Administrator Guide Release Notes

Product Summary

August 7, 2026

workday™

Contents

About Workday Documentation

July 24, 2026

Workday Documentation - Basics

Translation Disclaimer	UPDATED Applied edit from Ke Hu: ...languages other than the default English version (was "languages other than English")

July 10, 2026

Workday Documentation - Basics

Translation Disclaimer	UPDATED Changed topic title to Translation Disclaimer, applied edits from legal and Selena.

April 17, 2026

Workday Documentation - Basics

Translation Disclaimer	UPDATED Updated the text of the Machine Translation disclaimer to be more comprehensive.

April 3, 2026

About Workday Release Notes

FAQ: Release Notes	UPDATED Updated 1 answer based on customer feedback.

March 13, 2026

About Workday Release Notes

Find, Filter, and Download Release Notes	UPDATED Added: • Languages Facet • Product Area info
Concept: What's New in Workday Report	UPDATED Updated the Report Columns and Related Actions and Reports sections to reference the new Adoption Planning Hub.
FAQ: Release Notes	UPDATED Added additional questions and updated answers based on recent customer feedback.

Workday Documentation - In Depth

Translations: Workday Help Centers	UPDATED Added languages for the Contract Management Help Center.

Adaptive Planning

April 17, 2026

Headcount Planning

Create Headcount Plans	UPDATED Added a workforce planning configuration manager prerequisite that it must have overlapping positions filtered out of your roster sheet.

Org Design and Scenario Modeling

Steps: Set Up Org Design and Scenario Modeling	UPDATED Added to Context that we don't support overlapping positions.

Share and Collaborate on Org Model Scenarios as Owner	UPDATED Added to Step 4 that we don't support overlapping positions.
Collaborate on Org Model Scenarios as Participant	UPDATED Added to Step 3 that we don't support overlapping positions.

Set Up Adaptive Planning for HCM and Financials

Manage Workforce Planning Configurations	UPDATED Added to Step 7 Configure Filters row that if you plan to use this application for headcount planning, you must filter out overlapping positions so that you exclude them from the roster sheet.
Reference: Reports for Importing Data and Metadata into Adaptive Planning	UPDATED Clarified that you create and use copies of the migrated Customer Central reports.

March 27, 2026

Publish Plans from Adaptive Planning

Publish Financial Plans from Adaptive Planning	UPDATED Updated the Plan table row to reflect the plan span limit increase from 5 to 10 years.

March 13, 2026

Headcount Planning

Create Headcount Plans	UPDATED Added a prerequisite so that aggregate view displays data.

Org Design and Scenario Modeling

Steps: Set Up Org Design and Scenario Modeling	NEW How to set up org design and scenario modeling.
Create Org Models and Scenarios	NEW

	How to create org models and scenarios.
Share and Collaborate on Org Model Scenarios as Owner	NEW How to share and collaborate on org model scenarios as an owner.
Collaborate on Org Model Scenarios as Participant	NEW How to collaborate on org model scenarios as a participant.
Manage and Review Org Model Scenarios	NEW How to manage and review org model scenarios.
Reference: Keyboard Shortcuts for Org Design and Scenario Modeling	NEW Provides additional information about nonstandard keyboard shortcuts for org design and scenario modeling.

Set Up Adaptive Planning for HCM and Financials

Steps: Migrate to UPAS from Current User Sync Setup	UPDATED
Manage Workforce Planning Configurations	UPDATED Clarified in the Next Steps that the custom accounts you need to create are for aggregate view on headcount plans and without them, the view displays this message: No data available.
Manage Journal Line Summaries for Import	UPDATED Removed references to “translated amounts” and “translated beginning balances” from the *Manage Journal Line Summaries for Import* topic as per DOC-46540. No other content changes were made.

Adaptive Planning and Consolidation

July 24, 2026

Financial Accounting in AP&C

Setup Considerations: Account Reconciliation in AP&C	UPDATED Removed a limitation that stated that Workday doesn't provide an audit trail for reconciliations. This functionality

	is now available. See Concept: Account Reconciliation Workspace in AP&C.

July 10, 2026

Financial Accounting in AP&C

Setup Considerations: Account Reconciliation in AP&C	UPDATED Updated the Reporting section to describe the Business View for Account Reconciliations business view data source and report fields.
Set Up Account Reconciliation Definitions in AP&C	UPDATED Updated to describe additional values that Workday populates automatically in certain situations.
Steps: Add Reconciling Items to Account Reconciliations in AP&C	UPDATED Updated with description of new Related Balance prompt.
Concept: Account Reconciliation Hub in AP&C	UPDATED Moved information about the View Reconciliation Workspace report into a new topic, Concept: Account Reconciliation Workspace in AP&C.
Concept: Account Reconciliation Workspace in AP&C	NEW Describes the concept of the View Reconciliation Workspace report in AP&C.

June 12, 2026

Financial Accounting in AP&C

Steps: Set Up Account Reconciliation in AP&C	UPDATED Updated with new step 6 about mass assigning users to roles on account reconciliation definitions.
Set Up Account Reconciliation Definitions in AP&C	UPDATED Updated the Next Steps section with information about mass assigning users to roles on reconciliation definitions.
Mass Assign Account Reconciliation Preparers and Approvers in AP&C	NEW

	How to mass assign users to preparer and approver roles on account reconciliation definitions in AP&C.
Concept: Account Reconciliation Hub in AP&C	NEW Describes the concept of the Account Reconciliation Hub and the View Reconciliation Workspace report in AP&C.
Reference: Autocertification Conditions in AP&C	NEW Provides additional information about the conditions required to autocertify account reconciliations in AP&C.

May 29, 2026

Financial Accounting in AP&C

Setup Considerations: Allocations in AP&C	UPDATED Updated with new Question to Consider about segmented security on ledger accounts.
Setup Considerations: Account Reconciliation in AP&C	UPDATED Added Question to Consider about adding custom validations on supporting balances and reconciling items.
Steps: Set Up Account Reconciliation in AP&C	UPDATED Added new step about adding custom validations on supporting balances and reconciling items.
Steps: Add Supporting Balances to Account Reconciliations in AP&C	UPDATED Updated to describe how Workday automatically populates certain fields and prompts.
Steps: Add Reconciling Items to Account Reconciliations in AP&C	UPDATED Updated to describe how Workday automatically populates certain fields and prompts.

May 15, 2026

Financial Accounting in AP&C

Steps: Set Up Alternate Fiscal Year Consolidations in AP&C	UPDATED Updated the Context to clarify the requirements.

May 1, 2026

Financial Accounting in AP&C

Setup Considerations: Account Reconciliation in AP&C	UPDATED Updated Business Process section with information about email notifications.
Steps: Set Up Account Reconciliation in AP&C	UPDATED Updated step 2 with information about disabling email notifications.

April 17, 2026

Financial Accounting in AP&C

Calculate Equity Pickup Results in AP&C	UPDATED Removed the note about only running 1 equity pickup rule at a time, as it no longer applies.

March 13, 2026

Financial Accounting in AP&C

Setup Considerations: Revaluation in AP&C	UPDATED Added information about running revaluation by accounting date.
Run Revaluation in AP&C	UPDATED Added information about running revaluation by accounting date.
Setup Considerations: Account Reconciliation in AP&C	NEW Information to consider before setting up account reconciliation in Adaptive Planning & Consolidation.
Steps: Set Up Account Reconciliation in AP&C	NEW How to set up the account reconciliation functionality in Adaptive Planning and Consolidation.

Steps: Set Up Roles for Account Reconciliation in AP&C	NEW How to set up assignable roles for account reconciliation in Adaptive Planning and Consolidation.
Set Up Account Reconciliation Definitions in AP&C	NEW How to set up account reconciliation definitions in Adaptive Planning and Consolidation.
Check Reconciliation Definition Coverage in AP&C	NEW How to confirm that all ledger accounts are covered by an account reconciliation definition in Adaptive Planning and Consolidation.
Create Reconciliations for Fiscal Periods in AP&C	NEW How to create reconciliations for fiscal periods in Adaptive Planning & Consolidation.
Steps: Prepare Account Reconciliations in AP&C	NEW How to access and prepare reconciliations for certification in Adaptive Planning and Consolidation.
Steps: Add Supporting Balances to Account Reconciliations in AP&C	NEW How to add supporting balances to reconciliations in Adaptive Planning and Consolidation.
Steps: Add Reconciling Items to Account Reconciliations in AP&C	NEW How to add reconciling items to reconciliations in Adaptive Planning & Consolidation.
Steps: Process Basic Account Certifications in AP&C	UPDATED Updated to add link to Account Reconciliation feature.
Create Workbook Template Definitions for Basic Account Certification in AP&C	UPDATED Updated to add link to Account Reconciliation feature.
Create Basic Account Certification Sets in AP&C	UPDATED Updated to add link to Account Reconciliation feature.
Run Basic Account Certification Sets in AP&C	UPDATED Updated to add link to Account Reconciliation feature.
Decertify Basic Account Certifications in AP&C	UPDATED

	Updated to add link to Account Reconciliation feature.
Certify Account Balances in AP&C	UPDATED Updated to add link to Account Reconciliation feature.
Configure Account Certification Dashboard in AP&C	UPDATED Updated to add link to Account Reconciliation feature.
Concept: Account Certification Dashboard in AP&C	UPDATED Updated to add link to Account Reconciliation feature.

Authentication and Security

July 24, 2026

Authentication

Reference: Signons and Attempted Signons Report	UPDATED Removed information "(secured to the *Workday Account Monitoring* domain)" in the overview based on the support ticket.

Configurable Security

Reference: Workday-Delivered Security Groups	UPDATED Added information for the All Managers' Managers security group.

May 15, 2026

Accounts

Steps: Set Up User Provisioning Workspace	UPDATED Added a step on mapping roles in the User Provisioning Workspace.

May 1, 2026

Configurable Security

Setup Considerations: Security Groups	UPDATED Added a note to the Use Cases section to clarify that Workday restricts administrators from initiating, approving, and modifying certain transactions for themselves.

Data Privacy

Reference: Purgeable Data Types	UPDATED Changed Payroll Attachments to Payroll Input Attachments.

Security for Integrations

FAQ: Encryption, Certificates, and Ciphers for Integrations	UPDATED Updated the list of supported Server Host Key algorithms.

April 17, 2026

Accounts

Reset Workday Accounts for Terminated or Rehired Workers	UPDATED Added a note to Step 6 on the necessary settings to ensure users receive security emails.

Configurable Security

Edit Domain Security Policies	UPDATED Added a step for the Functional Area prompt.

April 3, 2026

Accounts

Configure Password Reset	UPDATED Added a step on setting up SMS one-time passcodes.

Authentication

Steps: Set Up Multifactor Authentication Using SMS One-Time Passcode	UPDATED Updated Context to indicate this feature isn't available to Extended Enterprise Learners.

Configurable Security

Reference: Workday-Delivered Security Groups	UPDATED Added rows for the Interviewer and Active Interviewer security groups.

March 13, 2026

Accounts

Steps: Manage Passwords	UPDATED Removed information related to challenge questions.
Edit Workday Accounts	UPDATED Removed information related to challenge questions and delegated authentication.
Define Password Rules	UPDATED Removed information related to challenge questions and password reuse.
Configure Password Reset	UPDATED Removed information related to challenge questions and delegated authentication.
Steps: Set Up Unified Access Management (UAM)	UPDATED updated step 4 to make it generic. This topic covers the use case for customers configuring only UAM (minus UPAS or UPW).

Authentication

Add Authentication Rules	UPDATED Removed information related to challenge questions and delegated authentication.

Concept: Authentication Policy Best Practices	UPDATED Removed information related to delegated authentication.
Setup Considerations: Multifactor Authentication	UPDATED Removed information related to challenge questions.
Concept: Risk-Based Authentication	NEW Describes the concept of risk-based authentication.
Configure Risk-Based Authentication	NEW How to configure risk-based authentication.
Reference: Signons and Attempted Signons Report	UPDATED Removed information related to challenge questions and delegated authentication.
Reference: Workday Sign In URLs	UPDATED Updated URLs to reflect the new -identity domain.

Data Privacy

Setup Considerations: Data Purging	UPDATED Added: • A table to the Requirements section on optional and required validations in purge jobs. • Information on the new Purge for Time Tracking data feature in the Limitations, Tenant Setup, Security, and Reporting sections. • New PDTs in the Requirements section, and a Limitation on purging attachments, comments, or documents on a worker event.
Steps: Purge Person Privacy Data	UPDATED Added information on the Mark Purged Person and Purge Custom Objects options, the Purge Job Details report, and the Manage Purge Plans task.
Steps: Schedule Privacy Purge Operations	UPDATED Added information on the Mark Purged Person and Purge Custom Objects options.
Manage Purge Plan	NEW

	How to manage and modify a purge plan to address validations and deprecated PDTs.
Reference: Auditing Purged Data	UPDATED Added a table of purge scenarios and example validations.
Reference: Purgeable Data Types	UPDATED Added new PDTs in the Active Workers, Former Workers, and Terminees sections.
Concept: Purging Person Privacy Data	UPDATED Added information on the Purge Job Details report.

Budgets

March 13, 2026

Budgets and Plans

Configure Award Budget Check at Total Grant Level for Parent Structure	NEW How to configure award budget check at total grant level for parent structure.
Concept: Award Budget Check at Total Grant Level	NEW Describes the concept of Award Budget Check at Total Grant Level in Workday.

Plan Hierarchies

Link Virtual Child Plan Structures	UPDATED Added information on linking virtual child plan structures on award types.

Education and Government

June 26, 2026

Grants Management

Allocate Facilities and Administration Revenue	UPDATED Updated the Next Steps section to include the Edit Facilities and Administration Revenue Allocation Profile task.

June 12, 2026

Grants Management

Create Facilities and Administration Exceptions	UPDATED On the row for Primary Waive Rate, added information about what happens when the Primary Waive Rate is higher than the Primary Rate Override percentage.

May 15, 2026

U.S. Federal Government

Steps: Set Up Standard Forms for Benefits	UPDATED We update step 2 and add the new step 8 that instructs on how to reflect marital status changes during a worker's enrollment event.

May 1, 2026

Grants Management

FAQ: Effort Certifications	UPDATED Answers frequently asked questions about effort certification.

April 17, 2026

Grants Management

Reference: Award Costs Reporting	UPDATED Added a new Viewing Grant Accounting on Source Spend Transactions section.

April 3, 2026

Academic Staffing

Steps: Set Up Reporting for IPEDS	UPDATED Updated the Next Steps section with information on how to assign IPEDScodes to job profiles.

Grants Management

Create Effort Certification Types	UPDATED Clarified how Workday routes an effort certification for approval based on the Routing by Worker Organization Assignments setting.
Concept: Effort Certification for Payroll	UPDATED Updated **Payroll Accounting Adjustment from Costed Effort Certification Changes** section.

March 13, 2026

Grants Management

Create Awards	UPDATED On step 7, added a link to Steps: Set Up Award Budget Checks.
Steps: Set Up Award Budget Checks	UPDATED Renamed from Create Budget Check Options Sets to Steps: Set Up Budget Checks for Awards. Expanded the scope of the topic to encompass the entire process of creating budget checks for an award, including creating a plan template and maintaining the budget.

Example: Set Up Award Budget Checks for Specific Worktags	UPDATED Changed topic title from Example: Create Award Budget Checks to Example: Create Award Budget Checks for Specific Worktags. Updated content on the Context and Prerequisites sections for clarity.
Example: Set Up Award Budget Checks for Total Grant	NEW Illustrates how to set up budget check for award-related spending for the entire grant.
Steps: Create Custom Business Form Layouts for Sponsor Statements	UPDATED Update the topic to add information on the Document Layout option and additional steps.

U.S. Federal Government

Steps: Set Up Personnel Action Request (PAR)	UPDATED Updated the table in Step 6 with information on the fields found in the Maintain Federal Field Values task in the Compensation section.
Steps: Set Up Personnel Action Request (PAR)	UPDATED Added information about the Maintain Agencies task.
Steps: Configure the Personnel Action Request Business Process	UPDATED Renamed all instances of Reports: Personnel Action Request domain to Worker Data: Personnel Action Requests.
Steps: Set Up Benefit Event Remarks	UPDATED Updated to supersteps topic in which we present different options for adding remarks to benefit events.
Steps: Set Up Benefit Event Remarks	NEW New topic instructing how to add event remarks to benefit events as part of the approval process.
Set Up the Life Change Enrollment Alternate Approval Task	NEW New topic detailing how to add benefit event remarks as part of the event's approval process.
Set Up the Add Event Remarks Task for Life Events	NEW

	New topic for U.S. federal customers only on how to configure the Add Event Remarks task as part of the Change Benefits for Life Event process.
Steps: Set Up Federal Payment Award Reporting for SF 50 / 52	UPDATED We convert this topic into a Step topic that provides a high level overview of the process for setting up federal payment awards reporting on a PAR.
Map Workday Payment Plans to Federal Payment Types	NEW Instructions on how to map allowance plans and one-time payment plans in Workday to federal payment types, for the purpose of calculating correct PAR values for federal awards payments.
Create Condition Rules for Federal Award Payments Reporting on SF 50 / 52	NEW New topic on how to create condition rules for reporting federal reward payments correctly on a PAR.
Example: Rule Conditions for the Recruitment Incentive Payment Type	NEW New example topic of Rule Conditions configurations for 1 federal payment type.
Steps: Set Up OPM Connector: EHRI	UPDATED Renamed all instances of Reports: Personnel Action Request domain to Worker Data: Personnel Action Requests.
Reference: OPM Connector: EHRI Status Integration Fields	UPDATED Clarified additional details for some sections about how the EHRI field maps to Workday. Added mapping information for some fields not previously mapped.
Reference: OPM Connector: EHRI Dynamic Integration Fields	UPDATED Clarified additional details for some sections about how the EHRI field maps to Workday. Added mapping information for some fields not previously mapped.
Steps: Set Up OPM Connector: eOPF	UPDATED Renamed all instances of Reports: Personnel Action Request domain to Worker Data: Personnel Action Requests.

Financial Management

August 7, 2026

Business Assets

Transfer Assets	UPDATED Updated Context section to clarify that you must use a different task to transfer assets to a different company.

July 24, 2026

Financial Accounting

Setup Considerations: Account Reconciliation	UPDATED Removed a limitation that stated that Workday doesn't provide an audit trail for reconciliations. This functionality is now available. See Concept: Account Reconciliation Workspace.

Settlement

Steps: Set Up Positive Pay Files	UPDATED Clarified that Workday Bank Connectivity can now include outsourced check information in positive pay files.

July 10, 2026

Business Assets

Setup Considerations: Asset Accounting	UPDATED Added information about: • Depreciation adjustment options. • The Depreciation Adjustment Options for Post-Acquisition Asset Lifecycle Events tenant option.
Concept: Asset Accounting Tasks	UPDATED Added information about the Change Asset Book Configuration task.

Steps: Set Up Asset Accounting	UPDATED • Grouped all tenant configuration steps into step 1. • Added a substep to configure depreciation adjustment options.
Steps: Set Up Asset Books for a Company	UPDATED • Clarified when to create custom depreciation schedules. • Added a new optional step to create custom depreciation conventions.
Set Up Asset Book Rules	UPDATED Added information about depreciation adjustment options.
Create Custom Depreciation Conventions	NEW How to create custom depreciation conventions in Workday.
Set Up Depreciation Profiles	UPDATED Clarified that the depreciation convention impacts the depreciation start date for post-acquisition lifecycle events only when they use a depreciation adjustment option of Depreciation Convention.
Concept: Asset Book Configurations	NEW Describes the concept of asset book configurations in Workday.
Concept: Depreciation Adjustment Options	NEW Describes the concept of depreciation adjustment options in Workday.
Reference: Depreciation Conventions	UPDATED Added information about: • Custom depreciation conventions. • Depreciation adjustment options.
Add Assets to Company Asset Books	UPDATED Clarified that Workday doesn't copy depreciation adjustment options in the new books.
Assign Asset Accounting Information	UPDATED • Added information about depreciation adjustment options.

