Workday offering.
- **Using Workday**: Use to further filter by functionality within a product.

Workday updates your results every time you use the facets. You can:

- Use facets to search without entering a term in the search box.
- Click the magnifying glass in the search bar without entering a search term, and select the relevant facets.

Related Information
Examples
Workday Community: Search Tips for the Workday Community

Video: Workday Documentation Overview

Watch this video (2:09) to learn about how to use our documentation. We recommend expanding the video to full screen for the best viewing experience.

Additional Resources

In addition to the information we provide in Workday Guides and the Release Center, you might find these resources helpful:

Resource	Description
Case Management	Workday case management system. Named Support Contacts can use this page to make general inquiries and log cases.
Training Support	Information on requesting and purchasing training.
Implementation Partners	Directory of our Professional Services partners.
Release Center	Release notes and other resources about features, testing, adoption planning, and other release information.
Tenant Refreshing	Information on the tenant refresh process. To read about sandbox refresh exemptions, click here.
Workday Touchpoints Kit	Overview of the Workday Touchpoints Kit, including information on how to get access to and benefit from the kit.

Talk to Us About Workday Documentation

We love to hear from Workday Documentation users about your experience. This article describes the multiple ways you can connect with us to share your thoughts.

Get Involved

We are always looking for ways to improve the content experience for our users. See Configuration and How-To Resources to learn how about the content we publish to help you through set up and configuration of Workday functionality. Share your feedback by:

- Joining the Workday Content Crew user group. We host demos and share best practices related to how to use Workday Documentation to help you prepare for feature releases. When considering documentation changes, we solicit feedback from the user group for their preference. Lastly, the Content Crew is a great forum to collaboration with your peers about Workday's Documentation resources and how they use it to help them in their day-to-day work.
- Emailing us at **doc.feedback@workday.com** to let us know your concern or what you're thinking.
- Sending feedback related to a specific topic from the Workday Documentation site. Each topic offers the ability to submit detailed feedback.
- Submitting feedback about the AI Generated search summary and results about their relevance and usefulness.

We recommend you bookmark doc.workday.com for easy access. Thank you for partnering with us!

Translation Disclaimer

The Administrator Guide, certain Workday sites, and the user interface for certain Products might be displayed in languages other than the default English version. These translations might be provided through AI and machine translation. Content generated through machine translation might contain inaccuracies. The English default version remains the controlling version. All warranties related to translations, including accuracy and reliability, are hereby expressly disclaimed.

Workday Documentation - In Depth

Workday Release Schedule

Publication	Targeted Date
Product and Industry Roadmaps	• Yearly R1 release in March: October of the previous year. • Yearly R2 release in September: April of the current year.
Release Center Release Notes	Check the Release Center for specific dates in the next major release. We publish release notes prior to major releases in March and September, as well as weekly updates on Wednesday and Friday afternoons (PST). We provide these types of release notes: • Coming Soon: Ongoing for high-impact features. 1-6 weeks prior to Preview or Production (without Preview) delivery. • Features: Major releases - 1 week before Preview and at Production. Weekly releases - as features deliver at Preview and Production. • Fixes: Ongoing weekly. • Retirements: Weekly. Updated with R1 and R2 at Production. Download a Full List of Retirements • What's New In Workday report: Every Friday in your tenant.
Workday Guides	Publishes every 2 weeks and on the production date for R1 and R2 releases.

Release Planning Resources

Workday provides these resources to help you plan for new and updated features.

Strategy Road Maps

What It Is - The home for the strategic direction of a product, feature, or functional area.

Reference the industry roadmaps for insight on where Workday intends to invest to meet the needs of a specific industry.

When It's Published - 2 months before each feature release.

How to Use It View the roadmap of a product to understand both the direction the product is heading and Workday's future investments.

Where to Find It - Visit Strategy Roadmaps for a list of all the product roadmaps available.

Release Center

Use the Release Center to plan for and track new and updated features. Workday provides 4 types of release notes.

Type	What It Is	When It's Published	How to Use It
Coming Soon	Anticipated features. Not a comprehensive list of planned features planned. Previously called Announcing.	Up to 6 weeks before the release of a feature to Preview.	Prior to Preview, review to understand features and enhancements that might have a major impact on your testing or implementation.
Feature	Information about new features and enhancements. Sometimes includes video demonstrations of the feature.	Wednesday and Friday evening (PT) before the service update.	Review for features and enhancements that might have a major impact on your testing or implementation.
Retired	Announcements for the phases of retiring features and functionality. Previously called the Retired Functionality Reference.	Wednesday and Friday evening (PT) before each service update. We try to provide at least 1-year advance notice.	Review for features and enhancements that are going away in a future service update.
Fix	Bug fixes delivering to your Preview and Production tenants each week.	Wednesday and Friday evening (PT) before the service update.	Review for fixes that might have a major impact on your testing or implementation.

What's New in Workday Report

What It Is - A Workday report that provides information about new features and enhancements with each weekly service update. For information on how to read the report, see Concept: What's New in Workday Report .

When It's Published - Published on a weekly basis, year-round for off-cycle deliveries. We publish the content 1 week in advance for features delivering to Preview for the major release.

How to Use It - If you use Adoption Planning or Worksheets to process feature release notes, you can download the What's New in Workday report to analyze and share it with your team on a weekly basis to help you plan and manage your testing. Multiple worklets are offered through the Concept: What's New in Workday Report.

Where to Find It - Run the report in your Preview or Production tenants. See Concept: What's New in Workday Report to learn how to run it.

Workday Web Services Release Notes

What It Is - Updates for REST and SOAP APIs delivered by Workday for a developer audience.

When It's Published - Updated every 1-2 months, along with the web service releases.

How to Use It - Find descriptions of new features introduced with the corresponding update of Workday.

Where to Find It - Visit Release Center for access to all Workday Web Services update information.

WDSetup Release Notes

What It Is - WDSetup is a Workday-owned tenant that contains the factory default data that we use to build customer Foundation tenants. It also serves as the data source for the Configuration Catalog. The release release notes list new additions and updates to the Configuration Catalog.

When It's Published - Updated monthly.

How to Use It - Reference for new features introduced to the WDSetup foundry tenant that houses factory default data.

Where to Find It - Visit WDSetup Content Release Notes for access to all WDSetup update information.

Payroll Compliance Updates

What It Is - Updates on Workday Payroll, and federal, state, and local tax regulations that are provided for compliance purposes.

When It's Published - This information is published on Thursday evenings. The same information is available as a report in Workday with each weekly service update.

How to Use It - Review regularly for tax updates and suggested actions to ensure compliance with current state and local requirements.

Where to Find It - Visit Payroll Compliance Updates for information on the updates being delivered weekly, or view the Reference: Payroll Compliance Updates Dashboard.

Configuration and How-To Resources

Workday provides extensive setup and configuration documentation for it's full set of products. Consider these resources as you plan for the features you adopt.

Workday Guides

What It Is - Workday Administrator, Developer, and User Guides provide how-to information for configuring and using Workday.

When It's Published - Every other week, as needed, when features deliver to Production.

Translations are available approximately 3 months after a feature release date. See Translations: Workday Guides for a list of translated guides.

How to Use It - Browse the guide for configuration instructions and an overview of the features available in Workday. Watch this video to learn how to get the most out of the Workday Documentation.

Where to Find It - Bookmark the doc.workday.com site directly and search within our Doc site for more robust search functionality, such as to filter by Publication or Book. Alternatively, you can search in Workday Community and filter results by Documentation.

Workday Help Centers

What It Is - Provide contextual help for setting up and using Workday products that have their own help content outside of Workday..

Audience: end users, modelers, and administrators.

When It's Published: Every other week, when features go to Production.

Translations are available approximately 3 months after a feature release date.See Translations: Workday Help Centers for a list of translated languages.

How to Use It - Browse or search each help center to find feature release notes, get started guides, feature concepts, how-to steps, and reference topics.

Where to Find It - You can access the Help Centers from the Workday Documentation Home page.

View related topics for an application page by clicking the help icon on that page, which opens content from the help centers.

Feature Adoption Presentations and Publications

What It Is - Recorded presentations showing Workday in action, as well as how-to guides and tips on deploying features.

When It's Published - We post presentations and articles throughout the year, on various products and features.

How to Use It - Watch the recordings to learn more about product functionality and feature deployment.

Where to Find It - The Next Level: Feature Adoption Presentations and Publications to browse upcoming events and recordings of past presentations.

Translations: Workday Help Centers

Translations are easy to access from the language drop-down list on Workday Documentation. Workday Help Center documentation supports translations into these languages:

- Dutch-Netherlands
- German
- French
- French-Canadian
- Italian
- Japanese
- Korean
- Portuguese (Brazil)
- Simplified Chinese
- Spanish
- Traditional Chinese

Here is the full list of currently available translations:

Help Center	Translated into all supported languages
Adaptive Planning	√
Contract Management	French (French), Spanish, and German
HiredScore	√
Peakon	√

Translations: Workday Guides

Translations are easy to access from the language drop-down list on the Guides home page. Workday Documentation supports translations into these languages:

- Dutch-Netherlands
- German
- French
- French-Canadian
- Italian
- Japanese
- Korean
- Portuguese (Brazil)

- Simplified Chinese
- Spanish
- Traditional Chinese

Here is the full list of currently available Guides translations:

Book	Translated into some supported languages	Translated into all supported languages
About Workday Documentation		√
Adaptive Planning		√
Adaptive Planning and Consolidation		√
Authentication and Security		√
Education & Government		√
Financial Management		√
Human Capital Management		√
Integrations		√
Manage Workday		√
Notification Designer		√
Payroll for the US		
Payroll for France	French only	
Payroll for Canada	French-Canadian only	
Payroll for the UK		
Payroll for Australia		
Reporting and Analytics		√
Spend Management		√
Student		√
Use Case LIbrary		√
Workday VNDLY		√
Workday Glossary of Terms		√
Workday Feature Descriptions		√
Workday Studio		√

If you have feedback about our Administrator Guide translations, please comment here or email us.

About Workday Release Notes

Video Guidance for the Release Center

We provide these short, walk-through videos to help you understand what's in the upcoming release as you navigate the release. We'll continue to update this page as we add more resources.

Release Center Overview

Get a tour of the Workday Release Center.

Finding the Release Notes Relevant for Your Tenant

Learn about specialized searches that we deliver and about customizing them with our provided filters.

Downloading Release Notes

See how to download your filtered release notes into an Excel file so that you can further refine results.

Release Notes Workflow to Enable Adoption Items and Worksheets Creation

How to view release notes in the What’s New in Workday report to create Adoption Items or upload to Worksheets after assessing them in the Release Center.

Find, Filter, and Download Release Notes

Context

The Release Center consolidates all release notes in 1 place so that you can easily find information about these changes on your Workday tenants:

- New, coming soon, and retiring features.
- Bug fixes.

Workday delivers release notes to the Release Center every Wednesday and Friday evening (PT) before Service Updates. We recommend that you visit the Release Center on a weekly basis to stay informed about updates that might impact your tenant before, during, and after the feature release window. The Release Center uses Product and Product Area to categorize changes. If you use Adoption Planning, Worksheets, or prefer to view features by functional area, you can use the What's New in Workday Report.