	• Clarified that the depreciation convention impacts the depreciation start date for post-acquisition lifecycle events only when they use a depreciation adjustment option of Depreciation Convention. • Added information about the Change Asset Book Configuration task.
Set Up Asset Shares	UPDATED Added information about depreciation adjustment options.
Transfer Assets	UPDATED Added information about depreciation adjustment options.
Adjust Asset Costs	UPDATED Added information about depreciation adjustment options.
Correct or Adjust Useful Life	UPDATED • Renamed the topic from Steps: Correct or Adjust Useful Life. • Added information about depreciation adjustment options.
Impair Assets	UPDATED Added information about depreciation adjustment options.
Reclassify Assets	UPDATED Added information about depreciation adjustment options.
Dispose of Assets	UPDATED Added information about depreciation adjustment options.

Customer Accounts

Setup Considerations: Customer Accounts	UPDATED Added the Submit Full Credit Adjustment for Contract-Based Customer Invoice web service operation to the Integrations section.
FAQ: Customer Invoices	UPDATED Added information about creating full credit adjustments for customer invoices tied to billable transactions, prepaid consumption, or prepaid installments.

Financial Accounting

Concept: Cash Basis Accounting	UPDATED Clarified that this feature is supported for supplier invoices, supplier invoice adjustments, and customer invoices.
Setup Considerations: Account Reconciliation	UPDATED Updated the Reporting section to describe the Business View for Account Reconciliations business view data source and report fields.
Set Up Account Reconciliation Definitions	UPDATED Updated to describe additional values that Workday populates automatically in certain situations.
Steps: Add Reconciling Items to Account Reconciliations	UPDATED Updated with description of new Related Balance prompt.
Concept: Account Reconciliation Hub	UPDATED Moved information about the View Reconciliation Workspace report into a new topic, Concept: Account Reconciliation Workspace.
Concept: Account Reconciliation Workspace	NEW Describes the concept of the View Reconciliation Workspace report.

June 26, 2026

Financial Accounting

Steps: Configure Worktag Balancing for Journals	UPDATED Updated the Context section to clarify that not all transactions and features support worktag balancing and added link to the new Concept: Requirements for Worktag Balancing topic to the Context section.
Configure Optional Worktag Balancing for the Tenant	UPDATED Updated Context section to clarify optional balancing worktag limitations and downstream impacts.

June 12, 2026

Cash

Steps: Set Up Intelligent Prompt Recommendations for Cash Management Transactions	UPDATED Updated the Financials category service name in Step 1.

Customer Accounts

Steps: Set Up Intelligent Prompt Recommendations for Customer Invoices	UPDATED Updated the Financials category service name in Step 1.
Steps: Set Up Machine Learning for Customer Payment Matching	UPDATED Updated the Financials category service name in Step 1.
Steps: Set Up Machine Learning Recommendations for Customer Overpayments	UPDATED Updated the Financials category service name in Step 1.
Steps: Create Collection Letter Templates	UPDATED Updated the Financials category service name in Step 1.

Financial Accounting

Create Allocation Plans	UPDATED Updated step 2 with information about changing the tier on allocation pools.
Create Allocation Pools	UPDATED Updated step 2 with information about changing the tier on allocation pools.
Set Up Account Reconciliation	UPDATED Updated with new step 6 about mass assigning users to roles on account reconciliation definitions.
Set Up Account Reconciliation Definitions	UPDATED Updated the Next Steps section with information about mass assigning users to roles on reconciliation definitions.
Mass Assign Account Reconciliation Preparers and Approvers	NEW

	How to mass assign users to preparer and approver roles on account reconciliation definitions.
Concept: Account Reconciliation Hub	NEW Describes the concept of the Account Reconciliation Hub and the View Reconciliation Workspace report.
Reference: Autocertification Conditions	NEW Provides additional information about the conditions required to autocertify account reconciliations.
Define Cash Balancing Rules for Cash Transactions	UPDATED Clarified when Workday applies the optional balancing worktags from the cash transactions to the interworktag journal lines.

Supplier Accounts

Steps: Set Up Machine Learning Prompt Recommendations for Supplier Invoices and Supplier Invoice Requests	UPDATED Updated the Financials category service name in Step 1.
Steps: Set Up OCR for Supplier Invoices	UPDATED Updated the Financials category service name in Step 1.

May 29, 2026

Cash

Define Bank Accounts	UPDATED Updated step 4 with information about the Bank Reconciliation Rule Set option and the Inactive for Automatic Bank Reconciliation option.

Customer Accounts

Steps: Create Collection Letter Templates	UPDATED Added information on opting in to the AI-generated translations in Message Builder templates.

Financial Accounting

Setup Considerations: Allocations	UPDATED

	Updated with new Question to Consider about segmented security on ledger accounts.
Setup Considerations: Account Reconciliation	UPDATED Added Question to Consider about adding custom validations on supporting balances and reconciling items.
Set Up Account Reconciliation	UPDATED Added new step about adding custom validations on supporting balances and reconciling items.
Steps: Add Supporting Balances to Account Reconciliations	UPDATED Updated to describe how Workday automatically populates certain fields and prompts.
Steps: Add Reconciling Items to Account Reconciliations	UPDATED Updated to describe how Workday automatically populates certain fields and prompts.

Supplier Accounts

Create a Down Payment Invoice from a Supplier Invoice	UPDATED Added information to the Prerequisites and Context sections about creating down payments with worktag balancing enabled. In Step 6: • Updated description to spend categories with asset tracking. • Removed reference to not supporting project worktags on down payment lines, as this is now supported.
Create a Down Payment Invoice from a Purchase Order	UPDATED Added information to the Prerequisites and Context sections about creating down payments with worktag balancing enabled.

May 15, 2026

Accounting Center

Reference: WQL Query Usage and Guidelines for Data Export	UPDATED In the WQL Expressions grid, updated the note in the Where row to clarify filtering by date fields.

Cash

Setup Considerations: Automatic Bank Statement Reconciliation	UPDATED Added a question to consider about AI bank reconciliation.
Steps: Set Up Automatic Bank Account Reconciliation	UPDATED Added an optional step to set up AI Bank Reconciliation.
Steps: Define Matching Rule Sets for Bank Reconciliation	UPDATED Added next steps to update matching rule sets with AI suggestions.
Steps: Set Up AI Bank Reconciliation	UPDATED • Renamed the topic from Configure AI Bank Reconciliation: Exception Matching. • Moved information from Configure AI Bank Reconciliation: Rules Orchestrator. • Moved information to Concept: AI Bank Reconciliation.
Concept: Bank Account Reconciliation	UPDATED Added information about AI bank reconciliation.
Concept: AI Bank Reconciliation	NEW Describes the concept of AI bank reconciliation in Workday.
Steps: Use Bank Account Reconciliation	UPDATED In step 8, added information about the reconciliation of AI matches.
Reconcile AI Matches Individually	NEW How to reconcile AI matches in Workday.
Reconcile AI Matches in Bulk	NEW How to reconcile AI matches in bulk in Workday.
Steps: Update Matching Rule Sets with AI Suggestions	NEW How to use AI Bank Reconciliation: Rule Orchestrator in Workday.

Financial Accounting

Steps: Set Up Alternate Fiscal Year Consolidations	UPDATED

	Updated the Context to clarify the requirements.

May 1, 2026

Financial Accounting

Set Up Account Reconciliation	UPDATED Updated step 2 with information about disabling email notifications.

Revenue

Create Consolidated Billing Schedules for Customer Contracts	UPDATED Updated the Result section to describe what actions approvers can take.
Create Ledger Currency Adjustment Installment	UPDATED Updated step 2 to clarify the Amount Recorded in Primary Currency field.

April 17, 2026

Cash

Steps: Change Bank Account Transfer Details	UPDATED • Renamed the topic from Change Bank Account Transfer Details. • Clarified when you can change bank account transfer details.

Customer Accounts

Record Customer Payments	UPDATED Updated Step 3 to add information on the Other remittance advice type.
Auto-Apply Customer Payments	UPDATED Updated the Results section for the Other remittance advice type.

Financial Accounting

Create Cash Basis Accounting	UPDATED In the Prerequisites, clarified that the customer invoices and supplier invoices need to be in Approved status and their payment accounting in Posted status.
Create Consolidation Data Mapping Tables	UPDATED In the Context, clarified that mapping tables can contain a maximum of 10,000 rows.
Calculate Equity Pickup Results	UPDATED Removed the note about only running 1 equity pickup rule at a time, as it no longer applies.
Setup Considerations: Account Reconciliation	UPDATED Updated Business Process section with information about email notifications.

Supplier Accounts

Configure Email Ingestion for Supplier Accounts	UPDATED Clarified the Prerequisites section with a required security domain.

April 3, 2026

Customer Accounts

FAQ: Customer Invoices	UPDATED Expanded the use cases for which you can't create a change on the customer invoice.
Create Netting Transactions	UPDATED Added information on finance charge invoices not included in netting transactions.

Settlement

Create Manual Settlement Runs	UPDATED Clarified the behavior of the Exclude Negative Payments check box.

Schedule Automatic Settlement Runs	UPDATED Clarified the behavior of the Exclude Negative Payments check box.

March 27, 2026

Customer Accounts

Generate Finance Charges	UPDATED Added information on finance charge invoices not being included in netting transactions.

March 13, 2026

Budgets

Configure Award Budget Check at Total Grant Level for Parent Structure	NEW How to configure award budget check at total grant level for parent structure.
Concept: Award Budget Check at Total Grant Level	NEW Describes the concept of Award Budget Check at Total Grant Level in Workday.
Link Virtual Child Plan Structures	UPDATED Added information on linking virtual child plan structures on award types.

Business Assets

Create Custom Depreciation Rate Schedules	UPDATED Added: • When to use custom depreciation rate schedules in the Context section. • A next step to change rate schedules on assets.
Reference: Depreciation Methods	UPDATED Added information about custom rate schedules.

Cash

Define Bank Account Transfer for Settlement Templates	UPDATED In step 2, added information about payment purpose codes.
Create Bank Account Transfers for Settlement	UPDATED In step 2, added information about payment purpose codes.
Create Miscellaneous Payment Requests	UPDATED In step 3, added information about payment purpose codes.

Customer Accounts

Set Up Customer Invoice Options for a Company	UPDATED Added information on the Enable Multiple Due Dates on Customer Invoices option to Step 2.
Steps: Set Up Customer Invoices	UPDATED Added an optional step to describe customer invoice options for a company.
Create Customer Invoices	UPDATED Added an optional step for payment schedules.
Create Customer Invoice Adjustments	UPDATED Added an optional step for payment schedules.
Reference: Invoicing and Receivables Reports	UPDATED Added information on start and end dates for the Customer Balance Summary and Customer Activity Summary reports, and information about custom reports for customer invoices and customer invoice proposals.
Steps: Create Custom Business Form Layout for Netting Statements	UPDATED Updated to add the Docs for Layouts business form layout option.
Setup Considerations: Customer Payments	NEW Information to consider before setting up customer payments.
Steps: Setup Customer Payments	NEW

	How to set up customer payments
Steps: Apply Customer Payments	UPDATED Added information on payment overrides, on-account documents (OAD), and unselect all payments.
Steps: Set Up VAT on Customer Payments	UPDATED Added information on worktag balancing limitation for payments with VAT.
Concept: Customer Payments	UPDATED Added information on payment overrides, surplus customer payments, customer payments from bank statements, on-account documents (OAD), and worktag balancing limitation for payments with VAT.
Steps: Apply Customer Payments Automatically	UPDATED Removed overpayments from the not supported for auto-applications list.
Steps: Configure Advanced Automatic Application Rules for Customer Payments	UPDATED Added information on recording overpayments to the Context section.
Create Customer Payment Application Rule	UPDATED Added information on creating rule to process customer payments with remittance advice containing overapplied invoices.
Create Customer Payment Application Rule	UPDATED Updated Step 2 to add the information on automatically recording customer overpayments.
Reference: Customer Payments Advanced Automatic Application Rules Criteria	UPDATED Added information related to the Overpayment application type.
Create Customer Payment Rule Set	UPDATED Added information on the ability to specify prefix value of the gapless sequences when enabled.
Maintain Receivables Worktag Mapping Rules for Overpayments	NEW How to create and maintain receivables worktag mapping rules for overpayments.

Steps: Create a Customer Refund	UPDATED Added information on ability to create customer refunds from on-account documents.
Steps: Create Collection Letter Templates	UPDATED Added: • Information on how to opt in to globalization services and enable machine translations for Notification Designer. • A note on Sender Full Name in Step 7.
Steps: Write Off Receivables	UPDATED Added information on the Initiated By report field.
Steps: Create Custom Business Form Layout for Consolidated Invoices	NEW How to create custom business form layout for consolidated invoices.

Expenses

Setup Considerations: Payment Elections	UPDATED Updated to include information on verifying individuals before they make changes to payment elections and bank information, how to use the Edit-Tenant Setup Financials task, and what web services can be used for maintaining payment election security and help text configurations.
Set Up Custom Help Text for Payment Elections	UPDATED Added information on help text configuration for country-specific help text, bank account loickout help text and text.

Financial Accounting

Setup Considerations: Revaluation	UPDATED Added information about running revaluation by accounting date.
Run Revaluation	UPDATED Added information about running revaluation by accounting date.
Setup Considerations: Account Reconciliation	NEW

	Information to consider before setting up account reconciliation.
Set Up Account Reconciliation	NEW How to set up the account reconciliation functionality.
Steps: Set Up Roles for Account Reconciliation	NEW How to set up assignable roles for account reconciliation.
Set Up Account Reconciliation Definitions	NEW How to set up account reconciliation definitions.
Check Reconciliation Definition Coverage	NEW How to confirm that all ledger accounts are covered by an account reconciliation definition.
Create Reconciliations for Fiscal Periods	NEW How to create reconciliations for fiscal periods.
Steps: Prepare Account Reconciliations	NEW How to access and prepare reconciliations for certification.
Steps: Add Supporting Balances to Account Reconciliations	NEW How to add supporting balances to reconciliations.
Steps: Add Reconciling Items to Account Reconciliations	NEW How to add reconciling items to reconciliations.
Steps: Process Basic Account Certifications	UPDATED Updated to include link to Account Reconciliation.
Create Workbook Template Definitions for Basic Account Certification	UPDATED Updated to include link to Account Reconciliation.
Create Basic Account Certification Sets	UPDATED Updated to include link to Account Reconciliation.
Run Basic Account Certification Sets	UPDATED Updated to include link to Account Reconciliation.
Decertify Basic Account Certifications	UPDATED

	Updated to include link to Account Reconciliation.
Certify Account Balances	UPDATED Updated to include link to Account Reconciliation.
Configure Account Certification Dashboard	UPDATED Updated to include link to Account Reconciliation.
Concept: Account Certification Dashboard	UPDATED Updated to include link to Account Reconciliation.
Define Intercompany Balancing Rules for Balancing Worktags	UPDATED In the Context: • Clarified that you can create up to 2 active rules. • Removed miscellaneous payment requests and expenses from the list of unsupported transactions. Additionally, updated the table to clarify that the **Only Replace Worktags for Invalid Company and Worktag Combinations** option can't be selected when 1 of the active rules is Cost Center.
Process Funding Sources	UPDATED In the Context, clarified the order in which Workday processes funding sources.
Reprocess Funding Sources	UPDATED In the Context, clarified the order in which Workday processes funding sources.

Financial Transaction Taxes

Setup Considerations: Transaction Taxes	UPDATED Added information about the new Disable Update Tax Alert on Taxable Documents option in the Tenant Setup section.
Configure Withholding Tax Rules for Countries	UPDATED Added an example.
Setup Considerations: Tax Reconciliation	NEW Information to consider before setting up tax reconciliation.
Set Up Tax Reconciliation	NEW

	How to set up tax reconciliation.
Steps: Reconcile Taxable Transactions to Ledger Accounts	NEW How to use tax reconciliation in Workday.
Reference: Tax Reconciliation Reports	NEW Provides additional information about tax reconciliation reports.
Setup Considerations: SAF-T	UPDATED In the Questions to Consider and Integrations sections: • Renamed the SAF-T Norway template to SAF-T Norway 1.1. • Added information about the SAF-T Norway 1.3 template. In the Security section, added information about the *Manage: SAF-T Norway 1.3 Integration Event Document Security* subdomain.

Project Billing

Setup Considerations: Project Billing	UPDATED Added the security domain Process: Invoice Proposal - Prepaid Installment, and updated the Security and Business Processes sections.
Steps: Manage Project Billing Transactions	UPDATED Added information about Daily Time transactions.
Manage Project Billing Transactions	UPDATED Updates: • Added information about viewing adjustment details of billable project transactions. • Added information about configuring search prompts. • Updated the Create Invoice Proposal row in step 4. • Added information about Daily Time transactions.
Transfer Project Transactions	UPDATED Added information about configuring search prompts, and time blocks.
Review Percent Complete Calculations for Revenue Recognition	UPDATED Added information about 100% complete transactions.

Projects

Steps: Create Resource Pools	UPDATED Added information about Worker to Include field behavior of a worker being in multiple resource pools.
Setup Considerations: Resource Plans	UPDATED In the Business Processes section, added the Project Express Interest business process.
Steps: Manage Project Advanced Labor Costs	UPDATED Added a step for the optional Recalculate Project Labor Costs task.
Create Project Standard Cost Rate Sheets	UPDATED Added information about the Recalculate Project Labor Costs task.

Revenue

Create Consolidated Billing Schedules for Customer Contracts	UPDATED In Step 4: • Added a note in the Prorate First and Last Installment row to clarify that either the Prorate First and Last Installment check box or the Proration Method prompt, but not both. • Added a Proration Method row.
Create Installment or Transaction Billing Schedules for Customer Contracts	UPDATED Updated the Result section to describe what actions approvers can take.
Concept: Proration Methods for Consolidated Billing Schedules	NEW Describes the concept of proration methods for consolidated billing schedules in Workday.
Steps: Manage Customer Invoice Proposals	UPDATED Made these changes: • Added information about the Project Hierarchy prompt. • Added the Create Invoice Proposal row in step 4. • Added information about excluding prepaid installments. • Added information about the Review Customer Invoice Proposal step.

Create Customer Invoice Proposals	UPDATED Added information about stand-alone progress bills, and updated the Result section to mention the Review Customer Invoice Proposal step.
Concept: Customer Invoice Proposal Workspace	UPDATED Added a section for creating customer invoice proposals, and added information about excluding prepaid installments.

Services CPQ

Setup Considerations: Services CPQ	UPDATED Added information about new opportunity security domain and new web services for custom opportunity statuses.
Steps: Set Up Quote	UPDATED Added information on creating custom opportunity statuses.
Steps: Configure Projects and Contracts Objects	UPDATED Added information on defining role requirements when maintaining project roles.
Concept: Quote Spreadsheet Setup	UPDATED Updated information to include the ability to add worktags, and rate type.
Steps: Create Quote	UPDATED Updated the label from Quote Actions to More Actions.
Add Custom Service Manually	UPDATED Added information on ability to define role requirements and split a non high level service into phases and tasks.
Concept: Downstream Impacts from Quote	UPDATED Added information on role requirements.
Concept: Opportunity in Quotes	UPDATED Added information on custom statuses.
Concept: Role Requirements in Quotes	NEW Describes the concept of role requirements in Workday.