This topic describes how to:

- Find all release notes consolidated in 1 place.
- Filter release notes by type and other criteria.
- Download release notes to an XLS file for further filtering and management.

Steps

1. Go to All Release Notes.
2. (Optional) Use the search bar to search for release notes by:
    - The associated Jira key.
    - Keywords in titles.
    - Note content.

3. In the **Refine By** section, use the filters on the left-hand side to refine results. The numbers beside each filter display how many related release notes currently exist.

Filter	Refines Results By
Publication	We select the **Release Note** option for you.
Release Note Type	The type of change that the release note documents. See Reference: Workday Release Center .
Feature Source	Features originating as Community Ideas on the Ideation Hub.
Product Line	The line of products in which we release a feature or fix. Examples: Human Capital Management and Financial Management are each product lines. You can filter by multiple product lines. When you select a product line, the related product areas become available for filtering.
Product Area	The subset of the product line in which we release a feature or fix. Examples: Benefits and Compensation are product areas in the Human Capital Management product line.
Tenant Status	The tenant where we delivered the feature or fix: • **Preview**. • **Preview to Production**: Delivered to Preview and moving to Production. • **Production**. • **Reversion - Preview to Removed**: Delivered to Preview and now fully reverted. • **Reversion - Production to Preview**: Delivered to Production and now reverted to Preview. • **Reversion - Production to Removed**: Delivered to Production and now fully reverted.
Setup Effort	For Features only. • *Automatically Available*: Workday automatically enables the features in your tenant. Assess the impact on your tenant and create a testing plan. Example: Workday renames an existing report for clarity. For features that required previous configuration, Workday automatically enables the new functionality in your tenant. Example: Workday delivers an update to the Get Company Vehicles web service.

Filter	Refines Results By
	The update is automatically available, but it doesn't impact your tenant unless you already configured the web service. • *Setup Required*: You must take action in order to use this functionality. If you don't set it up, it doesn't impact your tenant configuration.
Impact	For Fixes only. The action you might need to take: • **Action Required**: You might need to take corrective action in the tenant. Example: For a Fix release note type you might need to take corrective action. • **Interface Change**: Your training materials might be impacted due to a change to the Workday interface.
Content Change Type	Changes that we made to a feature, fix, or its associated release note. • **Correction**: We corrected information in the note after the initial publication. • **Omission**: We didn't publish the release note at the same time as the service update. • **Reversion**: We removed functionality from a tenant. Example: We moved new functionality or a fix from Production tenants back to Preview tenants. • **Update**: We updated content in the release note after the initial publication. Example: We added a video or documented an additional feature enhancement. All notes published with a Content Change Type also have a Change Log entry, which are located in the last columns of the sheet. Each change log gets its own column.
Contains	Media included on the note: • **Attachment**. Example: a PDF file. • **Video**. Attachments and videos are not included when you download release notes to an XLS file.
Developer Audience	Release notes relevant to features for application developers: • The **Extend** platform from which you can build, deploy, and share apps that run on Workday **REST API** that provides access to Workday data from website or mobile applications. You can integrate

Filter	Refines Results By
	these APIs into your enterprise web portal or mobile apps for small sets of frequently used data transactions. • **SOAP Web Services** that you can use to transfer large data sets for external enterprise applications.
Languages	The languages that the features is translated into. See Languages to learn more about how languages are grouped and for the attached PDF that lists the languages for each product line.
Using Workday	How to engage with or configure Workday products or services.

For common queries, see:

- Concept: Date Range Search Filters
- Concept: Refine Release Notes Searches with Date Ranges

4. (Optional) To save keywords or filters for future reference, bookmark the page in your browser. You must be logged into Community to access the bookmarked search.
5. (Optional) Click **Download Release Notes to XLS** at the end of the search results to export up to 3000 results.
6. Open the downloaded XLS file to review and filter these additional columns. The information is available for each of these fields in the release note, but you can't filter it except in the download:

Column	Displays
Product Line	The high-level product category for the product feature.
Product Area	The name of the product for which the feature is delivered.
Description	High-level description of the feature.
Impacted Populations	(Only applies to bug fixes.) Any impacted groups, such as workers or items.
Changes	Updates to your tenant functionality.
What's Coming Next	Future updates that are anticipated for Feature release notes. This column does not apply to any other release note type.
Jira	The Workday Jira associated with the feature or fix. You can use the Jira key to find items in the **What's New in Workday Report** report as part of your adoption planning.
Release Note URL	The link to the note in the Release Center. To activate the link, double-click in the cell and then tab over or click outside of the cell.
What Do I Need to Do?	Specific guidance about setup or other preparations for a new feature or an update.

Column	Displays
What Happens If I Do Nothing?	How your tenant will be impacted if you don't take action.
Test Scenarios and **Examples**	Recommendations for using the feature or fix in your tenant.
Service Update Date	The date of the Friday or Saturday in the release week that we published the release note.
Retirement Status	Indicates where the feature is in the retirement workflow: • In Progress • Fully Retired • No Longer Retiring Note: For No Longer Retiring items, we continue to display the original Retirement Date to preserve the history of the planned retirement.
Change Log Columns	Describe aspects of a change log. Each change log has 8 columns, labeled by ascending digits, in order of earliest to latest change log. Example: The first column title for the first change log is *Change Log 1 Title* . • **Change Log (*n*) Title** • **Change Log (*n*) Description** • **Change Log (*n*) Content Change Type** • **Change Log (*n*) Setup Effort** • **Change Log (*n*) Tenant Status** • **Change Log (*n*) Prev Date** • **Change Log (*n*) Prod Date** • **Change Log (*n*) Jira**

Note: The **Last Updated**, **Contains**, and **Developer Audience** filters aren't currently included when you download release notes to an XLS file.

Related Information

Concepts

Concept: Date Range Search Filters

Concept: Refine Release Notes Searches with Date Ranges

Examples

Feature Release Planning

Release Center

Subscribe to Release Notes

Context

To stay informed about publications, updates, and changes that might impact your tenant, you can subscribe to release notes.

If you have posted a question on a specific release note, you can go to the **Get Updates** section on the release note and click **Subscribe** to receive notifications for answers.

Steps

1. Go to Manage Subscriptions in Workday Community.
2. Click **Go to Add Subscription**.

   From the tag fields, you can select up to 3 tags for each subscription.
3. From the **Content Type Tag** prompt, select *Release Note*. This subscribes you to email notifications whenever Workday publishes release notes to the Release Center.
4. (Optional) From the **Product Tag** prompt, select:
   a) The Product Line (top level) if it has no other levels. Configure a subscription for each product area for which you need to receive email updates. If you select a Product Line and it has secondary entries, you won't receive any notifications unless you select the secondary entries.
   b) The Product Area (secondary level) if there are secondary entries. Configure a subscription for each product area in which you need to receive email updates.
5. (Optional) Customize your subscription with additional filters from the **Release Notes Tag** prompt.

   Note: Subscribe to each item for which you need updates. See examples in the **Examples** section.

Option	Description
Content Change Type	Types of change logs: • *Correction* • *Delivery Update* • *Omission* • *Reversion* • *Update* Receive notifications for release notes that have change logs.
Impact	Fix release notes that require some kind of action for data correction. • *Action Required* • *Interface Change*
Release Note Type	The 4 types of release notes. • *Coming Soon* • *Feature* • *Fix* • *Retirement*
Tenant Status	The types of tenants • *Preview* • *Production* • *Reversion: Preview to Removed* • *Reversion: Production to Preview* • *Reversion: Production to Removed*

6. Click **Subscribe**.

Result

The new subscription displays in the **Edit Subscription** grid.

Example

Example 1: Subscribe to Updates for Coming Soon Release Notes for a Product Area

This example demonstrates how to create a Community subscription for 2026R1 Coming Soon release notes for a product area.

1. Go to Manage Subscriptions in Workday Community.
2. Click **Go to Add Subscription**.
3. From the **Product Tag** prompt, select *Adaptive Planning*.
4. From the **Release Tag** prompt, select *2026R1*.
5. From the **Release Notes Tag** prompt, select *Coming Soon*.
6. From the **Email Frequency** prompt, select *Weekly*.

Example 2: Subscribe to Updates for Fix Release Notes for a Product

This example demonstrates how to subscribe to Fix release notes for a product area.

1. Go to Manage Subscriptions in Workday Community.
2. Click **Go to Add Subscription**.
3. From the **Content Type Tag** prompt, select *Release Note*.
4. From the **Product Tag** prompt, select *Benefits*.
5. From the **Release Notes Tag** prompt, select *Fix*.
6. From the **Email Frequency** prompt, select *Weekly*.

Example 3: Subscribe to Updates for Feature Retirement Release Notes

This example demonstrates how to subscribe to Retirement release notes for a product area.

1. Go to Manage Subscriptions in Workday Community.
2. Click **Go to Add Subscription**.
3. From the **Content Type Tag** prompt, select *Release Note*.
4. From the **Product Tag** prompt, select *Prism Analytics*.
5. From the **Release Notes Tag** prompt, select *Retirement*.
6. From the **Email Frequency** prompt, select *Weekly*.

Example: Use Worksheets with the What's New in Workday Report

This example illustrates how to use Worksheets with the *What's New in Workday* report. To do so, you want to create a workbook that includes:

- Live data.
- Note columns for each analyst and their assessments.
- Data validations.
- Formula columns that extract a list of features that affect your training materials.
- Adoption items.

Context

You lead a team of 3 to manage the implementation of a Workday feature release. With each release, you and your team assess the **What's New in Workday** report to determine which features you:

- Must implement because they're automatically available.
- Can ignore.
- Want to consider for future adoption and the setup effort needed.
- Need to research to determine what changes to make to your employee training manual.
- Want to create adoption items for.

The steps use GMS tenant names Logan McNeil (you), Betty Liu, Steve Morgan, and Teresa Serrano. Substitute your team names for these names in your tenant.

Prerequisites

Configure Worksheets and Drive, and give access to the feature planning analysts.

Security for you (not needed for the other users):

- *Custom/Standard Report Copy* domain in the Tenant Non-Configurable functional area.
- *Set Up: Tenant Setup - General* domain in the System functional area.