Concept: Work Breakdown Structure in Quotes	NEW Describes the concept of Work Breakdown Structure in Quote in Workday.

Settlement

Setup Considerations: Settlement	UPDATED In the Tenant Setup section, added payment types that now support payment purpose codes.
Steps: Set Up Settlement	UPDATED In Step 9, removed mentions of specific payment sources to make the instructions payment-source agnostic.
Steps: Set Up Payment Purpose Codes	UPDATED Added information about default payment purpose codes.
Concept: Payment Purpose Codes	NEW Describes the concept of payment purpose codes in Workday.
Setup Considerations: Settlement Run Filters	UPDATED • Added information about advanced filter reports for customer invoices and refunds. • Moved information to Reference: Standard Reports for Settlement Run Advanced Filters.
Steps: Set Up Settlement Run Advanced Filters	UPDATED • Clarified prerequisites. • Moved information to Reference: Standard Reports for Settlement Run Advanced Filters.
Reference: Standard Reports for Settlement Run Advanced Filters	NEW Provides additional information about standard reports for settlement run advanced filters.
Cancel Settlement Runs	UPDATED • Renamed the topic from Cancel Settlement Run. • Added a Next Steps section with information about copying canceled settlement runs.
Steps: Set Up Positive Pay Files	UPDATED

	Added information about alternatively using Workday Bank Connectivity to send positive pay files.

Supplier Accounts

Steps: Set Up OCR for Supplier Invoices	UPDATED In Step 5, added a row for the Enable OCR for Supplier Invoices check box.
Scan and Submit Supplier Invoices	UPDATED In Step 4, combined the Override PO and Override Contract options into a new Actions tablerow, and included information for a new Link PO Lines option.

Human Capital Management

August 7, 2026

Absence

Create Time Off Plans That Track Balances	UPDATED Removed references to the Include All Selected Days check box.
Create Time Off Plans That Don't Track Balances	UPDATED Removed references to the Include All Selected Days check box.
Concept: Absence Tiers	UPDATED In the Processing a Time Off Request Against an Absence Table section, removed the bullet about the Include All Selected Days check box.

Benefits

Concept: Workday Wellness Single Sign-On Links	UPDATED Removed security admin will be notified as per PM's comments

HCM Innovation Services

Steps: Set Up Article Downloading	NEW Created a new topic for Article Downloading.

Recruiting

Steps: Set Up Segmented Security for Recruiting Stages	UPDATED Clarified where the stage-related security groups are located in the Access to Segments prompt when configuring security segments.

Staffing

Set Up Job Level Hierarchies	UPDATED Updated the Context section to clarify how the levels work and to state that only 1 hierarchy can be active at a time.

Talent

Setup Considerations: Succession	UPDATED Removed reports in the Reporting section.

Time Tracking

Register API Clients for Time Kiosks	UPDATED Added to the Context section that you share a single client ID for all Time Kiosks in your tenant.
Set Up Time Kiosks Using Templates	UPDATED In step 10, clarified that the organization you select doesn't restrict which workers can use the kiosk.
Example: Group Time Blocks by Position for Calculations	NEW Illustrates how to group time blocks by position for calculations.

Workday Scheduling

Reference: Scheduling Validations	UPDATED Added Maximum Consecutive Working Days and Minimum Consecutive Rest Period (Hours) validations.

July 24, 2026

Benefits

Concept: Plan Changes and Waiting Periods	UPDATED Added: • A note describing how rate changes affect waiting periods. • A new use case for the first example.
Concept: Workday Wellness Single Sign-On Links	NEW New topic added for WW Pre-GA
Review SAML SSO Links	NEW New topic added for WW Pre-GA

Recruiting

Steps: Set Up Manager Contribution to Onboarding Plans	UPDATED Information on how to configure visibility of the Manager Contributions section on onboarding plans

Staffing

FAQ: Change Job	UPDATED Added new FAQs about moving a team with a manager and who can choose what to do with the worker's current position.

Time Tracking

Concept: Segmented Security for Time Entry Codes	UPDATED Added an Example Use Cases section.
Steps: Set Up Workday Time Kiosk	UPDATED Clarified that step 4 isn't optional when using segmented security for time entry codes.
Set Up Time Kiosks Using Templates	UPDATED Moved the sentence about which managers can sign in and reset the device from step 11 to step 10.

Change Time Kiosk Settings	UPDATED • In the note in the Context section, corrected the date to 2026-07-10. • Removed the bullets from step 2 since you always sign in using your organization ID name as the password.
Create Time Calculation Tags	UPDATED Added information about Temporary time calculation tag in Step 2: Temporary able column
Create Consecutive Day Calculations	UPDATED Added information about Temporary time calculation tag in Step 4.
Concept: Worker Eligibility for Time Tracking	UPDATED Added information to the Time calculation (based on eligibility for time calculation group) row to clarify that the worker's time calculation eligibility extends to the end of the week in which their termination date falls unless they use the day-by-day eligibility setting.

July 10, 2026

HCM Innovation Services

Bulk Article Upload	UPDATED Added a Prerequisites section to state the necessary security access.

Staffing

Set Up Employee Types	UPDATED Added information about the Used by Current Positions? and Any Employee Type Usage? check boxes to step 3.
Reference: Employee and Contingent Worker Differences	UPDATED Added rows for Collective Agreements and Academic Appointments, and updated the Additional Jobs row to indicate it now applies to contingent workers.
Setup Considerations: Job Changes	UPDATED

	Added information on out of order insertions.
Concept: Out of Order Insertion	UPDATED Clarified information about the Change Job business process.
Concept: Out of Order Insertions for Job Changes	UPDATED Expanded the Downstream Impacts section.

Talent

Steps: Set Up Career Hub	UPDATED In step 10, added information about the Enable Additional Details within Job Match Analysis setting.
Create Calibration nBox Reports	UPDATED Updated for clarity.
Start Reviews with Calibration	UPDATED Updated for clarity.

Time Tracking

FAQ: Multiple Positions	UPDATED Added this new question: How do time block create calculations work with positions and calculated time off?
Steps: Set Up Workday Time Kiosk	UPDATED • Step 5 now links to Register API Clients for Time Kiosks. • Added steps 6 and 7, which link to Create Time Kiosk Templates and Set Up Time Kiosks Using Templates.
Create Integration System Security Group for Time Kiosk	UPDATED In step 7, added Manage: Time Kiosk to the Domain Security Policies permitting Modify access row.
Create Time Kiosk Templates	UPDATED Removed: • The reference to a future update from the Context section. • The Next Steps section.

Set Up Time Kiosks Using Templates	NEW How to set up Time Kiosks using templates.
Change Time Kiosk Settings	UPDATED • Added a note that Workday recommend you download the latest version of the Time Kiosk app and reset your tables using templates. • In each step, clarified the differences for tablets set up with and without Time Kiosk templates.
Concept: Time Kiosk	UPDATED • Added information about creating and using Time Kiosk templates to centrally configure Time Kiosk devices. • Removed mention of the time entry template.
FAQ: Time Kiosk	UPDATED Added these new questions: • Does the Time Kiosk app support Mobile Device Management (MDM)? • What is scalable setup and when does it apply? • Do we need 1 template per device, 1 per location, or 1 for the whole organization? What about duplicating templates? • How long does it take for offline check-ins and check-outs to sync after reconnecting?
Troubleshooting: Time Kiosk	NEW How to diagnose and resolve issues with the Workday Time Kiosk.
Reference: Time Entry Methods	NEW Provides additional information about time entry methods. Moved some content from Reference: Time Entry Options.
Reference: Calendar Actions	NEW Provides additional information about options available on the time entry calendar from the Actions prompt. Moved descriptions of time entry action from Reference: Time Entry Options to this topic.

Workday Scheduling

Reference: Scheduling Validations	UPDATED

	Updated to explain Maximum Daily Shifts validation.
Enable Multiple Shifts Per Day	UPDATED How to enable Scheduling for multiple shifts per day.

July 3, 2026

Time Tracking

Mass Submit Time	UPDATED Added: • Recommendations about how to avoid a race condition in the Context section. • Information about how to fix orphaned time blocks in the Next Steps section.

June 26, 2026

Absence

Enter Time Off Requests	UPDATED Added Step 6 with a note that if a time off request includes days that aren't valid Days To Include (DTI) days for all tiers in the absence tables, Workday automatically removes the non-DTI days when you submit the request.

Benefits

Steps: Set Up Workday Wellness	UPDATED Added a new prerequisite for creating the Workday Wellness functional area.

Learning

Setup Considerations: Learning	UPDATED Updated to add information on Workday Learning, powered by Sana SKU.
Steps: Set Up Learning	UPDATED Updated to add information on Workday Learning, powered by Sana.

Steps: Maintain Access to Learning Content	UPDATED Updated to add information on Workday Learning, powered by Sana.
Reference: Security Domains for Learning	UPDATED Updated to add information on the *Manage: Learning Native Content* domain.
Setup Considerations: Workday Learning Powered by Sana	NEW Information to consider before setting up Workday Learning, powered by Sana.
Steps: Set Up Learning Content Creators	NEW How to set up workers with content creator access.
Steps: Set Up User Provisioning for Workday Learning Powered by Sana	NEW How to set up user provisioning for Workday Learning, powered by Sana.
Steps: Manage Sana Content in Workday	UPDATED How to manage Sana content in Workday Learning.
Concept: Workday Learning Powered by Sana	NEW An overview of Workday Learning, powered by Sana SKU.
Concept: Sana Content Lifecycle in Workday	NEW An overview of Sana content in Workday Learning.
Reference: Sana Content Fields and Sync Behavior	NEW Information about how metadata and learner tracking sync between Sana Learn and Workday Learning.
Setup Considerations: Learning Content	UPDATED Updated to add information on Workday Learning, powered by Sana.
Setup Considerations: Learning Content	UPDATED Updated the Requirements section to add information on CCLRN subscription.
Create Learning Courses	UPDATED

	Updated to add information on Workday Learning, powered by Sana.
View and Edit Learning Content	UPDATED Update to add information on Workday Learning, powered by Sana.
Concept: Completion Status for Learning Content	UPDATED Added information on Sana content.
Steps: Set Up Cloud Connect for Learning Using Cloud Connect for Learning Platform	UPDATED Added a CCLRN subscription prerequisite.
Steps: Set Up Cloud Connect for Learning Using Legacy Tasks	UPDATED Added a CCLRN subscription prerequisite.

Recruiting

Steps: Set Up Semantic Search for Find Jobs	NEW Created a new task topic.
Reference: Career Site Supported Languages	NEW Created a new topic on the languages career site supports.
Steps: Set Up Recruiting Event Management	UPDATED Updated step 8 to clarify how to create email templates.
Concept: Recruiting Event Management Messages	UPDATED Updated topic to clarify Workday-delivered email contents.

Staffing

Steps: Set Up Job Changes	UPDATED Updated step 13 with information on what happens when you hide the Do you want to use the next pay period? field.
FAQ: Change Job	UPDATED Added a new FAQ about the Apply this Template to Review and Approve Steps check box.

Talent

Steps: Set Up Calibration	**UPDATED** Updated for clarity.

Time Tracking

Steps: Set Up Segmented Security for Time Entry Codes	**UPDATED** Moved the recommendation to set up all the time entry code security segments before enabling segmented security to step 1 from Example: Set Up Segmented Security for Administrators and Example: Set Up Segmented Security for Integration.
Example: Set Up Segmented Security for Administrators	**UPDATED** • In step 2e, corrected the prompt name to Access to Segments. • Moved the recommendation to set up all the time entry code security segments before enabling segmented security to step 1 of Steps: Set Up Segmented Security for Time Entry Codes.
Example: Set Up Segmented Security for Integration	**UPDATED** • In step 2e, corrected the prompt name to Access to Segments. • Moved the recommendation to set up all the time entry code security segments before enabling segmented security to step 1 of Steps: Set Up Segmented Security for Time Entry Codes.
Create Time Kiosk Templates	**NEW** How to configure Time Kiosk templates.

Workday Scheduling

Concept: Edit Mode	**NEW** Explains Edit Mode on the Schedule Workers report.
Reference: Edit Mode Keyboard Shortcuts	**NEW** Lists the keyboard shortcuts you can use in Edit Mode.
Mass Generate Earned Hours	**NEW** Describes the concept of mass generating earned hours in Workday.

June 12, 2026

Absence

Setup Considerations: Absence Calendar Experience	**UPDATED** In the Limitations section, removed reference to the Request Time Off task, which has been deprecated with the legacy Absence Calendar. Also added a row for the Request Return from Leave of Absence business process in the Business Processes section.
Steps: Set Up the Absence Calendar Experience	**UPDATED** Added: • The Request Return from Leave of Absence business process and business process security policy in Steps 1 and 2. • Optional Step 8 to configure the visibility of the absence balance view, Request Absence micro calendar, or Comment field when users request time off.
Concept: Absence Calendar Experience	**UPDATED** Added: • A row in the grid for the Request Return from Leave of Absence business process security policy. • Information on the ability to control the visibility of the absence balance view, Request Absence micro calendar, and Comment field when users request time off.
Steps: Set Up Segmented Security for Time Off	**UPDATED** Added information on giving ISUs and administrators access to all time offs to step 4.
Create Time Off Plans That Track Balances	**UPDATED** As part of the New Absence Calendar Experience, in Step 12, for the Restrict Requests to Days to Include on Calendar row, removed the retired Enter Absence and added the Manage Absence report.
Example: Set Up Segmented Security for Time Off	**UPDATED** In the Result and Next Steps sections, replaced the retired Enter Absence, Enter Time Off, Correct Absence, Correct Time Off, and Request Time Off tasks, with their equivalent, Request Absence task or Manage Absence report, as part of the New Absence Calendar Experience.

Concept: Canceling Time Off Requests	UPDATED Replaced the retired Correct My Time Off and Correct My Absence tasks with the Manage Absence report.
Concept: Absence Tiers	UPDATED In the Absence Tiers Reevaluation section, removed the retired Enter Absence, Request Absence, and Enter Time Off business processes.
Concept: Absence Tables Conditional Cascading	UPDATED In the Reports section, removed the retired Correct Absence, Correct My Time Off (Mobile), Correct My Time Off, Enter Absence, Enter Time Off, Request Time Off, and Time Off (Mobile) reports.
Setup Considerations: Leave of Absence	UPDATED In the Reporting section, removed the retired Enter Absence report.
Example: Set Up Supplemental Sick Leave at Reducing Rates of Pay	UPDATED In Step 7, replaced the retired Place Worker on Leave task with the Manage Absence report and updated with the New Absence Calendar Experience.

Compensation

Set Up Adjustments to Compensation Steps	UPDATED Updated the Context section to clarify that adjustments to compensation steps don't apply to inactive workers.

Employee and Manager Self-Service

Steps: Set Up Employee Self-Service	UPDATED Added AUS Payroll to the table.

HCM Innovation Services

Steps: Set Up Time Off Notifications for Workday Everywhere	UPDATED As part of the New Absence Calendar Experience, in Step 1, replaced the retired Request Time Off initiating action with Request Time Off for Self, and removed the retired Request Leave of Absence business process.

Steps: Set Up Knowledge Management	UPDATED Updated the 12th and 13th steps.

Recruiting

Steps: Set Up Machine Translations for Onboarding	UPDATED Information of setting up Machine Translations for Onboarding content.

Staffing

Setup Considerations: Job Architecture Hub	UPDATED In the Connections and Touchpoints section, added considerations about the Maintain Company-Defined Career Paths report in the Job Architecture Hub.
Steps: Set Up Job Architecture Hub	UPDATED Added an optional step 7 to configure the hub setup.
Reference: Job Architecture Hub	UPDATED Added details about the Career Pathing navigation section.
FAQ: Terminations	UPDATED Added a question on how to prevent workers, who are scheduled for involuntary termination, from requesting time off or leave beyond their final work date.
Set Up Change Job Templates	UPDATED Updated information on when the Select Reason for Template field displays.

Talent

Setup Considerations: Career Hub	UPDATED Added details about company-defined career paths in the Use Case, Integrations, and Reporting sections.
Steps: Set Up Career Hub	UPDATED Updated step 9 to add details about creating company-defined career paths.
Configure Career Path Builder	UPDATED

	Updated the Context section, step 1, and the results to include company-defined career paths.
Create Company-Defined Career Paths	NEW Added topic with information about creating company-defined career paths in the Career Path Builder.
Maintain Career Paths Using the Put Company-Defined Career Path EIB	NEW Added topic with information about mass loading company-defined career paths.
Concept: Career Path Builder	UPDATED Added details about company-defined career paths, and clarified information about source data for career path builder suggestions.
Reference: Career Hub Security	UPDATED Added details about the View: Company-Defined Career Path domain and clarified details for the Set Up: Career Hub and Opportunity Marketplace domain.

Time Tracking

FAQ: Multiple Positions	UPDATED Added these new questions with answers: • How does position display on system-generated time blocks for multiposition workers? • What are position-based time calculation groups? • Can I change the Position Based check box after I save a time calculation group? • How does Workday evaluate time calculations when a worker has multiple positions? • Can I apply position-based calculations to time already entered? • Where are position-based totals displayed? • What should I be aware of when time calculations use time shift? • How do position-based shifts work? • What does the Collective Agreement prompt do in time calculations? • Can I hide the position on system-generated time blocks for multiposition workers? • How can I configure a calculation to run for multiple positions but not all positions? • What happens if I use a worker-based eligibility rule in a position-based time calculation group?

	• Does Workday run the calculation for multiple positions together if the positions are eligible for the same position-based time calculation?
Steps: Set Up Segmented Security for Time Entry Codes	UPDATED Added information on giving ISUs and administrators access to all time entry codes to step 3.
Concept: Position-Based Shifts	UPDATED Added images to illustrate the example.
Create Time Calculation Groups	UPDATED Added an optional step 7 about the Collective Agreement prompt.

May 29, 2026

Absence

Concept: Cascading Leave	UPDATED Revised the description for the Estimated Last Day of Leave in the When a Worker's Leave Ends section to clarify how Workday determines the value.
Reference: Leave Impacts	UPDATED In the Benefit Effect row of the grid, added examples of a life event.

Benefits

Concept: Wellness Insights Hub	NEW Information about the Wellness Insights Hub.
Steps: Set Up Wellness Insights Hub	NEW How to set up the Wellness Insights Hub.
Reference: Wellness Insights Hub	NEW Information about the Wellness Insights Hub.

Learning

Steps: Set Up Learning Admin Hub	NEW

	Information to set up the Learning Admin Hub.
Concept: Learning Admin Hub	NEW Information about the Learning Admin Hub.
Reference: Content Providers Using the CCL Platform to Integrate With Workday Learning	UPDATED We rename Udemy to Udemy Business as Udemy Business.

Talent

Steps: Set Up Career Hub	UPDATED Updated steps 2 and 4 to clarify tenanted skills setup requirements for skills matching.
Steps: Set Up Talent Marketplace	UPDATED Updated steps 2 and 4 to clarify tenanted skills setup requirements for skills matching.
Example: Create Employee Reviews with Two Questions Sections	UPDATED
Reference: Feedback Reports	UPDATED Added the feedback reports for the Manager Insight Hub.