Steps

1. Copy a standard report to create a custom report.
    a) Access the **Copy Standard Report to Custom Report** task.
    b) Select *What's New in Workday* from the **Standard Report Name** prompt.
    c) Click **OK**.
    d) Enter *Release Planning with WN Report and Worksheets* on the **Name** field.
    e) Click **OK**. (An alert displays on the page; you can ignore it.)
    f) On the **Columns** tab, click **+** to add a new column.
    g) Select **Workday ID** from the **Field** prompt.
    h) On the **Advanced** tab, select these check boxes:
        - **Enable As Web Service**
        - **Enable for Worksheets**
    i) Click **OK**.
2. Create a new workbook in Drive:
    a) Select **Drive** in the Workday main menu.
    b) Select **New** > **Workbook**.
    c) Use **Workday [Release #] Release Planning** as the name.
    d) Click **Create**.
3. In the workbook, add live data using the report you created:
    a) Click **Add Live Data**.
    b) In the **Select Report** dialog, select the **Release Planning with WN Report and Worksheets** report.
    c) Click **Next**.
    d) In the **Select Prompt Values** dialog, select:

Option	Description
Enabled Functional Areas	Select the check box
Workday Releases	[Next release]

    e) Click **Next**.
    f) In the **Select Columns** dialog:
        - Click **Select All** to add all of the report columns to the workbook.
        - Click **Add Note Column** 2 times to add 2 note columns.
        - In the **Notes Key** field, select *Workday ID*.
    g) Click **Next**.
    h) In the Select Options dialog, select **Enable Multi-Instance Values** so that all enabled functional areas display in the workbook.
    i) Click **Add**. The Workday report runs and inserts the data into the workbook.

4. Rename the Sheet1 tab and note column headings:
    a) On the Sheet1 tab, click the arrow on the right side of the tab and then click **Rename**.
    b) Rename the sheet as *Feature Data*.
    c) Click **OK**.
    d) Double-click in each of the note column headings to rename them:

From...	To...
Note1	Analyst
Note2	Assessment

5. Set up data validation values so you can create drop-down lists for assigning analysts to items, and for selecting an assessment result:
    a) Click **+** at the bottom left of the workbook to create a new sheet. Worksheets names the sheet Sheet1.
    b) On the Sheet1 tab, click the arrow on the right side of the tab and then click **Rename**.
    c) Rename the sheet as *Data Validation Values*.
    d) Click **OK**.
    e) Enter these values:

	A	B
1	*Betty*	*Implement*
2	*Steve*	*Investigate*
3	*Teresa*	*No action*

    f) In the Feature Data sheet, select the first cell in the **Analyst** column.
    g) Click in the cell below the heading and go to **Data** > **Validation**.
    h) Enter these values:

Field	Value
Cell Range to Validate	Enter a range that includes the entire column. Example: *N:N*.
List of Values from Formula	Enter `='Data Validation Values'!A:A`.

    i) Click **OK**.
    j) In the **Assessment** column, click in the cell below the heading and go to **Data** > **Validation**.
    k) In **Cell Range to Validate**, edit the range to include the entire column. Example: Change the value from **O2:O2** to `O:O`.
    l) In **List of Values from Formula**, enter `='Data Validation Values'!B:B`.
    m) Click **OK**.
6. In the **Analyst** column, click in each cell and select an analyst from the drop-down list. (We recommend placing values in at least 20 of the cells, so that later steps in the example will display data.)

7. Share the workbook with your analysts, giving Can Edit access:
    a) Click the **Share** icon at the top right of the workbook.
    b) In the **Share with Individuals** section, enter:
        - *Betty Liu*
        - *Steve Morgan*
        - *Teresa Serrano*
    c) Type this comment in the message area: *Analysts, please select an assessment value in each of the workbook rows assigned to you.*
    d) Click **Share**. The analysts receive a notification in their Inbox that contains a link to the workbook.
8. The analysts can open the shared workbook, study the What's New Items assigned to them, and select a value in the **Assessment** column for each item. We recommend placing values in at least 20 of the cells, so that later steps in the example will display data.
9. In a new sheet, extract information about What's New items that you're implementing, and that affect your training materials. Your education team can use this information to update their employee training materials:
    a) Click **+** at the bottom left of the workbook to create a new sheet.
    b) Name the sheet `TrainingUpdates`.
    c) Paste this formula into cell A1 of the sheet, replacing the final argument A1:O200 with the range of data in the Feature Data sheet: ``=SELECT("SELECT `Feature`, `What's New Item`,`Functional Area(s)`, `Feature Description` from ? WHERE `Training & Testing Impact` = 'This feature may require additional testing and may impact your training materials.' AND `Assessment` = 'Implement'",FeatureData!A1:O200)``
    d) Press Ctrl+Alt+Enter (Windows) or Command+Option+Enter (Mac) to submit the formula.
10. Add adoption items to your adoption dashboard:
    a) Go to the *Feature Data* sheet.
    b) In the **What's New Item** column, hover the cursor over an item until you see a link.
    c) Move the cursor to the far right of the link and click the outward arrow icon; this opens the What's New Item in a new browser tab.
    d) From the related actions menu of the **View What's New Item**, select **What's New Item** > **Create Adoption Item**. The **Create Adoption Item** task page displays, with fields from the workbook filled in automatically.
    e) Fill in any additional fields for the adoption item that you want.
    f) Click **OK**.
    g) Click **Done**.
    h) Repeat this step for other What's New items.
11. Refresh the live data so that the newly added adoption items display in the workbook:
    a) In the live data panel, click **Refresh Now.** (If you previously closed the panel to see more of the workbook data, you can display it again from **View** > **Panels** > **Live Data**.)
    b) Click **Confirm**. The Workday report runs, and the workbook displays any new data; the adoption items you added display in the Adoption Item(s) column.