Time Tracking

Concept: Time Tracking Flow	UPDATED In the: • Entering Time section, added that workers can enter time using the Enter My Time task and the mobile app. • Creating Reported Time Blocks section, listed the attributes that you can associate with time. • Submitting Time section, listed more ways workers can submit time.
FAQ: Multiple Positions	UPDATED Added the "Why is a position now displayed on system-generated time blocks when it wasn't previously?" FAQ.
Create Schedule Deviation Calculations	UPDATED Added step 6 to explain the Time Day Based On prompt.
Mass Assign Time Accumulator Threshold Rules	UPDATED

	Added an example of filtering to step 4.
Enter Time for Worker Using High-Volume Time Entry	UPDATED • In the Context section, clarified what HVTE supports for managers and workers. • In step 2, added detail about selecting a time entry code or an absence type in the Time Type row and clarified the Worktags row. • In the Next Steps section, removed information on manual advance and added information on submitting the time.
Troubleshooting: All Imported Time Clock Events Unmatched	UPDATED In step 5, removed the row for Row ID and corrected the number of spreadsheet columns required.

May 15, 2026

Absence

Example: Configure Balance Calendar Start and End Dates for a Leave Type	UPDATED Illustrates how to configure a balance calendar for a leave type so that the balance period aligns with each worker's hire-date anniversary in the leave-event year.
Reference: Balance Calendars	UPDATED Revised the Start Date example for the Anniversary-Based (Hire Date) balance calendar.

Benefits

Enable Worker Marital Status Update During Enrollment Events	NEW New topic detailing how to enable workers to update their marital status personal information as part of the benefits enrollment workflow.

Learning

View and Edit Learning Content	UPDATED Updated to mention that updating an offering to a version can reset virtual classroom setup to Add Link Manually for virtual classroom lessons that use the Microsoft Teams integration.
FAQ: Microsoft Outlook Integration with Workday Learning	UPDATED

	Added a question about number of invites sent in Microsoft Outlook sent items.
FAQ: Cloud Connect for Learning	UPDATED Added FAQs about Cloud Connect for Learning content synchronization.

Staffing

Steps: Set Up Job Changes	UPDATED Added information on how the Configure Optional Fields task works.

Talent

Setup Considerations: Performance Reviews	UPDATED Updated the parallel step information in the Limitations section.
FAQ: Employee Reviews	UPDATED Updated the question and answer for configuring parallel steps. Added examples for potential unexpected results.

Time Tracking

FAQ: Time Tracking on Mobile	UPDATED • Removed the question about disabling Enter My Time on mobile. • Added information about configuring Quick Action on the Workday Home page to the question How can I prevent workers from checking in or out on mobile devices?
Troubleshooting: Workers Can Check In on Mobile When Mobile Check In/ Out Disabled	NEW How to diagnose and resolve the issue of workers being able to check in on mobile when mobile Check In/Out is disabled.
Steps: Set Up Time Requests	UPDATED Clarified Step 1, and moved Step 3 to be Step 2.
Set Up Scheduled vs. Actuals Reporting	UPDATED • In the Context section, changed the information about grouping time by date to include the option to group by calculated date.

	• In step 1, added a row to the table for the Time Day Based On Calculated Date option. • Added "(Optional)" to the beginning of step 2. • In the Results section, added that timekeepers can use report filters instead of just entering organizations.

Workday Scheduling

FAQ: Data Processing and Reporting Timelines	NEW Questions about data processing and reporting for the Labor Demand Forecasting Engine.
FAQ: Machine Learning Platform	NEW Questions about the machine learning platform for the Labor Demand Forecasting Engine.

May 1, 2026

Human Capital Management	UPDATED The Human Capital Management guide added several new and updated topics.

Absence

Example: Identify Primary Position for Time Off Approval	UPDATED Changed: • The Business Object in step 5b from Time Off Event to Time Off Entry. • The Lookup Field value in step 7b from ESI Primary Position from All Positions to ESI Position from Time Off Event from Time Off Entry. • The Source External Field or Condition Rule value in step 8c from ESI Primary Position from All Positions to LRV Primary Position from All Positions and the Comparison Value from EMI Primary Position from All Positions to LRV Position from Time Off Event from Time Off Entry

Compensation

Steps: Set Up Compensation Grades and Grade Steps	UPDATED We add a new Step 6, inserting step progression notification setup to this topic's workflow.

Set Up Step Progression Notifications	UPDATED We update this topic to focus only on setting up step progression notifications. We add more information about this process and its results, including the ability to grant or withhold the automatic step progression of eligible workers.
Preserve Step Progression Dates During Compensation Events	NEW New topic detailing how to preserve a worker's automatic step progression dates when they face a compensation change.
Set Up Step Progression Date Override	NEW This new topic instructs on how to set up the Step Progression Date Override process, wherein you can update a worker's Next Step Progression Target Date to a date of your choosing.
Configure Total Rewards Templates	UPDATED Added Clarification for Total Rewards Statement under context section

HCM Hubs

Reference: Manager Insights Hub	UPDATED In the Time & Scheduling section, revised the description for the Not Checked In (Time) card in the My Team Today section to clarify that Workday filters the display based on worker eligibility for a time entry template and In/Out time entry code.

HCM Innovation Services

Steps: Set Up Security for Business Applications Integration Using Sana Self-Service Agent	UPDATED Updated content for Microsoft 365 Copilot.
Steps: Set Up Sana Self-Service Agent for Microsoft Teams and Microsoft 365 Copilot	NEW Created separate topic for Teams and Copilot.
Steps: Set Up Sana Self-Service Agent for Slack	UPDATED Updated the content for Microsoft 365 Copilot.
Concept: Workday Everywhere Using Sana Self-Service Agent	UPDATED

	Replaced WSSA to SSA as per Workday standards and updated content updates for Microsoft 365 Copilot. Created to update content for WSSA

Learning

Create Learning Prerequisite Rules	UPDATED Updated Step 2 to clarify the behavior of the Prerequisite Content prompt.

Recruiting

Concept: Find Jobs	UPDATED Updated information about Innovation Services.
Setup Considerations: External Career Sites	UPDATED Added a row about using custom secure file transfer protocol (SFTP) for email communications in the Questions to Consider section.
Concept: Social Sign In for Candidate Accounts	UPDATED Added information about embed mode.
Enable Social Sign in for Candidate Accounts	UPDATED Added a note on Step 2.
Create External Career Sites	UPDATED Added a note on the Embed row in Step 2.

Staffing

Create Job Requisitions	UPDATED Changed the title from Create and Edit Job Requisitions to Create Job Requisitions. Updated the first two steps to clarify the workflow and moved information about editing existing job requisitions to the Next Steps section.
FAQ: Electronic Form I-9	UPDATED Updated information about purging Form I-9 data.

Talent

Setup Considerations: Career Hub	UPDATED In the Integrations section, added details about Workday HiredScore.
Setup Considerations: Talent Marketplace	UPDATED In the Questions to Consider section, clarified the supported languages for Opportunity Marketplace.
Steps: Set Up Assess Potential	UPDATED Updated the Next Steps section to clarify how to assess potential during calibration and employee reviews.

Time Tracking

Steps: Set Up Workday Time Kiosk	UPDATED Added a link in the Context section to a Community post about supported devices and versions.
Concept: Time Kiosk	UPDATED Added a note that we don't support modifications to the Workday Time Kiosk.
FAQ: Time Kiosk	UPDATED • Added new questions. • Replaced the answer to the question about third-party badge readers to explain that only approved devices are supported, and added a link to a list of these devices.
Concept: Time Entry Validations	UPDATED Removed the Position-Based Time Entry Validations section.
Set Up the Review Time Report	UPDATED Removed information about the Independent Events for Multiple jobs indicator from the Include Warning Indicators description.
Set Up No-Shows	UPDATED Added clarification stating that each scheduled block of time is evaluated as a separate shift for No Shows.

April 17, 2026

Absence

Setup Considerations: Absence Tables	UPDATED Revised the Recommendations and Limitations sections to mention that: • It's best practice to select time off plans that use the same period schedule and balance period. • Workday doesn't support accrual expiration in absence tables.

Benefits

Concept: Workday Wellness	UPDATED New topic added for WW Pre-GA
Steps: Set Up Workday Wellness	NEW New topic created for Pre-GA
Steps: Set Up Workday Wellness and Connect Wellness Partners	NEW New topic created for Pre-GA
Steps: Configure Worker Data and Enrollments	NEW New topic created for Pre-GA
Steps: Manage Wellness Data Errors	NEW New topic created for Pre-GA
Steps: Configure Plan Setup Insurance	NEW New topic created for Pre-GA
Steps: Configure Evidence of Insurability	NEW New topic created for Pre-GA
Steps: Configure Worker Communication Cards	NEW New topic created for Pre-GA
Steps: Set Up Connected Absence for Wellness Partners	NEW New topic created for Pre-GA

Reference: Workday Wellness Key Terms	UPDATED New Reference topic for Pre-GA

Compensation

Steps: Set Up the Compensation Review Business Process	UPDATED Updated the Complete Employee Awards row to clarify that the delay advice applies to the Participant Detail Step Delay options for the step.

HCM Hubs

Reference: Personal Information Hub	NEW Provides additional information about the Personal Information Hub.

Recruiting

Create Job Posting Templates	UPDATED Added a link to the Reference: Recommended Image Sizes for Tenant Branding topic in step 4.

Talent

Set Up Organization Goals	UPDATED • Updated Context section and step 2 for clarity. • Added information to step 3 descriptions.
Steps: Set Up Career Hub	UPDATED In step 6, added the Self-Service: Current Staffing Information domain to the list of required domains.
Reference: Career Hub Security	UPDATED Added details about the Self-Service: Current Staffing Information domain.
Steps: Set Up Mass Operation Feedback Events	UPDATED Feedback Template description in step 5 updated with information for when we require a template.

Time Tracking

Steps: Set Up Worktags for Time Entry	UPDATED In step: • 3a, added a bullet to explain that related worktag values won't autopopulate if you populate the primary worktags with default values. • 3b, clarified how you select the default worktag values for related worktags.
Steps: Set Up Attendance Management	UPDATED Added a table to step 11 with information on the tasks each domain gives managers access to.
Concept: Edit and Approve Time	UPDATED Added: • View attendance events to the list of capabilities. • Information about we display totals for shifts that cross the day breaker. • Information on workers with work schedule calendars that have nonmidnight day breakers.

April 3, 2026

Absence

Enter Time Off Requests	UPDATED Corrected the link text to the Configure Optional Fields topic, which was renamed from Hide or Require Optional Fields.

Benefits

Steps: Manage Evidence of Insurability	UPDATED Added Next Steps section.

Recruiting

Create Recruiting Dispositions	UPDATED Updated Next Steps with info on how to send a custom notification to dispositioned candidates.
Enable Social Sign in for Candidate Accounts	UPDATED

	Added a note on Step 2.

Staffing

Manage Union Membership for Workers	UPDATED Updated Context section to state the requirements for being able to manage workers' union membership.

Time Tracking

Steps: Set Up Geofences for Mobile Time Entry	UPDATED • In step 4d, clarified how you modify the latitude and longitude for an existing location. • Added information about the Location worktag to step 4f.
Example: Set Up Geofences by Scheduled Shift Location	UPDATED In the Prerequisite section, added bullet about ensuring the Location worktag type is included in the Scheduling section on the Maintain Worktag Usage report.
Steps: Set Up Worktags for Time Entry	UPDATED Added: • An optional step 1b on adding Scheduling worktag types. • Information to step 4 about adding Scheduling worktag types to the Maintain Worktag Usage report in the row for the Default from Workday Scheduling check box.
Create Time Request Codes	UPDATED In step 4, added new Restrict Hours Only Requests to Calendar Month validation to the table.
Change Time Kiosk Settings	UPDATED In the Context section, clarified that Workday uses these settings when recording time clock events on the kiosk.
Troubleshooting: Project Time Blocks on Reports	UPDATED • Renamed the topic. • Added a solution for the problem of users being able to view time blocks that they shouldn't be able to access.

March 13, 2026

Absence

Setup Considerations: Absence Management	UPDATED In the Questions to Consider section, added guidance on how to enable workers to view schedule information. In the Security section, expanded the description of Time Off and Leave domains to cover worker schedule visibility and reporting for work schedule calendar configurations and assignments.
Steps: Set Up the Absence Calendar Experience	UPDATED In Step 8, clarified that help text can be configured in the business processes.
Reference: Absence Calendar Experience Comparison	UPDATED Moved the Absence Calendar Experience column to be the second column.
Steps: Set Up Time Offs	UPDATED In the Next Steps section, added that you can access the All Time Offs report to review the configuration of time offs.
Create Time Offs	UPDATED Added descriptions for these options in Step 1 and Step 2 respectively: • Hide From Time Tracking check box. • Hide time off from plan balance when plan in absence table row.
Create Time Off Plans That Don't Track Balances	UPDATED Removed reference to the Request Time Off and Enter Time Off tasks, which were retired as part of the legacy Absence Calendar.
Concept: Entering Time Off in Absence and Time Tracking	UPDATED For the Attachments row, in the Entered through Time Off column, added links to these topics: • Steps: Enable Attachments on an Individual Business Process • Concept: Business Process Step Attachments
FAQ: Segmented Security for Time Off	UPDATED

	Removed reference to the Enter Absence and Enter Time Off tasks, which were retired as part of the legacy Absence Calendar.
Enter Time Off Requests	UPDATED In the grid of Step 5, added the: • Request Absence micro calendar and View Balances link rows. • Condition Rule prompt in the Comment row.
Correct Approved Time Off Requests	UPDATED Clarified the Results section.
Concept: Updating Time Off Requests that are Awaiting Approval	UPDATED Replaced the Correct Time Off task, which was retired as part of the legacy Absence Calendar, with the Manage Absence report that's part of the New Absence Calendar Experience.
Setup Considerations: Buy Time Off	UPDATED Updated the Limitations section by adding that DCOD doesn't support Buy Time Off.
Steps: Transfer Time Off Balances	UPDATED Revised to add more context details to each step.
Reference: Time Off Reports	UPDATED Added a new Reporting on Worker Schedules section.

Benefits

Create Benefit Groups	UPDATED Added an optional step for enabling workers to apply remaining benefit credits to retirement savings plans
Create Insurance Coverages	UPDATED Updated step 2 with descriptions of the insurance coverages, and clarified multipliers in step 3.
Create Enrollment Event Rules	UPDATED Added explanation for the Coverage Waive Date column.
Steps: Manage Benefit Credits and Surcharges	UPDATED

	Added information about the Contributions from Credits and its impact in the Results section.
Assign Benefit Credits to a Benefit Group	UPDATED Added an optional step for selecting retirement savings plans that workers can contribute remaining credits to.
Purge Dependents and Beneficiaries for Active, Terminated, and Contingent Workers	UPDATED Updated the topic title, Prerequisites, Context, Steps, and Results sections to reflect the new Workers Beneficiaries (Person and Trust) and Workers Dependents purgeable data types.

Compensation

Set Up Compa Integration for Real-Time Benchmarking	NEW New topic detailing how to set up Compa integration in certain compensation workflows for real-time benchmarking data.
Create Compensation Review Options	UPDATED • Added a row in the Process Options table for the multiple promotion categories. • Updated the Compensation Review Calculation row in the Process Options table to include new calculation options.

HCM Hubs

Setup Considerations: Manager Insights Hub	UPDATED In the Connections and Touchpoints section added information about manager visibilty tasks for onboarding.
Reference: Manager Insights Hub	UPDATED In the Time & Scheduling section, updated the the name of the Worker Data: Work Schedule to Worker Data: Work Schedule: Time Tracking.

HCM Innovation Services

Reference: Workday Assistant and Workday Everywhere Capabilities	UPDATED Added a note regarding WA retirement and revised section content for editorial clarity.
Steps: Set Up Security for Workday for Business Applications	UPDATED

	Reworked on the content based on editorial comments on all sections and included release specific updates for 2026R1 release.
Steps: Set Up Workday for Business Applications	UPDATED Reworked on the content based on editorial comments on all sections and included release specific updates for 2026R1 release.
Steps: Set Up Time Off Notifications for Workday Everywhere	UPDATED Reworked on the content based on editorial comments on all sections and included release specific updates for 2026R1 release.
Concept: Workday Everywhere Using Workday Assistant	UPDATED Reworked on the content based on editorial comments on all sections and included release specific updates for 2026R1 release.
Steps: Set Up Security for Business Applications Integration Using Sana Self-Service Agent	NEW Created to update content for WSSA.
Steps: Set Up Sana Self-Service Agent for Slack	NEW Created to update content for WSSA.
Reference: Notifications in Workday for Business Applications	UPDATED Reworked on the content based on editorial comments on all sections and included release specific updates for 2026R1 release.
Steps: Set Up Knowledge Management	UPDATED Added the 13th step.
Steps: Set Up Knowledge Management	UPDATED Clarified sentence related to the Edit Tenant Setup - Machine Learning task. x-ref link has been updated.
Create Articles	UPDATED Updated the following fields in the table: • Publish • Set Publication date • Set expiration date

Create Articles	UPDATED Updated the list of languages to You can create articles in any language that you have enabled in Workday. Updated the choice table to reflect new version history feature in the article editor.
Set Up Article Lifecycle Management	NEW Added a new topic to define how to set up article lifecycle management.
Submit Knowledge Articles for Approval	NEW Added a new topic to define how to submit knowledge articles for approval.
Concept: Knowledge Management	UPDATED Updated the entire topic as per editorial comments along with "Article Lifecycle management" section.

Learning

Steps: Set Up Mass Express Interest for Learning Courses	NEW How to set up Mass Express Interest to enable managers and other role-based groups to express interest in course offerings for multiple individuals across their assigned organizations.
Steps: Set Up Learner Experience	UPDATED Added information about slider orientation.
Set Up External Content Lesson Tracking and Grading	UPDATED How to set up tracking and grading for external content lessons.
Concept: Expiry Periods for Learning Content	UPDATED Updated the note to add information about using Cloud Connect for Learning (CCL) content in learning programs for retraining.
Concept: External Content Lesson Tracking and Grading	NEW An overview of tracking and grading of external content lessons.
Steps: Manage Observational Checklist Consumption	NEW

	How to manage observational checklists in Workday Learning.
Steps: Assess Observational Checklist	NEW How an assessor can evaluate learners on training activity lessons.
Concept: Observational Checklists	NEW Overview of observational checklists in Workday Learning.
Concept: Re-Enrollment for Cloud Connect for Learning Content	NEW Provides and overview of how learners re-enroll in or retake external content sourced from Cloud Connect for Learning (CCL) partners in Workday Learning.

Recruiting

Concept: Find Jobs	UPDATED Added information about Natural Language Processing (NLP).
Steps: Automatically Decline Candidates for Filled Jobs	UPDATED Added step 3.
Take Action on Multiple Candidates	UPDATED Clarified that Workday doesn't copy the application questionnaire to the new job requisition.
Concept: Recruiter Hub	UPDATED Information about the Recruiter Hub
Steps: Set Up Candidate Skills Match	UPDATED In Step 2, updated the link name.
Steps: Set Up Candidate Home Accounts	UPDATED Updated step 1 to point to the Manage External Accounts topic, which gives the correct instructions for creating external site password requirements.
Steps: Inactivate Onboarding Plans	UPDATED Information on how to Inactivate Onboarding Plans

Skills and Skills Cloud

Setup Considerations: Skills Cloud	UPDATED Added a row to the Questions to Consider section for Skills Cloud skill description. Updated the question for what report fields to use with the new Skill Description report field.

Staffing

Setup Considerations: Staffing	UPDATED In the Reporting section, added details about new talent mobility reports.
Steps: Set Up Custom Staffing Fields	UPDATED Added information about effective dates to Step 1 and removed note.
Steps: Set Up Job Profile Business Process	UPDATED Added information about the submitJobProfile (Graph API v4) initiating action.
Create Job Profiles	UPDATED Added information on restricting job profiles by country and organization.
Restrict Job Profiles by Country and Organization	NEW How to restrict job profiles by country and organization.
Concept: When Position Restrictions Are Available to Fill	UPDATED Added information regarding how Position IDs are managed when staffing transactions originate from job requisitions.
Reference: Default Job Requisition Data	UPDATED Added a note under Organization Data.
Steps: Set Up Amend Form I-9 Business Process	UPDATED Added information about the Form I-9 Section 2- Amend step.
Steps: Set Up Job Changes	UPDATED Added the Correct Change Job web service and correctChangeJob mutation to the Next Steps.

Initiate Change Job in Mass Action Workbook	UPDATED In Context, deleted reference stating that users can manually add workers to workbook.
Setup Considerations: Multiple Positions	NEW Information to consider before setting up multiple positions.
Reference: Impacts of Primary Position Designation	UPDATED Deleted the Time Block Create Calculations row from the table in the Time Tracking section since you can now generate position-based time blocks.

Talent

Steps: Set Up Career Hub	UPDATED In step 11, added details about displaying default job titles instead of job profile names.
Set Up Confidential, Private, and Anonymous Feedback Options	UPDATED Added the Anonymous by Default option to step 2.
Steps: Set Up Succession	UPDATED Updated step 3 with skill options in the Maintain Succession Plan Setup task.
Concept: Skills in Succession Planning	NEW Describes the concept of skills in succession planning in Workday.

Time Tracking

Steps: Enable Time Tracking for Mobile	UPDATED On Step 1, updated the domain name from Self-Service: Work Schedule to Self-Service: Work Schedule: Time Tracking.
Steps: Set Up Purge for Time Tracking Data	NEW How to set up purging of Time Tracking data.
FAQ: Multiple Positions	NEW Answers frequently asked questions about multiple positions.

Steps: Set Up Time Entry	**UPDATED** Added an optional step 4 to set up segmented security for time entry codes.
Steps: Set Up Segmented Security for Time Entry Codes	**NEW** How to set up segmented security for time entry codes.
Create Time Entry Codes	**UPDATED** In step 4, removed the reference to Enter Time (Weekly), which we are retiring.
Example: Set Up Segmented Security for Administrators	**NEW** Illustrates how to set up segmented security for administrators for the Special Duty time entry code.
Example: Set Up Segmented Security for Integration	**NEW** Illustrates how to set up segmented security for integration for the Special Duty time entry code.
Concept: Segmented Security for Time Entry Codes	**NEW** Describes the concept of segmented security for time entry codes in Workday.
Steps: Create Time Entry Templates	**UPDATED** Removed reference to projects from step 2 since the step relates to worktags in general and not just for project time entry.
Set Up Time Entry Templates	**UPDATED** • In step 7, changed a bullet in the note to Shift matching for Workday Scheduling to match the new functionality. • In step 8, removed the rows for Default Location and Default Location and changed the section and option names to match updates to the user interface. • In step 8, added detail to the Enable Shift Matching for Workday Scheduling row. • In the first row of step 10, removed the bullet about Enter Time (Weekly), which we are retiring.
Set Up Calendar Totals	**UPDATED** In step 3, added a row to the table for Total per Position.
Set Up Time Shift Options	**UPDATED**

	Added a new step 5 that explains how to group time blocks into shifts by position.
Concept: Position-Based Shifts	NEW Describes the concept of position-based shifts in Workday.
Setup Considerations: Worktags in Time Tracking	UPDATED Replaced shift-based check-in information: • In the second row of Questions to Consider, with information about shift matching for Workday Scheduling. • In the Scheduling row of the Connections and Touchpoints section, with information about populating worktags with values from schedule tags.
Steps: Set Up Worktags for Time Entry	UPDATED In step 4, added a row for the Default from Workday Scheduling check box.
Concept: Worktag Defaults from Workday Scheduling	NEW Describes the concept of worktag defaults from Workday Scheduling in Workday.
Reference: Worktag Precedence in Time Entry	UPDATED In the Precedence Criteria table, replaced the row for Location of shift-based check-in with a row for Workday Scheduling.
Steps: Set Up Workday Time Kiosk	UPDATED Added: • A Prerequisite section to clarify that you need to set up time entry to use the Time Kiosk. • An optional step 4 about restricting access to time entry codes.
Create Time Calculation Groups	UPDATED • Added step 2 to explain how to base time calculation groups on position. • Removed the bullet in step 5 that said position-base eligibility rules aren't available.
Reference: Time Calculation Types	UPDATED Added a column on position-based time calculations to the table.

Example: Add Time Blocks by Position	NEW Illustrates how to add time blocks for positions by using time calculations.
Example: Calculate Overtime per Position	NEW Illustrates how to calculate overtime per position.
Concept: Time Calculations	UPDATED Added information on position-based time calculations to the Calculation Types and Eligibility sections.
Concept: Position-Based Time Calculations	NEW Describes the concept of position-based time calculations in Workday.
Create Time Entry Validations	UPDATED Updated step 8 and added new step 9.
Concept: Time Entry Validations	UPDATED Added new Position-Based Time Entry Validations section.
Concept: Time Tracking and Absence Management	UPDATED Replaced the Correct Time Off task, which was retired as part of the legacy Absence Calendar, with the Manage Absence report that's part of the New Absence Calendar Experience.
FAQ: Time Entry	UPDATED Removed reference to the Request Time Off task, which was retired as part of the legacy Absence Calendar.
Set Up the Review Time Report	UPDATED Updated Include Warning Indicators description in table.

Workday Scheduling

Create Schedule Tags	UPDATED Explained the Enabled for Multiple Role Assignment check box.
Create Schedule Tags	UPDATED

	Added information about mapping schedule tags to worktags in Workday Time Tracking.
Steps: Set Up Schedule Tags to Populate on Time Entries	NEW Explains how to set up Workday Scheduling so that Workday populates schedule tags on time entries in Time Tracking.

Integrations

August 7, 2026

Global Payroll Connect

Reference: Data Changes on Demand Request Criteria Parameters	UPDATED Updated the Request Header section.
Troubleshooting: Payroll Interface Integration Command Center Data Queue	UPDATED How to diagnose and resolve when priority events fail to appear in the Manage Payroll Interface Integration Command Center Data Queue task.

July 24, 2026

Financials Connectors

Setup Considerations: Workday Bank Connectivity	UPDATED Removed the limitation that positive pay files don't include outsourced check data.
Steps: Set Up Bank Connectivity - Positive Pay Integration	UPDATED • Replaced the prerequisite to define bank accounts with a prerequisite to set up positive pay files. • Removed the limitation that positive pay files don't include outsourced check data.

Workday Extend

Setup Considerations: Workday Extend	UPDATED Updated with link to the Developer Site Documentation. All topics in the Workday Extend section of the Integrations

	book in the Administrator Guide are in the Workday Extend documentation in the Developer Site.

July 10, 2026

Integration Services

Set Up Integration Subscriptions	UPDATED Clarified information about launch parameters.

Workday REST API

Concept: REST Metadata API Header	UPDATED Added the v2 version and examples.
FAQ: REST Metadata API	UPDATED Added questions and answers related to v2.

June 26, 2026

Financials Connectors

Create EBICS Contracts	UPDATED Renamed from Create EBICS Contract and added information about: • EBICS 3.0. • User certificate expiration dates.
Create EBICS Order Types	NEW How to create EBICS order types in Workday.

Global Payroll Connect

Reference: Data Sections for Data Changes on Demand	UPDATED Added ID field attribute to the Employee Contracts and Job Classifications data sections.
Reference: Data Sections for Payroll Effective Change Interface	UPDATED Added ID field attribute to the Employee Contracts and Job Classifications data sections.

Reference: Data Sections for Worker Effective Change Interface	**UPDATED** Added ID field attribute to the Employee Contracts and Job Classifications data sections.

June 12, 2026

Enterprise Interface Builder (EIB)

Concept: Enter Time Off EIB	**UPDATED** In the: • Equivalent Workday Task section, replaced the Enter Absence and Enter Time Off tasks, which were retired as part of the legacy Absence Calendar, with the Manage Absence report and Request Absence task that are part of the New Absence Calendar Experience. • Common Issues and Errors section, added a common issue where after uploading historical time offs to an absence table via EIB, the time offs aren't deducted from the correct tier.
Concept: Import Time Off Request Event Batch EIB	**UPDATED** In the: • Equivalent Workday Task section, replaced Time and Leave with Time and Absence. • Common Issues and Errors section, added the issue where after uploading historical time offs to an absence table via EIB, the time offs aren't deducted from the correct tier.
Concept: Request Leave of Absence EIB	**UPDATED** In the Equivalent Workday Task section, replaced the retired Place Worker on Leave task with the Manage Absence report, that's part of the New Absence Calendar Experience.

Financials Connectors

Setup Considerations: Workday Bank Connectivity	**NEW** Information to consider before setting up Workday Bank Connectivity.
Steps: Manage Workday Bank Connectivity	**UPDATED** • Clarified that all bank accounts that you use with Workday Bank Connectivity must have a branch.

	• Added that you can use the referential updates integration instead of manually generating bank connectivity data files. • Moved information to Steps: Load Referential Data Manually. • Added information about the Legal Owning Company option for bank accounts.
Steps: Load Referential Data Manually	NEW How to load referential data manually with Workday Bank Connectivity.
Steps: Set Up Bank Connectivity - Referential Data Updates Integration	NEW How to set up a referential data update integration with Workday Bank Connectivity.
Steps: Set Up Bank Connectivity - Payments Initiation Integration	UPDATED In Steps 1 and 2, added information about the CredStore service and External CredStore Client integration attribute.
Concept: Workday Bank Connectivity Integration	UPDATED Moved information to Setup Considerations: Workday Bank Connectivity.

Global Payroll Connect

Reference: Correctable and Rescindable Business Processes for Payroll Effective Change Interface	UPDATED In the Time and Leave row, replaced the retired Enter Time Off, Place Worker on Leave, and Return Worker from Leave business processes with their equivalent: Request Time Off, Request Leave of Absence, and Request Return from Leave of Absence, as part of the New Absence Calendar Experience.
Reference: Payroll Effective Change Interface Key Fields	UPDATED Provides additional information about key fields Workday uses to uniquely identify records in each PECI data section.
Troubleshooting: Accessing External Payslips	UPDATED How to diagnose and resolve issue with accessing External Payslips.
Troubleshooting: Accessing External Tax Documents	UPDATED How to diagnose and resolve issue with accessing External Documents.

Workday REST API

Manage Digital Course REST API	UPDATED Expanded the Limitations section to add information about fields that aren't supported through the Manage Digital Course REST API.

Workday Web Services and Integration IDs

Request Leave of Absence	UPDATED In the Equivalent User Interface (UI) Task section, replaced the retired Place Worker on Leave task with the Manage Absence report, that's part of the New Absence Calendar Experience.

May 29, 2026

Enterprise Interface Builder (EIB)

Concept: Import Time Clock Events EIB	UPDATED Added updated sample template.

Workday REST API

Business Process REST APIs	NEW Provides usage guidance for the Business Process REST APIs.
Events REST APIs	NEW Provides usage guidance for the Events REST APIs.
Event Steps REST APIs	NEW Provides usage guidance for the Event Steps REST APIs.
Reference: Step Type Reference IDs	NEW Provides the list of event step type reference IDs.
Payroll Inputs REST API	NEW Provides usage guidance for the Payroll Inputs REST API.
Contact Information Changes REST APIs	NEW

	Provides usage guidance for the Contact Information Changes REST APIs in Workday.
Billable Transactions REST API	NEW Provides usage guidance for the Billable Transactions REST API.

May 15, 2026

Setup Considerations: Integrations	UPDATED Added information about custom reports in Workday Studio.

Enterprise Interface Builder (EIB)

Set Up Inbound EIB	UPDATED Added description of Fast File Transfer Mode drop-down.
Concept: Edit Dependent EIB	UPDATED Updated the sample template.

HCM Connectors

Steps: Set Up Okta Integration	UPDATED Updated the link to the Okta documentation.

Integration Business Processes

Set Up Integration Retrieval	UPDATED Added description of Fast File Transfer Mode drop-down.

May 1, 2026

Enterprise Interface Builder (EIB)

Generate EIB Spreadsheet Template	UPDATED Added note to Step 4 describing new Use Indexed fields only for Rule Conditions check box.
Concept: Request Compensation Change EIB	UPDATED

	Updated Request Compensation Change template.

Financials Connectors

Reference: Valid Element Codes for Inbound EDI 856 Files	UPDATED Corrected the Expiration Date code from 046 to 036.

Global Payroll Connect

Manage External Payroll Input for Worker	UPDATED Added information about the Unit Type field to step 2.
Setup Considerations: Data Changes on Demand	UPDATED Updated the Questions to Consider to include a considerations about integration attributes and maps.
Set Up Field Overrides for Data Changes on Demand Integrations	UPDATED Added a note that field overrides are intended for specific use cases and shouldn’t be used to bypass delivered fields or implement custom mapping logic that isn’t supported.
Concept: PECI and DCoD Comparison	UPDATED Added rows for Integration Attributes and Integration Maps.
Steps: Set Up Payroll Integration System	UPDATED Added to step 5 to clarify that the *Worker Data Benefit Elections* domain is necessary to report the Related Persons data section.

Student Connectors

Reference: COD Outbound Integration	UPDATED On the <VerificationStatusCode> row, added information about how values are derived from the **Federal Verification Status** field in Workday.

April 17, 2026

Global Payroll Connect

Reference: Data Sections for Data Changes on Demand	UPDATED

	Updated the Position data section to include the Job Profile Name field attribute.
Steps: Set Up Global Payroll Hub	UPDATED Updated list of payroll partners.
Configure Payroll Effective Change Interface Integration Attributes and Maps	UPDATED Updated to include the Configurable Compensation Basis integration attribute.
Reference: Data Sections for Payroll Effective Change Interface	UPDATED Updated the Position data section to include the Job Profile Name field attribute.
Reference: Data Sections for Worker Effective Change Interface	UPDATED Updated the Position data section to include the Job Profile Name field attribute.

April 3, 2026

Enterprise Interface Builder (EIB)

Concept: Import 1095-C Form Recipients Data EIB	UPDATED Added new row on the bottom of the Common Issues and Errors table.
Concept: Edit Job Requisition EIB	UPDATED Added information about how to remove compensation plans from job requisitions.

Financials Connectors

Steps: Set Up Integration to Import Payment Status Reports	UPDATED Updated the Context section to clarify which versions of pain.002 are supported.
Steps: Set Up Bank Connectivity - Payments Initiation Integration	UPDATED Clarified the API End Point for Referential Data Updates option.

Global Payroll Connect

Concept: Payroll Effective Change Interface	UPDATED Removed the Reference: File Schema for Payroll Effective Change Interface topic and added the schema file name to this topic.
Configure Payroll Effective Change Interface Integration Attributes and Maps	UPDATED Updated Date Format and Date Time Format in the table.
Configure Payroll Effective Change Interface Integration Attributes and Maps	UPDATED Added to the Payroll Company Organization Type integration attribute description to clarify each associated payroll company must be assigned a unique organization type.
Setup Considerations: External Payroll Documents	UPDATED Added to the Recommendations section about confirming reports related to the documents you want to view aren't on the Hide Workday Delivered Reports task.

HCM Connectors

Steps: Set Up LinkedIn Recruiter System Connect	UPDATED Updated Context to note that candidates that you import into Workday using the LinkedIn One-Click Export appear as prospects in Workday.

Student Connectors

Concept: Student Admissions Connectors	UPDATED In the TOEFL Education Test Result Inbound row, clarified the file formats that the the integration supports.

Workday REST API

Custom Object (Multi-Instance) REST APIs	UPDATED Replaced "EmployeeID" with "Employee_ID" in the examples.
Custom Object (Single-Instance) REST APIs	UPDATED Replaced "EmployeeID" with "Employee_ID" in the examples.

March 13, 2026

Enterprise Interface Builder (EIB)

Generate EIB Spreadsheet Template	UPDATED Expanded Context section to descript spreadsheet generation with data.
Launch EIB Spreadsheet Upload	UPDATED Added information to Step 2 listing conditions under which Workday doesn't display an EIB in the **Integration** prompt.
Create HTTPS Transport Protocol	UPDATED Added note for refresh token URL behavior to Context section.
Concept: Adjust Time Off EIB	UPDATED Replaced the Correct Absence and Correct Time Off tasks, which were retired as part of the legacy Absence Calendar, with the Manage Absence report that's part of the New Absence Calendar Experience.
Concept: Import Time Off Request Event Batch EIB	UPDATED Replaced the Enter Absence and Enter Time Off tasks, which were retired as part of the legacy Absence Calendar, with the Manage Absence report and Request Absence task that are part of the New Absence Calendar Experience.
Concept: Import Accounting Journal EIB	UPDATED Clarified that there's an additional Bulk Import Submit Accounting Journal EIB that you can use in the Equivalent Workday Task section.
Concept: Submit Job Profile EIB	UPDATED Added information about updating existing job profiles, and rescinding.
Concept: Manage Course Offering EIB	UPDATED Updated the EIB input file guidelines with information to prevent data loss when updating existing offerings.
Concept: Waive Learning Assignment EIB	NEW

	Describes the concept of the Waive Learning Assignment EIB in Workday.
Concept: Import Ad Hoc Schedules EIB	UPDATED In the EIB Input File Guidelines, under Web Service Version and Security Configuration Guidelines, updated the name of the Worker Data: Work Schedule domain to Worker Data: Work Schedule: Time Tracking.

Financials Connectors

Steps: Set Up EBICS	UPDATED In the Context section, clarified that you can now copy your EBICS configuration from one tenant to another using Object Transporter.
Steps: Set Up SAF-T Integration	UPDATED Renamed the *SAF-T Norway* template to *SAF-T Norway 1.1*, and added information about the *SAF-T Norway 1.3* template.
Concept: SAF-T Integrations	UPDATED Renamed the *SAF-T Norway* template to *SAF-T Norway 1.1*, and added information about the *SAF-T Norway 1.3* template.
Steps: Manage Workday Bank Connectivity	UPDATED Added new steps to: • Create an external client CredStore for Kyriba credentials. • Set up positive pay integrations.
Create an External Client CredStore for Kyriba	NEW How to set up an external client CredStore for Kyriba.
Steps: Set Up Bank Connectivity - Payments Initiation Integration	UPDATED Replaced step to set register external OAuth client with a prerequisite to create an external client CredStore for Kyriba credentials.
Steps: Set Up Bank Connectivity - Positive Pay Integration	NEW How to set up a positive pay integration with Workday Bank Connectivity.
Concept: Workday Bank Connectivity Integration	UPDATED Added information about these new integrations:

	• Positive pay. • Referential data updates.

Global Payroll Connect

Concept: External Payroll Inputs	UPDATED Added a new Recurring Deductions section.
Reference: External Payroll Input Attachment File Types	NEW Provides additional information about external payroll input attachments.
Setup Considerations: Data Changes on Demand	UPDATED Updated the Questions to Consider and Limitations sections since DCoD supports multiple integrations now and that DCoD doesn't support Buy Time Off.
Steps: Set Up Data Changes on Demand	UPDATED Updated step 5 and step 7.
Set Up Field Overrides for Data Changes on Demand Integrations	NEW How to set up field overrides for Data Changes on Demand integrations.
Concept: PECI and DCoD Comparison	UPDATED Updated these rows and added a Sub Document Field Overrides row: • Field Overrides • Multi-Instance Field Overrides • Security for Field Overrides • Business Process Orchestration
Reference: Data Sections for Data Changes on Demand	UPDATED Updated to list the data sections that support field overrides and added the new Additional Information data section. Added the Benefit Elections data sections and the Personnel Action Request data section.
Reference: Data Changes on Demand Request Criteria Parameters	UPDATED Updated to include new response filters and fieldOverrides as an optional value for fields in the request criteria.
Troubleshooting: Performance Issues in Data Changes on Demand	NEW

	Information on how to troubleshoot field overrides that reference poor performing report fields on Payroll Effective Change Interface integrations.
Steps: Set Up Event Outbound Notifications	UPDATED Added the Subscribe to Rescind Business Process Type check box to step 3 and a Maintain Pay Group Vendor Associations step.
Setup Considerations: Global Payroll Hub	UPDATED Added to the Questions to Consider section to include that you can use Global Payroll Hub for Workday Payroll.
Setup Considerations: Payroll Interfaces	UPDATED Updated the Limitations section by adding that the integrations don't support Buy Time Off.
Setup Considerations: Payroll Effective Change Interface	UPDATED Updated the Limitations section by adding that PECI doesn't support Buy Time Off.
Setup Considerations: Payroll Interface Configurable Output	UPDATED Updated the Limitations section by adding that PICOF doesn't support Buy Time Off.