12. Create a pivot table to see a summary of the analyst data:
    a) In the *Feature Data* sheet, select **Insert** > **Pivot Table**.
    b) In the **Create Pivot Table** dialog, leave the fields as is and click **Create**.
    A basic pivot table displays in a new Sheet1 and the Pivot Table panel displays.
    c) In the Pivot Table panel:
    - From **Available Fields**, find **Analyst** and drag it to the **Columns** area.
    - From **Available Fields**, find **Assessment** and drag it to the **Rows** area.
    - Click **Update**. The table updates to display a summary that looks similar to this image:

	A	B	C	D	E
1	*COUNTA of Workday ID*	*Analyst*			
2	*Assessment*	**Betty**	**Steve**	**Teresa**	**(blank)**
3	Implement	2	42	15	0
4	Investigate	1	45	5	0
5	No Action	23	0	25	0
6	(blank)	0	4	142	593
7					
8					

Next Steps

Optionally, you can create a formula column in the workbook to create working Community Post links in the live data area so that the links open the associated What's New posts instead of an instance page. (Worksheets doesn't support opening external links or attachments from a workbook.) To do this:

1. In the workbook, create a formula column to the right of the Community Post column. Right-click the Community Post header and select **Insert Formula Column** > **Insert Right**.
2. Click **Confirm** to do the live data refresh and create the formula column.
3. Double-click the Formula1 header and rename the header to `Community Post (Corrected)`.
4. In the first cell of the formula column, type the formula `=IFERROR(HYPERLINK(F1),"None")`, replacing the F column identifier with the Community Post column letter in your live data.
5. Press **Enter** to submit the formula. The IFERROR function causes cells without a Community Post link to display the text None and the HYPERLINK function takes the content of the non-working cell and creates a working link.

Refresh the live data at any time to bring in any corrected or newly added What's New items.

Create charts to track progress of analysis.

Share with others outside the team, giving them comment or view access, so they can see the assessments but can't edit the data.

Reference: Workday Release Center

Workday delivers release notes to keep you informed about:

- New, coming soon, and retiring features.
- Bug fixes.

Workday publishes release notes to the Release Center every Wednesday and Friday evening (PT) before Service Updates. We recommend that you visit the Release Center on a weekly basis to stay informed before, during, and after the feature release window.

We label release notes with a release number based on the Production Date.

Examples: We use the 2025R1 label for any feature delivering to Production tenants in week 11 in 2025, until the 2025R2 production release.

Fix or Feature Delivers to...	Delivery Week	Release Number Label
Production	March 15th (2025R1 Production)	2025R1
Production	March 28th (2 weeks after 2025R1 Production)	2025R1
• Preview • Production	• March 28th (early preview for feedback and testing) • September 20th (2025R2 Production)	2025R2

Feature Delivery and the Release Center Updates

To find information about late-breaking changes, check:

- This filtered search for delays and reversions, which uses these search facets:
  - **Publication**: *Release Notes*
  - **Content Change Type**: *Delivery Update* and *Reversion*

  You can modify this filtered search with date ranges, product lines, or other filters to target the updates you need.
- The Workday Documentation Announcements page for changes to the Release Center, Guides, and Help Centers, as well as translation updates and known issues for the documentation site.

You can determine which languages the feature is translated into by checking the **Languages** field. It displays these values to indicate the languages for the feature, by Product Area:

- **English**: When only English is available.
- **English,** [*Individual Languages*] (e.g., English, French (France), French (Canada)): When only a few specific languages are available.
- **English**, [*Language Levels*] (e.g., English, Level 1, Level 2): When many languages are supported, they are grouped by language levels for simplicity.
- **All**: When all languages are supported.
- **(Except** [*Individual Language*]**)**: When specific exceptions exist to *All* or to *Language Levels*.

Release Note Types

Release Note Type	What it Covers
Coming Soon	Features planned for release to Preview tenants. These release notes might also include setup effort for feature use and configuration. Workday publishes *Coming Soon* release notes only for impactful or highly anticipated features.

Release Note Type	What it Covers
Feature	New features and enhancements delivering to your Preview and Production tenants with each Service Update. These release notes might sometimes include video demonstrations and attachments.
Fix	Bug fixes delivering to your Preview and Production tenants with each Service Update.
Retirement	Features and functionality that are retiring with each Service Update. Whenever possible, we provide at least 1-year advance notice for retirements.

Related Information

Concepts

Setup Considerations: Adoption Planning Hub

Examples

Release Center

Concept: Date Range Search Filters

Workday provides date range filters that you can use to search for release notes when tracking new features, updates, and fixes for releases, specific features, or retirements. You can then download up to 3,000 release notes results into an XLS file to customize or share the results with your organization.

Use these date range filters to find relevant release notes for a feature release delivery:

Type of Date Range	Date Range Filter Values	Description
All release notes tagged for a major release number.	**Release**: *release number*. Example: *2026R1*.	Doesn't include items that went to Production in a previous release but are being updated, corrected, or reverted in the current week. Includes items published across multiple weeks. The number increases as new features and fixes deliver during the release period.
All items delivering for the Production date.	Select these Delivery Date Range values: • Start: *Production date*. • End: *Day after Production date*.	Doesn't include items delivering to Preview, or that previously delivered to Production but are being updated, corrected, or reverted with the Production service update. Select an End value of the day *after* the final delivery date to return results.

Type of Date Range	Date Range Filter Values	Description
All items updated in the past week.	Select Last Updated = Past Week	All items updated in the current week, including new features and fixes, corrections, additional functionality, and reversions. Counts backward from your current day, and might include updates from the previous Friday's publication, depending on the day of the current week.
All items updated in a selected range.	Select Updated Date Range and add a Start and End dates. Select: • Start: The date on or before the earliest update. • End: A date after the final updates. Example: To see items updated for the week of the yearly R1 service update, select the Wednesday before and the Sunday after the release date in theUpdated Date Range values: Start: *2026-03-11*. • End: *2026-03-13*.	All items updated in a selected range, including new features and fixes, corrections, additional functionality, and reversions. Might return items from multiple Workday releases.