Launch and Manage Integrations

Concept: Mass Actions on Integration Events	UPDATED Added information about failing integrations.

Workday Payroll Connectors

Steps: Set Up ATO STP Integration	UPDATED Added information about requesting your OZEDI Customer Client ID number in the prerequisites section.
Concept: HM Revenue & Customs Incoming Notifications Integration	UPDATED Updated the introduction to include the use of the sequence number on the notifications file to identify the most recent updates.
Concept: HM Revenue & Customs RTI Employer Payment Summary Integration	UPDATED Updated the Launch Parameters section to include the new Run UK RTI EPS task.

Concept: HM Revenue & Customs Real Time Information (RTI) Integration	UPDATED Updated to include the setting of the Test in Live check box in all non-production environments.

Workday REST API

Reference: REST API Error Messages	UPDATED In the Invalid Request Issues section, added DELETE requests and the new severity error response field. Also noted the wd-warning-action header.
Concept: Warning Action REST API Header	NEW Describes the wd-warning-action header.
Global Payroll Effective Changes REST API	UPDATED Added a responseData section.
Lesson Trackings REST API	NEW Usage guide for the Lesson Trackings REST API.
Enrollments REST API	NEW Usage guide for the Enrollments REST API.
Manage Enrollments REST API	NEW Usage guide for the Manage Enrollments REST API.
Records REST API	NEW Usage guide for the Records REST API.

Workday Web Services and Integration IDs

Import Accounting Journal	UPDATED In the introduction, clarified that there's an additional Bulk Import Submit Accounting Journal EIB that you can use.

Manage Workday

August 7, 2026

Tenant Configuration

Configure and View Alerts	UPDATED Expanded these sections to provide information about duplicate report parameters and how to rerun impacted alerts: • Result • Next Steps
Concept: Alerts	UPDATED Expanded to include information about duplicate report parameters and how to rerun impacted alerts.
Concept: Workday Scheduled Processes	UPDATED Update Daily/Weekly/Monthly Schedules and Daylight Savings Time section with new preserve local time behavior.

User Experience

Setup Considerations: Journeys	UPDATED Added a new domain in the Security section.

July 24, 2026

Business Processes

Concept: Rule-Based Business Process Definitions	UPDATED Added information on how to find inactivated rule-based business process definitions.
Setup Considerations: Mass Operations on Business Processes	UPDATED Updated the Requirements section with information about the Rescind mass action.
Set Up Mass Operations	UPDATED

	Updated step 2 to note the data source to use for the input report for the Rescind Business Process mass operation.

Tenant Configuration

Reference: Edit Tenant Setup - HCM	UPDATED Noted in the Staffing section that the Change Job Default Headcount Option selection doesn't impact the Change Job web service.
Concept: Mobile Deep Links	UPDATED Describes the concept of mobile deep links in Workday.
Setup Considerations: Adoption Planning Hub	UPDATED Clarified the Use Cases and Questions to Consider sections to include enhancements to the Item Activity tab.
Steps: Set Up Workday Messaging	UPDATED In the Steps section, added a new Step 7 with instructions to complete the Configure Workday Messaging Settings task.
Configure Workday Messaging Settings	NEW How to configure Workday Messaging settings.
Steps: Configure System Notifications	UPDATED Add new metric type and filter options to Metric Type and Filter descriptions in first step.

User Experience

FAQ: Guidance Workspace	UPDATED Updated the FAQ "What languages does Workday support for my guidance?"

July 10, 2026

Business Processes

Concept: Shared Participation Step	UPDATED Updated the documentation to accurately reflect the synchronization and override logic between global tenant

	setup and individual business process security policy settings for disabling comments.

Tenant Configuration

Reference: Edit Tenant Setup - Business Processes	UPDATED Added a Allow Send Back to Terminated ~Workers~ with Non-~Worker~ Role row that describes sending back a business process step.
Reference: Edit Tenant Setup - Financials	UPDATED Added information about the Depreciation Adjustment Options for Post-Acquisition Asset Lifecycle Events option in the Business Assets Options section.
Reference: Edit Tenant Setup - HCM	UPDATED In the Talent section, added information about the Enable Additional Details within Job Match Analysis setting.
Reference: Edit Tenant Setup - Recruiting	UPDATED Added information about the Disposition Job Applications Before Purge check box.
Reference: Edit Tenant Setup - System	UPDATED Clarified the description in the Video Captioning row in the Media Settings section.
Reference: Edit Tenant Setup - System	UPDATED Updated the new feature(Default Hide Sidebar) information in System Setup section
Concept: Best Practices for Mobile Adoption	UPDATED Updated the Apple App Store URL.
Reference: Mobile Device Management	UPDATED • Updated the code examples with real values. • Removed the AllowPrint and AllowCutCopyPaste values from the Android code example.
Concept: Amazon SES Email Delivery	UPDATED Added WD118 Data Center values to Customer Mail Server Configuration section.
Reference: Workday Messaging Country Configuration	UPDATED

	Added Terms and Conditions URL as a required field for the U.S. configuration.
Set Up Worklets	UPDATED Updated the Results section and Next Steps section due to incomplete and duplicate text respectively.
Reference: Core Navigation	UPDATED Updated the new features with: • Global Navigation Sidebar • Reset Menu to Default
Reference: Editing Videos	UPDATED Clarified the description in the Use Files row in the Captions section.
Set Up Calculation Assistant	NEW How to set up Workday's Calculation Assistant feature.
Steps: Configure System Notifications	UPDATED Added new Background Process task.
Steps: Migrate Translated Objects	UPDATED Added note to step discussing the Attribute Diff page to provide information on how Object Transporter handles translations when they are the only modification made to an already existing object.
FAQ: Migrating Translations	UPDATED Added a new Q&A to address what to do when Object Transporter doesn't apply updates if a translation is the only modification made to an already existing object.

User Experience

Reference: Sample QuickTips for Change Benefits	UPDATED

June 26, 2026

Business Processes

Concept: Generate Document Business Process	UPDATED

	Clarified that a Review Documents step must follow document generation in order for a generated document to get saved to the worker's profile.

Tenant Configuration

Reference: Mobile Device Management	UPDATED Updated the AllowScreenshots setting in the table and example XML to account for iOS enablement.
Setup Considerations: Calculations	UPDATED In the Tenant Setup section, added information about configuring the Calculation Assistant feature.

User Experience

Concept: AI QuickTips and AI Content Generation	UPDATED Updated the concept topic to avoid customer confusion.

June 12, 2026

Collaboration

Create an Audience	UPDATED Added the Worker Data: Worker ID domain as a security prerequisite.
Create Engagement Message Templates	UPDATED Added Ad Hoc Workers Communication to the list of notification categories in Step 1.
Set Up Worker Communications Engagement Type	UPDATED Removed step regarding the Maintain Notification Templates task.

Tenant Configuration

Reference: Edit Tenant Setup - Business Processes	UPDATED Updated the documentation to accurately reflect the synchronization and override logic between global tenant setup and individual business process security policy settings for disabling comments.

Concept: Amazon SES Email Suppression List	UPDATED Updated the amount of time an email address remains on the suppression list after it bounces.
Setup Considerations: Workday Messaging	UPDATED In the Limitations section, added a link to Reference: Workday Messaging SMS Country Configuration.
Steps: Set Up Workday Messaging	UPDATED In the Context section, removed the list of countries that Workday Messaging supports and added a link to Reference: Workday Messaging SMS Country Configuration.
Configure One-Way Messaging for Production Tenant	UPDATED In the Context and Steps sections, moved the detailed country configuration information to the new Reference: Workday Messaging SMS Country Configuration topic. In the Next Steps section, moved the Brand Representative information to the Concept: Workday Messaging U.S. A2P Registration topic.
Concept: Workday Messaging U.S. A2P Registration	UPDATED Renamed the topic from Concept: Workday Messaging U.S. Configuration to Concept: Workday Messaging U.S. A2P Registration. Added a new Authorized Representative section. Moved the Brand Representative information to this section from Configure One-Way Messaging for Production Tenant.
Reference: Workday Messaging Country Configuration	NEW Provides additional information about Workday Messaging country configurations.
Set Up Hubs	UPDATED Revised the step 3 by removing inaccurate information. Added the info section under the step 12

User Experience

Steps: Enable Enhanced Tasks and Reports Discovery	UPDATED Updated the title of the topic.

May 29, 2026

Business Processes

Concept: Manage a Worker's My Tasks Items	UPDATED In the Manage Business Processes for Worker Step section, added additional information about delegation and updated the list of business processes by adding Termination and removing Terminate Employee.

Tenant Configuration

Create Custom Sequence Generator Locales	UPDATED In Step 2, clarified the behavior when you don't define a custom locale-dependent variable.
Reference: Edit Tenant Setup - Recruiting	UPDATED Updated the Enable Automatic Candidate Merging entry to clarify that you must clear the check box in order to use the Duplicate Management Framework.
Reference: Edit Tenant Setup - System	UPDATED Added a row in the Communications Tools Settings section to describe the opt-in option for enabling machine translation for Message Builder templates.
Steps: Set Up Message Builder	UPDATED Updated to include contextual and Next Step information about using Message Builder template translations.
Enable AI-Generated Translations in Message Builder Templates	NEW How to enable AI-generated translations in Message Builder templates.
Concept: Message Builder	UPDATED Added the Message Template Translations section to describe the optional generative AI translations feature.
Create Message Builder Templates	NEW How to create Message Builder templates.
Reference: Supported Data Sources in Docs for Layouts	UPDATED

	Updated with additional data sources supported in Docs for Layouts.
Steps: Set Up Duplicate Management	UPDATED Added step 2.

May 15, 2026

Collaboration

Concept: Manage an Engagement	UPDATED Added a note on using search prefixes.
Troubleshooting: Audience Count is Zero	UPDATED How to diagnose and resolve zero audience count.
Troubleshooting: Error When Adding Default Messages	UPDATED How to diagnose and resolve error when adding default messages.
Troubleshooting: Invalid Report Field in Audience Builder	UPDATED How to diagnose and resolve an invalid request error in Audience Builder.

Tenant Configuration

Create ID Definitions and Sequence Generators	UPDATED Revised the topic based on the sections where the fields are displayed. Also, added information on the new Sequence Generator Locale prompt field. And moved the table of sequence generator variables to the new Reference: Sequence Generator Variables topic.
Create Custom Sequence Generator Locales	UPDATED How to configure custom sequence generator locales.
Concept: ID Definitions and Sequence Generators	UPDATED In the Sequence Generator section, added the task to create sequence generators, and the tip to avoid white space in the format string. Also added the Defining Sequence Generators and Gapless Sequence Generators and Custom Sequence Generator Locales sections.

Reference: Sequence Generator Variables	UPDATED Provides a list of the available sequence generator variables.
Setup Considerations: Adoption Planning Hub	UPDATED Clarified that adoption recommendations are predefined.
Concept: Adoption Recommendations	UPDATED Clarified that recommendations are predefined and added guidance on removing recommendations.
Create and Activate Notification Templates	UPDATED Updated Results section to include a complete table of the Workday products that can use Notification Designer.
Reference: Drive Admin Hub and Usage Summary	UPDATED Added information about data prompts for filtering search results for the Drive Item History report.

User Experience

Reference: Absence Management Cards	UPDATED Added a new section for Upcoming Absences. Updated information on the Upcoming Time Off section.
Configure QuickTips in Guidance Workspace	UPDATED Corrected the functional area for the Set Up: Guidance Workspace domain.
Concept: AI QuickTips and AI Content Generation	UPDATED Updated list of administrative task. • Business Process Definitions • Business Process Configuration Options • Business Process Compare • Maintain Precedence for Business Process Definition Selection • Business Process Cycle Times • Business Process and Integration Notifications • Current Delegations • Delegation History • Manage Delegation Settings • Create Delegation Rule • Edit Tenant Setup - Student • Edit Tenant Setup - Business Processes

	• Configure Email Ingestion Settings • Create Email Analytics Sending Domain • Create Email Configuration

May 1, 2026

Business Processes

Concept: Delegation Notifications	UPDATED In the Delegate Notifications section, expanded to include information about disabled and expired system accounts.
Create Custom Notifications	UPDATED In the Context section, expanded to include information about disabled and expired system accounts.
Configure Business Process System Notifications	UPDATED In the Result section, expanded to include information about disabled and expired system accounts.
Concept: Custom Notifications	UPDATED In the Delegation and Custom Notifications section, expanded to include information about disabled and expired system accounts.
Onboarding Business Process Guidelines	UPDATED Provides guidelines about the Onboarding Business Process.

Collaboration

Create a Learning Engagement	UPDATED Clarified the Message Builder prerequisite.
Create Engagement Message Templates	UPDATED Clarified the Translations row in Step 2.
Concept: Manage an Engagement	UPDATED Added a row on verifying email notifications.

Tenant Configuration

Steps: Set Up Workday Mobile Applications	UPDATED

	Updated the currently supported Android and iOS versions.
Concept: Mobile Devices and Features	UPDATED Updated the currently supported Android and iOS versions.
Concept: Translations	UPDATED Added text to update the languages the Copy Translations from Source Language to Target Language task is enabled for.
Concept: Object Transporter	UPDATED Moved Supported Tenant Types section to a separate topic, Reference: Object Transporter Migration Paths.

User Experience

Reference: Journeys Distribution	UPDATED Added information in the Ad-Hoc row in the Distribute Methods section.
Concept: Preview Translations in Journeys Workspace	UPDATED Created a new topic.
Set Up Considerations: Suggested Translations	UPDATED Created a new topic.
Steps: Set Up Suggested Translations for Journeys	UPDATED Created a new topic.

April 17, 2026

Business Processes

Schedule Alert Notifications	UPDATED In the Context section, added details about correcting expired and suspended alerts.

Collaboration

Create Engagement Message Templates	UPDATED Clarified the note in the Next Steps section.

Tenant Configuration

Configure and View Alerts	UPDATED In the Context section, added details about correcting expired and suspended alerts and added information about the Alerts with Duplicate Report Parameters report in the Next Steps.
Set Up Mail Servers for Email Notifications	UPDATED In Step 4, added configuration details to the Use SSL and Use STARTTLS descriptions.
Configure Extend Cards in Hubs	UPDATED Clarified that you can only add Extend cards to Workday-delivered hubs with existing card sections.
Set Up Worklets	UPDATED Added a line on Next Step section about Configured Worklet Report and Maintain Dashboards.

User Experience

Steps: Enable Smart Search Suggestions	NEW How to enable Smart Search Suggestions.
Concept: Workday Home and Search	UPDATED Added a new row in the Search table for Smart Search Suggestions.
Concept: Preview Translations in Journeys Workspace	NEW Created a new topic.
Set Up Considerations: Suggested Translations	NEW Created a new topic.
Steps: Set Up Suggested Translations for Journeys	NEW Created a new topic.

April 3, 2026

Business Processes

Setup Considerations: Mass Operations on Business Processes	UPDATED Expanded these sections with more information: • In the Requirements section, provided more details in the Additional Information column for the Advance Business Process row. • In the Reporting section, provided more details in the Business Process Transaction bullet.
Set Up Mass Operations	UPDATED In step 2, added more information to the: • Mass Operation Type row, Advance Business Process bullet. • Input Report row, Business Process Transactions RDS bullet.

Collaboration

Steps: Create Campaign Categories	UPDATED Added a prerequisite and clarified the steps for assigning security groups to the campaign category security segment.
Steps: Create Engagement Categories	UPDATED Added a prerequisite and clarified the steps for assigning security groups to the campaign category security segment.
Create Engagement Message Templates	UPDATED Clarified in the Translations row that when you use multiple languages in a template, you can't CC recipients.

Tenant Configuration

Reference: Edit Tenant Setup - Payroll	UPDATED In the FLSA and Flat Sum Bonus (FSB) section, added information about the Disable FLSA and FSB Insights check box.
Reference: Edit Tenant Setup - Recruiting	UPDATED Added a note in the Candidate Social Sign-In Consent Message.

	Added descriptions for 2 check boxes: • Collect Candidate Signal Data Level 1 • Disable Candidate Personal Information Editing on Candidate Home
Troubleshooting: Adoption Item Buttons Are Missing	UPDATED How to diagnose and resolve missing buttons when creating adoption items from the What's New in Workday report.
Create Email Templates	UPDATED Added information about size considerations for static images.
FAQ: Email Notifications	UPDATED Added question 12 about how to find which business process sent a particular notification.
Steps: Set Up External Links in Global Navigation Categories	UPDATED Updated the Prerequisities to note that you must enable the global navigation sidebar. Removed an incorrect example.
Concept: Landing Pages	UPDATED Added security domain info for the Workbench and Mobile Reports landing pages.
Reference: Core Navigation	UPDATED Provides additional information about saved section.
Setup Considerations: Workday Media Cloud	UPDATED Clarified the Recommendations section, added a note to the Requirements section, and added a use case to the Connections and Touchpoints section.
Steps: Publish Videos in Workday	UPDATED Added a note to the Prerequisites section.
Reference: Upload Domains by Region	UPDATED Provides additional information on regional upload domains.
FAQ: Uploading and Viewing Videos	UPDATED Added a note to the "What can I do to ensure that the Media Upload service is available?" question.

Create Rules for Assigning Calendars	UPDATED In the Context section: • Added information about calendar rules. • Clarified the note about multiple-calendar eligibility with a more detailed example.
Create Work Schedule Calendars	UPDATED Moved: • Conceptual information from step 2 of Steps: Enable Managers to Create and Assign Custom Work Schedules to the Context section of this topic. • The contents of step 7 to the Next Steps section.
FAQ: Calculated Fields	UPDATED FAQs for calculated fields.
Configure Security for Audit Tag Segments	UPDATED Updated the prerequisites to note that the Audit Tag (Segmented) domain is now called Set Up: Audit Tag Security Segments.
Reference: Integrations and Web Service Limits	UPDATED In the API Requests category, updated the 500 response code for SOAP API.
Migrate Packages with Object Transporter	UPDATED Updated: • Step 5 to specifically address each type of missing prerequisite Workday might list on a Diff Report Not Generated page and to describe how Workday sequences prerequisite listings when there's more than 50. • Step 6 to introduce an resolutions for the issues listed in the new and updated **Non Mappable** and **Map to Instance in Target (optional)** columns in the **Errors** table on the **Diff Report Not Generated** page. Added: • New Step 7 to introduce more tailored loading options based on the new columns in **Errors** table. • New Step 8 to break out instructions for what to do after resolving missing prerequisites. • Note in Step 9e about future effective dates.
Migrate Single Instances with Object Transporter	UPDATED

	Updated: • Step 9 to specifically address each type of missing prerequisite Workday might list on a Diff Report Not Generated page and to describe how Workday sequences prerequisite listings when there's more than 50. • Step 10 to introduce an resolutions for the issues listed in the new and updated Non Mappable and Map to Instance in Target (optional) columns in the Errors table on the Diff Report Not Generated page. Added: • New Step 11 to introduce more tailored loading options based on the new columns in Errors table. • New Step 12 to break out instructions for what to do after resolving missing prerequisites. • Note in Step 13e about future effective dates.
Migrate Configuration Catalog Content with Object Transporter	**UPDATED** Updated: • Step 8 to specifically address each type of missing prerequisite Workday might list on a Diff Report Not Generated page and to describe how Workday sequences prerequisite listings when there's more than 50. • Step 9 to introduce an resolutions for the issues listed in the new and updated **Non Mappable** and **Map to Instance in Target (optional)** columns in the **Errors** table on the **Diff Report Not Generated** page. Added: • New Step 10 to introduce more tailored loading options based on the new columns in Errors table. • New Step 11 to break out instructions for what to do after resolving missing prerequisites. • Note in Step 12e about future effective dates.
Migrate Configuration Changes with Configuration Change Tracker	**UPDATED** Updated: • Step 13 to specifically address each type of missing prerequisite Workday might list on a Diff Report Not Generated page and to describe how Workday sequences prerequisite listings when there's more than 50. • Step 14 to introduce an resolutions for the issues listed in the new and updated Non Mappable and Map to Instance in Target (optional) columns in the Errors table on the Diff Report Not Generated page. Added:

	• New Step 15 to introduce more tailored loading options based on the new columns in Errors table. • New Step 16 to break out instructions for what to do after resolving missing prerequisites. • Note in Step 17e about future effective dates.
Migrate Configuration Extracts	UPDATED Updated: • Step 7 to specifically address each type of missing prerequisite Workday might list on a Diff Report Not Generated page and to describe how Workday sequences prerequisite listings when there's more than 50. • Step 8 to introduce an resolutions for the issues listed in the new and updated **Non Mappable** and **Map to Instance in Target (optional)** columns in the **Errors** table on the **Diff Report Not Generated** page. Added: • New Step 9 to introduce more tailored loading options based on the new columns in **Errors** table. • New Step 10 to break out instructions for what to do after resolving missing prerequisites. • Note in Step 11e about future effective dates.

March 13, 2026

Business Processes

Reference: Actions Available on Business Processes	UPDATED Added orchestration launch descriptions for the Cancel, Rescind, Correct, and Deny actions to the 'Actions Available on Business Processes' reference table.
Concept: Report Step	UPDATED Added Report Criteria tab instructions and contextual prompt requirements for composite reports.
Maintain Step Delay	UPDATED Updated step 11 to clarify the behavior of the Recalculate Delay upon Correct check box.
Configure Optional Fields	UPDATED Renamed the topic name from Hide or Require Optional Fields to Configure Optional Fields. Added:

	• The rows for Condition Rule, Security Group, and Evaluate All Security Groups in the grid of Step 3. • An Example section.
Launch Orchestrations on Business Process Status Changes	UPDATED Added a step for the Create Condition Rule button and a note clarifying that Workday evaluates these rules before initiating the orchestration.
Concept: Relaunching Orchestrations	NEW Added a new Concept topic to describe relaunch behavior and condition rule evaluation logic for orchestrations.
Maintain Advanced Routing	UPDATED Added an Exclude Latest Reviser row in step 5.
Approve or Deny Reassignment Request	NEW How to approve or deny a reassignment request on the Business Process Reassignment Request task.
Concept: Business Process Management	UPDATED Expanded business process-triggered orchestrations to include the Correct and Deny actions. Includes updated configuration steps and relaunch behavior logic.
Expense Report Event Business Process Guidelines	UPDATED Updated topic with additional guidelines.

Collaboration

Setup Considerations: Engagement Builder	UPDATED Updated to the Use Cases section to include the Worker Communications engagement type.
Setup Considerations: Engagement Builder	UPDATED Updated to the Questions to Consider section to clarify time zone support.
Create a Learning Engagement	UPDATED Added an example to the Results section on time zone support.
Create a Learning Engagement	UPDATED

	Clarified that this topic relates to Learning engagement types.
Create a Learning Engagement	UPDATED Clarified the Result section.
Create a Worker Communications Engagement	UPDATED How to create a Worker Communications engagement.
Create an Audience	UPDATED Added information on query limits to steps 4 and 7.
Create an Audience	UPDATED Added information on the Information icon to the Results section.
Create an Audience	UPDATED Updated steps 3 and 4 with information on prompt handling.
Create Engagement Message Templates	UPDATED Clarified the note in the Next Steps section.
Set Up Worker Communications Engagement Type	UPDATED How to set up the Worker Communications engagement type.
Concept: Defining Audiences	UPDATED Added a Limitations section to document query limits.
Concept: Defining Audiences	UPDATED Updated the Data Source Filters section and added a Prompts section to document enhanced prompt support.
Concept: Manage an Engagement	UPDATED Added a row on search prefixes for audiences and engagements.
Concept: Manage an Engagement	UPDATED Provided information on preventing suspended engagement reminders in the Suspend an engagement row.
Troubleshooting: Field Inaccessible in Engagement Builder	UPDATED

	How to diagnose and resolve the Field Inaccessible error in Engagement Builder.

Tenant Configuration

Reference: Edit Tenant Setup - Business Processes	UPDATED Updated orchestration launch actions and cross-reference title in the 'User to perform Orchestration Launches' reference section.
Reference: Edit Tenant Setup - Financials	UPDATED Added information on bypass validation in Supplier Accounts Option.
Reference: Edit Tenant Setup - Financials	UPDATED Added information on Bank Account Verification for Payment Election under Settlement and Bank Account Options section.
Reference: Edit Tenant Setup - Financials	UPDATED • Added the new Accounting Center Options section and the new No Intercompany Payable/Receivable Lines when Journals Self Balance by Company for Manual Accounting Center Detailed Journals. • Added information about the new Disable Update Tax Alert on Taxable Documents option in the Tax Options section. • Updated the Enable Payment Purpose Code option in the Settlement and Bank Account Options section.
Reference: Edit Tenant Setup - HCM	UPDATED In the Time Tracking section, added rows for these options: • Enable Segment Security for Time Entry Codes • Persist Position on Time Blocks • Enable Time Tracking Data Purge
Reference: Edit Tenant Setup - Payroll	UPDATED In the Tax Elections / Taxes section, added a row for the Minimum Wage Background Scheduler option.
Reference: Edit Tenant Setup - Security	UPDATED Removed information related to delegated authentication, challenge questions, and the change password option.
Reference: Edit Tenant Setup - Student	UPDATED

	Added 4 new ID Generator options for Student Sponsor Invoice Modeling
Reference: Edit Tenant Setup - System	UPDATED Added a row in the System Setup table that describes the Enable Global Navigation Sidebar option.
Reference: Edit Tenant Setup - System	UPDATED Removed the My Tasks Settings section.
Concept: Best Practices for Mobile Adoption	UPDATED Removed info about QR code links and rearranged topic.
Reference: Time Tracking and Scheduling Features in Workday Mobile	UPDATED In the table, replaced Shift-Based Check-In with Shift Matching for Workday Scheduling.
Setup Considerations: Adoption Planning Hub	UPDATED Removed references to the legacy Adoption Planning feature in the Limitations and What It Is sections.
Set Up Security for Adoption Planning Hub	UPDATED How to set up security for the Adoption Planning Hub.
Steps: Set Up Workday Notifications	UPDATED Added Slack and Teams to the Context and Steps sections.
Concept: Notifications	UPDATED Added Slack and Teams to the Notification Delivery Channels section.
Concept: Amazon SES Email Delivery	UPDATED In the Customer Mail Server Configuration section, added email domains and subdomains for these data centers: • WD109 • WD115 • WD116 • WD117
Concept: Amazon SES Email Suppression List	NEW Describes the concept of the Amazon SES Email Suppression List in Workday.

Concept: Email Deliverability	UPDATED Moved the Amazon Simple Email Service Suppression List section to a new topic entitled Concept: Amazon SES Email Suppression List.
Create and Activate Notification Templates	UPDATED Updated Context section with addition paragraph explaining the optional generative AItranslation option.
Enable AI-Generated Translations in Notification Designer Templates	NEW Provides instructions on how to determine your organization's subscription service areement with Workday, and then enable AI-generated translation in Notification Designer templates based on that agreement.
Create Configurable Cards	NEW How to create configurable cards.
Set Up Guided Tours	UPDATED In the External Link row of the grid in Step 2, removed reference to the Request Time Off task, which is part of the retired, legacy Absence Calendar.
Concept: Save In Context	NEW Created this new topic to share the list of tasks where Save icon is available.
Reference: Core Navigation	UPDATED Added the Sidebar and Menu Components table that describes the Pinned Apps, Saved Section, and Visual Branding options.
Setup Considerations: Docs for Layouts	UPDATED Updated to include the ability to use standard reports, in addition to custom reports, as a source of data when creating document layouts.
Create and Publish Document Layouts in Docs for Layouts	UPDATED Updated to include the ability to use standard reports, in addition to custom reports, as a source of data when creating document layouts.
Reference: Supported Data Sources in Docs for Layouts	UPDATED

	Updated with additional data sources supported in Docs for Layouts.
Create Work Schedule Calendars	UPDATED On Step 7, updated the domain name from Self-service: Work Schedule to Self-Service: Work Schedule: Time Tracking.
Manage Ad Hoc Work Schedule Changes	UPDATED In the Prerequisites section, updated the domain name from Worker Data: Work Schedule to Worker Data: Work Schedule: Time Tracking.
Steps: Enable Managers to Create and Assign Custom Work Schedules	UPDATED In step 6, updated the name of the Start from Current Schedule option to Current Schedule.
Reference: Supported Person Type Combinations for Merge	UPDATED Added new combination of Matriculated Student to Student Prospect + Worker merge.
Reference: Integrations and Web Service Limits	UPDATED In the API Requests category, updated the 503 response code with 429 for REST and RaaS APIs, and 500 for SOAP API.
Concept: Object Transporter	UPDATED Added: • A Postmigration section. • A Note to the Supported Tenant Types section for the Preview tenant item describing risks of migrating between Preview and non Preview tenants.
Reference: Payroll and Object Transporter	UPDATED Added new tax reporting objects to migrate for Payroll for the U.S.
Video: Migrate with Configuration Change Tracker	NEW Shows a video of how to migrate configuration changes using Configuration Change Tracker. It also shows how to Configure security for Configuration Change Tracker
Verify Deployment Agent Availability in Customer Central	NEW How to make sure the Deployment agent is ready to use.

Concept: Workday Deployment Agent	NEW Describes the concept of the Deployment agent.
Reference: Deployment Agent Skills and Capabilities	NEW Provides additional information on the skills and capabilities of the Deployment agent.
Reference: Deployment Agent Sample Prompts	NEW Provides additional information on sample Deployment agent prompts, including the use of the C.R.A.F.T. method of prompt-building.
Example: Troubleshoot a SOAP Error with the Deployment Agent	NEW Illustrates how an intergration consultant uses a C.R.A.F.T. prompt to get assistance from the Deployment agent in resolving a SOAP web service error.
Example: Create a Calculated Field with the Deployment Agent	NEW Illustrates how to use a C.R.A.F.T. prompt to have the Deployment agent generate logic for a conditional calculated field.

User Experience

Steps: Create External Home Page Cards	UPDATED Added a note to inform users about the upcoming retirement of external cards (custom cards).
Steps: Enable Quick Actions on Workday Home	NEW Created a new topic.
Concept: Workday Home and Search	UPDATED • Added Sana card in the Workday Home section. • Added more information in the Change Preferences Task row in the Workday Search section. • Deleted Workday Journeys and Touchpoints sections.
Concept: Home Page Workspace	UPDATED Added: • Condition Rules in the Work Tools section. • Sana Card in the Work Tools section. • A row on Sana card in the grid.

	• A note to inform users about the upcoming retirement of cards.
Reference: Home Page Sections	**UPDATED** • Added information on Sana card on the Work Tools row in the grid. • Updated information on View Quick Actions on the Quick Actions row in the grid.
Setup Considerations: Journeys	**UPDATED** Added information in these sections: • Business Processes • Reporting • Web Services
Steps: Set Up Journeys	**UPDATED** In Step 1, updated the link name.
Concept: Journeys	**UPDATED** Expanded: • Journey description paragraph to add step types. • Journeys in Global Search section. .
Concept: Journeys Workspace	**UPDATED** • Added more details on automating learning step in the Learning row under the Journey Step Types section. • Added a row for Report As A Step type in the Journey Step Types section.
Reference: Journeys Manager Experience	**NEW** Created a new topic.
Reference: Journeys Distribution	**NEW** • Expanded information on how to distribute a journey through business processes. • Added descriptions for active journeys and add to active journeys.
Configure QuickTips in Guidance Workspace	**NEW** How to configure QuickTips.
Disable AI QuickTips	**NEW**

	How to disable AI QuickTips.
Concept: AI QuickTips and AI Content Generation	NEW Describe the concept of AI QuickTips and AI Content Generation.

Payroll

August 7, 2026

Pay Anomalies

Reference: Unsupported Pay Anomaly Results	NEW Provides additional information about unsupported pay anomaly results.

Payroll for Australia

Preview STP Report (AUS)	UPDATED How to use the Preview STP Report task.
Insufficient Funds for Superannuation Rule (AUS)	UPDATED How to set up a rule for Insufficient Funds for Superannuation.

July 10, 2026

Payroll for France

Add Worker Tax Elections (FRA)	UPDATED Added Mobility Payment Contribution information.

Payroll for the U.S.

Create Codes for Quarterly Tax Reporting (USA)	UPDATED Added information about Treasury Tipped Occupation Codes.
Assign Codes for Quarterly Tax Reporting to Workers (USA)	UPDATED

	Added information about Treasury Tipped Occupation Codes.

June 26, 2026

Payroll for Australia

Find Unmapped Pay Components (AUS)	UPDATED How to find unmapped pay components.
Single Touch Payroll Reconciliation by Reporting Category (AUS)	UPDATED How to use the AUS STP Reconciliation reports.
Single Touch Payroll Reconciliation by Worker (AUS)	UPDATED How to use the AUS STP Reconciliation reports.
Single Touch Payroll Reconciliation by Worker and Pay Group (AUS)	UPDATED How to use the AUS STP Reconciliation reports.

Payroll for Canada

Setup Considerations: Record of Employment (ROE) Reporting	UPDATED Removed the retired Place Worker on Leave business process in the Business Processes section. Replaced the Change Organization Assignments business process with the Change Organization Assignments for Worker business process in the: • Use Cases section. • Business Processes section. • Considerations column of the Staffing and Payroll Processing row, in the Connections and Touchpoints section.
Setup Considerations: Paid Sick Leave for British Columbia	NEW Setup considerations for the new paid sick leave feature.
Steps: Configure Paid Sick Leave for British Columbia	NEW Configuration steps for the new paid sick leave feature for British Columbia.

June 12, 2026

Earnings, Deductions, and Other Calculations

Example: Set Up Pay Component Proration for Leave of Absence	UPDATED In Step 4, replaced the retired Place Worker on Leave task with the Manage Absence report, that's part of the New Absence Calendar Experience.
Reference: Common Pay Component Groups	UPDATED Added more Australia examples.

Payroll for Australia

Setup Considerations: Superannuation (AUS)	UPDATED Updated MSCB to MCB, update OTE to QE. Updated questions to consider and limitations.
Steps: Configure Superannuation (AUS)	UPDATED Updated MSCB to MCB, and OTE to QE. Added new options in the Context section.
Set Up Default Maximum Contribution Base (MCB) Rules (AUS)	UPDATED Updates for PayDay super.
Assign Compensation Allowance Plans to Payroll Superannuation (AUS)	UPDATED Updated MSCB to MCB and OTE to QE.
Adjust MCB Threshold Configuration (AUS)	UPDATED Updated to MCB.
Set Up Superannuation Suspension based on Worker Age and Hours Worked (AUS)	UPDATED Updated for PayDay Super.
Add Worker Superannuation Choice (AUS)	UPDATED Added information for pre-employees.
Superannuation and Single Touch Payroll (AUS)	UPDATED Updated pay components and STP reporting category codes.
Set Up Worker Taxes (AUS)	UPDATED

	Added note about pre-employees.

Payroll for the UK

Initiate Statutory Leave Payments (UK)	UPDATED As part of the New Absence Calendar Experience, replaced the retired Place Worker on Leave task with the Manage Absence report in Step 1, and added a new Step 2.

Retroactive Payroll

Steps: Process Retro Payroll	UPDATED In the Steps section, added information about the Run Retro Pay Calculation Preprocessor task.
Concept: Retro Pay Calculation Preprocessor	NEW Describes the concept of Retro Pay Calculation Preprocessor in Workday.

Set Up Payroll Processing

Example: Set Up Pay Run Category for Active and Terminated Workers (AUS)	UPDATED Updates for PayDay Super.
Example: Set Up Pay Run Category for Workers on Leave (AUS)	UPDATED Updated the name of AUS Qualifying Earnings (QE) (Effective 1 July 2026) [AUS] pay component.

May 29, 2026

Compliance

Reference: Payroll Compliance Updates Dashboard	UPDATED Added Australia to the list of countries.

May 15, 2026

Earnings, Deductions, and Other Calculations

Concept: Pay Component Eligibility	NEW

	Conceptual information to consider for determining pay component eligibility.
Concept: Pay Component Related Calculations	NEW Conceptual information about related calculations for pay components.
Concept: Earning and Deduction Limits	NEW Conceptual information for defining earning and deduction limits.
Concept: Mapping Earnings	NEW Conceptual information about mapping earnings to other components.
Concept: Costing Allocations	NEW Conceptual information about allocating costs to earnings and deductions.
Reference: Common Pay Component Groups	NEW Reference information about commonly-used pay component groups by Payroll country.

May 1, 2026

Payroll for the U.S.

Record a State Tax Levy Withholding Order (USA)	UPDATED Added information on the form and revision number for Michigan state tax levies.

April 17, 2026

Earnings, Deductions, and Other Calculations

Steps: Create Earnings	UPDATED Updated the Next Steps and Related Information sections.
Steps: Create Deductions	UPDATED Updated the Next Steps and Related Information sections.

Net Pay Validation and Arrears

Steps: Configure Shared Recoup Arrears Limit to Include On-Demand Additional Wages	UPDATED Updated to clean up tables and ensure that versioning aligns for the latest documentation updates.

Payroll Processing

Reverse a Completed Payroll Calculation	UPDATED Added next steps for completed payroll reversal calculations.
Set Up Global Payroll Processing Checklists	UPDATED Adjusted steps 1 and 2, updated step 4 table, improved topic with editorial and added step 9. Removed step 10.

Payroll for the U.S.

Example: Create a Health Savings Account Total Pay Accumulation (USA)	UPDATED Updated step 3 to indicate the correct deduction to select, and added the Next Steps section.
Maintain Tax Treaty Information for a Worker (USA)	UPDATED In Step 2, expanded the table to provide more information about fields on the Maintain Worker Tax Treaties task.

Set Up Payroll Processing

Set Up Pay Modeling	UPDATED Added information about the differences for the Model Pay for Worker task on desktop and mobile.
Concept: Pay Modeling	UPDATED Added limitations regarding mobile access.

April 3, 2026

Earnings, Deductions, and Other Calculations

Set Up Gross-Up Earnings	UPDATED Updated to include that you must select 1 country for a gross-up earning.

Payroll for the UK

Set Up Time Offs for Statutory Sick Pay (UK)	UPDATED Added the ability to opt in to calculating SSP in hours to step 2.