Related Information
Tasks
Find, Filter, and Download Release Notes

Concept: Refine Release Notes Searches with Date Ranges

The Release Center provides date-related filters so that you can find the relevant release notes for a major release or for continuous delivery updates. Using Date and Date Range filters enables you to manage product updates that might impact your organization. You can use these filters for:

- Planning for a major feature release.
- Monitoring weekly updates during the preview window.
- Viewing updates since the last feature release.
- Monitoring continuous feature and update delivery throughout a release.

You can then download up to 3,000 release notes results into an XLS file to customize or share the results with your organization.

Use these Refine By filters to find relevant release notes for a feature release delivery:

Return Query	Release Center Filter Values	XLS Filter Values
Coming Soon features included in a release.	• **Release Note Type**: *Coming Soon*. • **Release**: *release number* Example: 2026R2.	

Return Query	Release Center Filter Values	XLS Filter Values
Feature Retirements included in a release.	• **Release Note Type**: *Retirement*. • **Release**: *release number*.	
Features that Workday is releasing to: • Preview at the start of the release preparation window on Wednesday 2026-08-08. • Production as part of a major release on Friday.	• **Release Note Type**: *Feature*. • **Updated Date Range**: The release note publication dates in the week before the release preparation window.	**Production Date**: Use the date of the feature release delivery (*release date*) Example: 2026-9-22.
Features released during the Preview window.	**Release Note Type**: *Feature*.	• **Preview Date**: Select all dates from the start of the release preparation window through the feature release delivery (*Preview date*- *Production date*). • **Tenant Status**: *Preview*.

Features updated during the Preview window of a major release, from Wednesday of the Preview release week through the Production delivery date.	• **Release Note Type**: *Feature*.
	• **Updated Date Range**:
	  ◦ **Start**: *Preview date*.
	  ◦ **End**: *Production date*.
	• **Content Change Type**: *Update*	

Fixes released during the Preview window.	• **Release Note Type**: *Fix*.
	• **Updated Date Range**:
	  ◦ **Start**: *Preview date*.
	  ◦ **End**: *Production date*.	

Release notes for retirements across multiple product areas during the Preview window.	**Release Note Type**: *Retirement*.	• **Preview Date**: Select all dates from the start of the release preparation window until the feature release delivery (*Preview date* to *Production date*). • **Product Area**: *Retirement*

Related Information

Tasks

Find, Filter, and Download Release Notes

Concept: What's New in Workday Report

The **What's New in Workday** report (secured to the *Workday What's New* domain in the System functional area) is a standard report that you can find through global search in Workday.

The **What's New in Workday** report only contains the Feature release note type. You can use the **What's New in Workday** report to:

- Learn about new and updated features delivered to Preview and Production tenants.
- Determine if Workday made changes to particular functional areas.
- Plan feature adoption in your Workday tenants.

The Release Center

We update the **What's New in Workday** report Friday evenings Pacific Standard Time to match the Feature release notes published in the Release Center that same week, covering both Wednesday and Friday publications.

Before using the **What's New in Workday** report, visit the Release Center to view and process these release note types in 1 place:

- Coming Soon
- Feature
- Fix
- Retirement

See Reference: Workday Release Center.

Report Filters

You can filter report results by:

- **Tenants**. Example: **Preview**.
- **Corrected Only**.
- **Setup Effort**. Examples: **Automatically Available**, **Setup Required**.
- **Enabled Functional Areas**.
- **Specific Functional Areas**. Example: **Benefits**.
- **System Subcategories**. Example: **Business Process**.
- **Workday Releases**.
- **From** and **To** dates.

When you filter by a date range, Workday returns all items where the **Preview Date**, **Production Date**, or **Documentation Corrected Date** falls within your specified **From** and **To** dates. For example, an item planned for a future release might appear in your results if its **Preview Date** is within your selected date range.

Report Columns

You can sort the report by any column. You can also click the **Grid Preferences** icon to select any of the column headers and change how they display:

- Drag and drop headers into the order that you want to see them.
- From the **Options** menu, select **Hide Column** to remove a column from the report.

Column	Displays
What's New Item	From the related actions menu, select **What's New Item** > **Create Adoption Item** to organize your uptake of new functionality.

Column	Displays
	For detailed instructions, see Create Adoption Items from What's New in Workday Report.
Feature	Workday no longer updates this column. Features delivered before 2025-07-31 will continue to display content in the **Feature** column. We now exclusively update feature titles in the **New Functionality Title** column.
Community Post	We no longer link to What’s New posts since that functionality is retired. We plan to add a link to the feature in the Release Center in the future.
Setup Effort	• *Automatically Available*: Workday automatically enables the features in your tenant. Assess the impact on your tenant and create a testing plan. Example: Workday renames an existing report for clarity. For features that required previous configuration, Workday automatically enables the new functionality in your tenant. Example: Workday delivers an update to the Get Company Vehicles web service. The update is automatically available, but it doesn't impact your tenant unless you already configured the web service. • *Setup Required*: You must take action in order to use this functionality. If you don't set it up, it doesn't impact your tenant configuration.

Tenant	• The environment (Preview or Production) where the feature is currently available for customers.
	• Whether the feature is removed or reverted:
	    • *Reversion - Preview to Removed*
	    • *Reversion - Preview to Removed*
	    • *Removed - Production to Preview*

Preview Date	The date Workday delivered the feature to Preview tenants.
Tentative Production Date	Workday no longer updates this column. Previously used to share the planned delivery date for a feature or enhancement to Production tenants.
Production Date	The date Workday delivered the feature or enhancement to Production tenants.
Documentation Corrected	Indicates whether or not the documentation was delivered late.

Column	Displays
Documentation Corrected Date	The date that Workday corrected the documentation.

Related Actions and Reports

Option	Description
Adoption Planning	Manage and monitor your overall adoption workflow in the Adoption Planning Hub. See Setup Considerations: Adoption Planning Hub.
Regression testing	Perform regression testing in your Preview tenant to assess the impact of new features and enhancements.
Workday Worksheets	Create a collaborative workbook to track progress on your adoption plan. See ../../../user-guide/en-us/worksheets/getting-started-with-worksheets/adh1477339754226.dita.

Related Information
Concepts
Setup Considerations: Adoption Planning Hub
Examples
Release Center

FAQ: Release Notes

FAQ: Release Notes

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General

On which days of the week are release notes updated?	We publish on these evenings Pacific Time (PT): • Release Center: The majority of updates on Wednesdays and any catchup items on Fridays. • What's New in Workday (features only): Friday.
How can I identify the most important release notes to review?	To quickly assess important items in both the Release Center and the What's New in Workday report, you can filter with **Setup Effort**: *Automatically Available*. These features take effect automatically as the features are delivered to your tenant.
Where can I find information about the difference between ***Automatically Available*** versus ***Setup Required***?	See Concept: What's New in Workday Report in the Administrator Guide.
What kind of filtering options do I have for the release notes?	Multiple filtering options are available. For the large Preview release, you can select pre-filtered links on the Release Center home page for direct download and further sorting. Alternatively, you can use the date filter on the Release Center and then refine the results by selecting relevant Product Areas. See Find, Filter, and Download Release Notes for more options and examples.
How does Workday determine which documentation includes video demos about features?	Decisions are made based on feature complexity and user impact.
Why do some release notes have an actual change log entry, but some don't?	We include a change log for any significant updates to provide necessary context for customers. Change logs might occasionally be missed due to process oversights.
What do the values of the Languages field mean?	You can determine which languages the feature is translated into by checking the **Languages** field. It displays these values to indicate the languages for the feature, by Product Area: • **English**: When only English is available. • **English,** [*Individual Languages*] (e.g., English, French (France), French (Canada)): When only a few specific languages are available. • **English**, [*Language Levels*] (e.g., English, Level 1, Level 2): When many languages are supported, they are grouped by language levels for simplicity. • **All**: When all languages are supported. • **(Except** [*Individual Language*]**)**: When specific exceptions exist to *All* or to *Language Levels*.

Tracking Major Releases

When should I start tracking feature release notes for a major release?	Workday recommends that you review Coming Soon release notes regularly between releases to get an advance view of bigger features that might be releasing to your Preview tenant early in the release cycle. Start reviewing feature release notes in the Release Center starting 1 week before Preview and weekly thereafter throughout the Preview window to see what's delivering to your tenant.
When will Preview release notes for the upcoming major release be available?	Most release notes for a major release (Example: 2026R1) publish *1 week* before the features become available in Preview to provide additional time for customers to prepare for the release: • Release Center: By Wednesday evening with a refresh on Friday evening (PT). • What's New in Workday Report: By Friday evening (PT). The bulk of updates in the Release Center on Wednesdays. Additional updates are published to the report on Fridays. A small number of Preview features can be released during the Preview window as they become available.
Should I use the Release Center or the What's New in Workday report to process an upcoming major release?	We recommend using the Release Center on doc.workday.com for these reasons: • We publish release notes to the Release Center by Wednesday afternoons PT, 2 days in advance of the What's New in Workday report. • Feature release notes in the Release Center can include more information and additional resources, such as videos and attachments. • The Release Center consolidates all release note types in 1 place: Coming Soon, Features, Fixes, and Retirements. The What's New in Workday report *only* includes feature release notes. We recommend the What's New in Workday report if you: • Use Adoption Planning or Worksheets to help process feature release content. • Prefer to view release notes by functional area.
Is the Release Planning Checklist spreadsheet available for download from the Release Center?	You can download the checklist from 4 Weeks Before Release Prep Window .
Do new or updated features get released between major feature releases?	Yes. Workday delivers features and fixes each week. After each major feature release and prior to the next feature release, we often deliver new or

	updated features into your Preview tenants targeted for the next feature release. These early previews give you extended time to test and explore the new functionality and for us to gather feedback. That feature might then deliver to your Production tenant with the subsequent release. We also occasionally deliver features, such as label changes or updates to existing features, directly into Production tenants between feature releases, when necessary. Workday Strategic Sourcing doesn't have a Preview tenant, so all features are released straight to Production.
Can a new feature or feature update get added the week before Production Release?	Yes. Workday delivers features and fixes every week.
How do I download a sample project plan?	See 5 Weeks Before Release Prep Window.

Adoption Planning and the What's New in Workday Report

How do I use Adoption Planning Hub information?	See Setup Considerations: Adoption Planning Hub to learn how to use adoption planning.
How often is the What's New in Workday report updated during the Preview window?	The report is updated weekly on Friday afternoons to ensure all features from the week are included.
Does the What's New in Workday report include all release note types?	No. The Release Center includes all release note types, but the What's New in Workday report only includes feature release notes. You. can access the Retirements dashboard through the Adoption product.
Will the Release Center be replacing the What's New in Workday report?	We will continue to support the What's New in Workday report for the foreseeable future. While there is overlap between the two resources, there might be different reasons why you might use one over the other. See FAQ: Release Notes .
Are VNDLY Preview release notes delivered on a different schedule in the What's New in Workday report?	Due to technical constraints, VNDLY release notes publish to the What's New in Workday report 1 week after feature delivery during the release Preview window only. You can use the Release Center to view release notes for VNDLY in the same week as feature delivery during Preview.

Related Information

Concepts

Setup Considerations: Adoption Planning Hub

Examples

Release Center