March 13, 2026

Compliance

Concept: Statutory Compliance (UK)	UPDATED In the Statutory Payments section, added support for Statutory Parental Bereavement Pay for Northern Ireland (SPBPNIRE).

Earnings, Deductions, and Other Calculations

Setup Considerations: Earnings and Deductions	UPDATED In the Recommendation section, clarified information on configuring country-specific earnings.
Steps: Create Earnings	UPDATED In step 3, added a note on configuring country-specific earnings.

Labor Costing

Concept: Costing Allocation Sources for Journal Lines	UPDATED Details the functionality of the Costing source report field and column.

Payroll Input

Steps: Set Up Request Payroll Inputs Business Process	UPDATED Added details to the Results section regarding reviewers' new authority to edit or reject payroll input requests.

Payroll Processing

Process Payroll Notifications (IRL)	UPDATED

	In the Prerequisites section, removed the sentence advising against adding approval steps.
Process HMRC Notifications (UK)	UPDATED Updated the Context section to include the use of the sequence number on the notifications file to identify the most recent updates.
Set Up Global Payroll Processing Checklists	UPDATED Had removed step 2 due to directive but returned it: (Optional) For third-party pay groups only, select the Used in Payroll Interface check box.
Set Up Global Payroll Processing Checklists	UPDATED Updated to step 2 and 3 and moved topic to the Workday Payroll book.

Payroll and Accounting Results

Example: YTD Pay Balances for Custom Reporting	UPDATED Updated the prerequisites section to clarify the pay accumulation.

Payroll for Australia

Steps: Set Up Single Touch Payroll (AUS)	UPDATED Added information about the Final Event Indicator option.
Approve an STP Pay Event (AUS)	UPDATED Added step to select a declaration type.
Superannuation Member Number Validation (AUS)	UPDATED How to set up alternative superannuation member number format validation.
Concept: Record Fringe Benefits Tax (AUS)	UPDATED Added information about fringe benefit exemptions.

Payroll for the U.S.

Concept: FLSA and FSB Insights (USA)	NEW Describes the concept of FLSA and FSB Insights in Workday.

Payroll for the UK

Configure Postal Address Header Sheet (UK)	UPDATED Added the Address Usage row to step 2.
FAQ: Payroll and RTI for Deceased Workers (UK)	UPDATED Updated the first question to add that you should use NI category X.
Setup Considerations: Real Time Information (UK)	UPDATED Added the new EPS business process to the Business Processes section.
Steps: Process Real Time Information Full Payment Submissions (UK)	UPDATED Updated step 8 to include the setting of the Test in Live check box in all non-production environments.
Steps: Process Real Time Information Employer Payment Summary (UK)	UPDATED Updated step 4 to include the new Run task.
Create an SSP Work Schedule Calendar (UK)	UPDATED Updated step 2 to reflect the removal of waiting days due to the Employment Rights Bill.
Enter SSP History (UK)	UPDATED Updated number of waiting days to reflect changes from the Employment Rights Bill.
Steps: Process SSP1 Form Information (UK)	UPDATED Added example of when details can show under the incorrect alert type on the View UK SSP1 Alert report.
Steps: Set Up Statutory Leave Payments (UK)	UPDATED Added Statutory Parental Bereavement Pay for Northern Ireland.
Create Statutory Leave Types for UK Payroll (UK)	UPDATED Added Statutory Parental Bereavement Pay for Northern Ireland.
Initiate Statutory Leave Payments (UK)	UPDATED Added Statutory Parental Bereavement Pay for Northern Ireland.

Concept: Statutory Parental Bereavement Pay for Northern Ireland	NEW New topic to record Statutory Parental Bereavement Pay for Northern Ireland information.

Set Up Payroll Processing

Setup Considerations: Payroll Run Categories	UPDATED Updated the Pay Run Categories section to note that you can set up payroll run categories for Payroll for Ireland.

Year-End Tax Reporting

FAQ: Year-End Tax Reporting (CAN)	UPDATED In question 6, clarified Workday's functionality for missing and invalid SIN.
Reference: Year-End Data Requirements (CAN)	UPDATED Added the special characters exceptions.

Reporting and Analytics

August 7, 2026

Custom Reports and Analytics

Setup Considerations: Charts	UPDATED In the Business Benefits section, added that users can now display company-specific branding or thematic colors on charts using report-specific custom categorical palettes.
Set Up Output Options for Custom Reports	UPDATED Added a new row to step 3 for color palettes.
Set Up Custom Color Palettes	NEW How to set up custom color palettes.
Concept: Charts	UPDATED Added more to the first paragraph to explain custom color palettes.

Workday Reporting Concepts

Reference: Reporting Tools in Workday	NEW Updated Can customize chart colors to Yes.

May 29, 2026

Custom Reports and Analytics

Set Up Output Options for Custom Reports	UPDATED Clarified which chart types the Horizontal/Vertical Axis Scale option is available for.
Concept: Business View Data Sources	UPDATED Updated topic to note that business views aren't supported for alerts.

May 15, 2026

Prism Analytics

Concept: Dataset Example Data	UPDATED Added information to the descriptions for custom and default example data.

May 1, 2026

Custom Reports and Analytics

Set Up Prompt Options for Custom Reports	UPDATED Added a new note and updated the Prompt Qualifier row to explain the relationship between the Comparison Value on the Filter tab and the Prompt Qualifier on the Prompts tab.

Prism Analytics

Steps: Set Up Tenant for Prism Analytics	UPDATED Clarified security configuration in step 5.

April 17, 2026

Custom Reports and Analytics

Setup Considerations: Custom Reporting	UPDATED Added a recommendation to update any Prism Analytics data change tasks (DCTs) that use a custom report as a source if the report's schema is modified.

Prism Analytics

Add a Prism Calculated Field to a Dataset	UPDATED Updated the description of the Field type component to clarify that numeric fields support a maximum precision of 38 digits.
Reference: Validation Stages	UPDATED Clarified that Workday doesn't automatically create the exception table.
Concept: Data Change Tasks	UPDATED Added a section for the impact of source report schema changes.

April 3, 2026

Custom Reports and Analytics

Setup Considerations: Custom Reporting	UPDATED Added a note to clarify that Workday doesn’t allow scheduling or directly executing Data Change Tasks as automated business process steps if they use a direct file upload as a source.
Setup Considerations: Custom Reporting	UPDATED Expanded the Recommendations section by adding a bullet about optimal performance when using a report in high-volume RDSs.

Prism Analytics

Concept: Dataset Workspace	UPDATED

	Added disclaimer about base datasets.
Steps: Add Prism Data Change Service to a Business Process	UPDATED Added a note to clarify that Workday doesn't allow scheduling or directly executing Data Change Tasks as automated business process steps if they use a direct file upload as a source.
Concept: Data Change Tasks	UPDATED Added a note to clarify that Workday doesn't allow scheduling or directly executing Data Change Tasks as automated business process steps if they use a direct file upload as a source.

March 13, 2026

Custom Reports and Analytics

Set Up Prompt Options for Custom Reports	UPDATED Added a new row for the new control prompt values column to the Prompts tab when editing a custom report.
Set Up Output Options for Custom Reports	UPDATED Added more information to the Quadrants row for scatter plot charts. Removed the scatter chart type row.
Set Up Output Options for Custom Reports	UPDATED Added a new Primary Axis row and removed the Horizontal/Vertical row for more clarity.
Reference: Chart Types	UPDATED Added a new row for Funnel charts.
Set Up Grouping and Summarizing for Matrix Reports	UPDATED Updated to add a note about the impact of dynamic grouping on the Control Prompts Value column.
Reference: WQL REST API	UPDATED Updated descriptions and examples for `GET /dataSources`, `GET /dataSources/{ID}`, and `GET /dataSources/{ID}/fields/{subresourceID}`.

Prism Analytics

Concept: Dataset Workspace	UPDATED Updated for the new visual transformation canvas.
Steps: Create a Dataset with External Data (SFTP Server)	UPDATED Added the recommendation to use tables instead of base datasets.
Steps: Create a Dataset with External Data (Upload a File)	UPDATED Added the recommendation to use tables instead of base datasets.
Steps: Create a Dataset Using Workday Data	UPDATED Added the recommendation to use tables instead of base datasets.
Steps: Create a Derived Dataset	UPDATED Updated for the new visual transformation canvas.
Import a Table or Dataset into a Derived Dataset	UPDATED Updated for the new visual transformation canvas.
Parse External Data in a Dataset	UPDATED Made one small language improvement.
Add a Stage to a Dataset	UPDATED A few small clarifications.
Manage Dataset Fields	UPDATED Mentioned the new Update Output Names icon.
Reference: Validation Stages	UPDATED Describes how to add the validation stage.
Steps: Add Prism Data Change Service to a Business Process	UPDATED How to add Prism data change service step to a business process.
Concept: Dataset Publish Schedules	UPDATED Added information about triggering a dataset publish event through a business process.

Add an Instance Mapping Stage	UPDATED Made one small clarification.

Workday Reporting Concepts

Concept: Key Resources for Exploring Workday's Reporting Structure	UPDATED Describes key resources to explore Reporting Structure in Workday.
Concept: Workday Reporting Relationships	UPDATED Describes the business objects relationships in Workday reporting.
Concept: Examples of Report-Building Methods	UPDATED Describes 2 methods of building reports in Workday.

Worksheets

Concept: Live Data in Workbooks	UPDATED Added information about contextual commenting for custom composite reports.
Concept: Editing Workbooks	UPDATED Added information about the Collaborate panel you can use to add cell-specific comments to workbooks.

Spend Management

August 7, 2026

Strategic Sourcing

Steps: Connect SSO Strategic Sourcing with Workday	UPDATED Replaces these topics, which were deleted to reflect recent Single Sign-On (SSO) infrastructure updates: • Concept: Single Sign On (SSO) for Workday Strategic Sourcing (removed) • Steps: Configure Single Sign-On (SSO) for Workday Strategic Sourcing (removed)

	• Troubleshooting: Single Sign-On (SSO) for Workday Strategic Sourcing (removed)

July 24, 2026

Strategic Sourcing

Compare Supplier Questionnaire Responses with AI	NEW How to compare supplier questionnaire responses with AI.
Summarize Supplier Questionnaires with AI	NEW How to summarize supplier questionnaires with AI.

June 26, 2026

Procurement

Define Alternate Types of Identifiers for Items	UPDATED Clarified that the length must be at least 14 for GTINs.

Strategic Sourcing

Steps: Connect SSO Strategic Sourcing with Workday	NEW How to connect SSO Strategic Sourcing with Workday.

May 29, 2026

Procurement

Set Up Supplier Contact Linking	NEW How to set up supplier contact linking.
Unlink Supplier Contacts	NEW How to unlink supplier contacts.

Strategic Sourcing

Map Strategic Sourcing Roles in User Provisioning Workspace	NEW

	How to map Strategic Sourcing roles in the User Provisioning Workspace (UPW).
Configure Unified Supplier Integration	UPDATED

May 15, 2026

Contract Lifecycle Management

Steps: Set Up Contract Lifecycle Management	NEW How to set up Contract Lifecycle Management.
Create Contract Lifecycle Management Supplier Contracts in Strategic Sourcing	NEW How to create CLM Supplier Contracts in Strategic Sourcing.
Create Contract Lifecycle Management Supplier Contracts Amendments	NEW How to create CLM Supplier Contract Amendments.
Steps: Manage Contract Lifecycle Management Supplier Contracts in Workday Procurement	NEW How to manage Contract Lifecycle Management supplier contracts in Procurement.
Steps: Migrate Strategic Sourcing Contracts to CLM	NEW How to migrate Workday Strategic Sourcing contracts to Contract Lifeycle Management.
Manage Supplier Portal Contract Negotiations	NEW How to manage contract negotiations in the Supplier Portal.
Maintain Supplier Contract CLM Assignment Rules	NEW How to maintain Supplier Contract CLM assignment rules.
Terminate Contract Lifecycle Management Supplier Contracts	NEW How to terminate CLM supplier contracts.
Concept: Contract Lifecycle Management Source-to-Pay Process	NEW Describes the CLM Source-to-Pay process.
Reference: Contract Header Data Mapping from Contract Lifecycle Management to Workday Procurement	NEW Provides additional information about contract header data mapping from CLM to Procurement.

Inventory

Set Up Purchase Items for Inventory	UPDATED Expanded on the Default as a Service Request option to provide clarity.

Procurement

Concept: Buyer Hub	UPDATED Expanded the Buyer Hub Cards and Buyer Hub Tasks sections to include more information on supplier contracts, for clarity.
Create Purchase Items	UPDATED Expanded on the Default as a Service Request option to provide clarity.

Strategic Sourcing

Set Up the Unified Supplier Portal	UPDATED Updated the topic with Unified Supplier Integration details.

May 1, 2026

Procurement

Set Up Requisitions Worklet	UPDATED Expanded the Prerequisites, Steps, Result, and Next Steps sections to include more configuration and security information, for clarity.

April 17, 2026

Strategic Sourcing

Password Reset for Suppliers	UPDATED Removed reference in step 6 to Workday Central Login only supporting North American mobile phone numbers.

April 3, 2026

Procurement

Steps: Mass Close Procurement Documents	UPDATED In Step 2, Expanded Inactivity Days table row for clarity.
Create Purchase Item Lists	UPDATED Removed the Note fropm step 2, as it no longer applies.

Strategic Sourcing

Troubleshooting: Strategic Sourcing Supplier Connector	UPDATED Updated the "An error has occurred while processing [Supplier Name]: You must include a supplier contact email, which must be a Work type email" error to state that it also displays when the supplier contact doesn't have an email address.

March 13, 2026

Procurement

Define Attachment Categories for Procurement Documents	UPDATED Added Usage field in the steps section
Concept: Procurement Conditional Rules	UPDATED Expanded table to include information on the Requisition Line - Prevent Auto Sourcing conditional rule.
Concept: Buyer Hub	UPDATED Added the new Requisitioning Compliance Console section to include information about context conditional rules and catalog search display rules.
Setup Considerations: Suppliers	UPDATED Removed the information related to external supplier site as it is retired.
Steps: Set Up Suppliers	UPDATED

	Removed the information related to external supplier site as it is retired.
Create Suppliers	UPDATED Updated the Next Steps section with spend attachment categories information
Create Suppliers	UPDATED Added information about default originating and receiving country payment purpose codes.
Configure Optional Fields for Suppliers	NEW How to hide or require optional fields for suppliers.
Define Attachment Categories for Supplier Documents	NEW How to define attachment categories for suppliers.
Steps: Secure Supplier Attachments	NEW How to Secure Supplier Attachments
Enable External Visibility for Supplier Attachments	NEW How to enable external visibility for supplier attachments.
Create Supplier Remit-To Connections	UPDATED Added information about default originating and receiving country payment purpose codes.
Steps: Set Up the Supplier Portal	UPDATED Removed the information related to external supplier site as it is retired.
Steps: Set Up Supplier Punchout	UPDATED Expanded Step 5 to include information on mapping extrinsic values to a spend category.
Create Sourcing Rules for Requisitions	UPDATED Expanded Order-From Connection table row in Step 3 to include new options for order-from connection sourcing rules.
Create Purchase Orders	UPDATED Expanded the Results section to provide information on Expected Ship Dates.

Create Change Orders	UPDATED Expanded the Context, Steps and Next Steps section to provide more information on item substitution on change order.
Concept: Supplier Backorders	UPDATED Expanded the topic to provide information on Expected Ship Dates.
Concept: Item Substitutions Through Change Orders	NEW Describes the concept of Item substitution through change order in Workday.
Steps: Create Purchase Order Acknowledgments	UPDATED Expanded the Context and Steps section to provide information on Expected Ship Dates.
Setup Considerations: Receipts and Returns	UPDATED Included multiple reports in the Reports section and made changes to other sections.

Strategic Sourcing

Bulk Update Projects	NEW How to make updates to multiple projects at the same time.
Steps: Onboard Suppliers and Transfer to Workday Platform	UPDATED Updated step 1 to point to the topic for the new supplier integration.
Automate Supplier Workflows	NEW How to automate supplier workflows
Configure Unified Supplier Integration for Customers Migrating off the Legacy Supplier Connector	UPDATED Expanded this topic to provide more information additional fields for data synchronization.
Configure Unified Supplier Integration	UPDATED Expanded this topic to provide more information additional fields for data synchronization.
Concept: Unified Supplier Integration	UPDATED

	Expanded this topic to provide more information additional fields for data synchronization.
Reference: Synced Supplier Fields	UPDATED Expanded this topic to provide more information additional fields for data synchronization.
Sign up for Strategic Sourcing with Authenticator App	UPDATED Updated to be specific to signing up with authenticator app only.
Sign up for Strategic Sourcing with SMS Authentication	NEW How to sign up for Workday Strategic Sourcing with SMS authentication.
Enable SMS Authentication to Sign in to the Strategic Sourcing Supplier Portal	NEW How to enable SMS authentication to sign in to the Workday Strategic Sourcing Supplier portal.

Student

August 7, 2026

Financial Aid

Troubleshooting: Invalid ID Value Errors for ISIR Reject Reason Codes	NEW How to diagnose and resolve Invalid ID Value errors when importing ISIR files into Workday.

Student Data

Steps: Set Up Student Residency	UPDATED Added Step 14 for setting residency task date controls.
Update Student Residency	UPDATED In Step 1, added a new Effective Academic Period row and updated the Effective Date description.

July 24, 2026

Student Financials

Steps: Create Student Registration-Based Fees	UPDATED Added a note about using the correct RBF field to the table in Step 4.

July 10, 2026

Financial Aid

Maintain Federal Student Aid Program Policies	UPDATED Updated Step 2 by: • Expanding the description of the Pell Formula option to recommend selecting Formula 4 for packaging Workforce Pell. • Adding a new row for the Workforce Pell Tuition and Fees option.
Setup Considerations: Alternative Loan Processing	UPDATED Added information about unmatched alternative loan applications to these sections: • Integrations • Limitations • Reporting • Security
Concept: Alternative Loans	UPDATED • In the Initial Alternative Loan Processing table, added a row for the Find Unmatched Alternative Loan Applications report. • Added the Reporting section.

Student Financials

Concept: Course Attempt Limits for Student Charges	UPDATED Added a note about configuring chargeable repeat units in rule-based fees.

June 26, 2026

Campus Engagement

Create Student Messages	UPDATED In Step 4, updated Reply To description.

Financial Aid

Create Financial Aid Communication Rule Sets	UPDATED Updated step 4 to indicate additional scenarios in which Workday will send Satisfactory Academic Progress Now Passed or Satisfactory Academic Progress Status Failed messages.

June 12, 2026

Campus Engagement

Steps: Set Up Security for Hold Reasons	UPDATED Added more information about hold reasons to the Context section.
Steps: Set Up Student Holds	UPDATED For improved clarity: • Renamed the topic from Steps: Apply Student Holds to Steps: Set Up Student Holds. • Added information about removing student holds in the Context section. • Added new steps to explain more about adding, and removing holds. • Removed the Results section. • Added more information about manually adding, removing and viewing holds in the Next Steps section.
Concept: Student Holds	UPDATED To reduce repeated information and improve clarity, removed these sections: • Apply Student Holds • Student Hold Reasons • Apply Student Hold Service • Remove Student Holds

Financial Aid

Edit Financial Aid Attendance Plans	UPDATED In step 3, added a note to the description for Academic Year Sequence.
Concept: Financial Aid Class Standings	UPDATED Expanded the Federal Student Aid Grade Levels section to provide information on automatic assignment of the 6 grade levels.
Set Up COD Loan Limit Exceptions	NEW How to identify a student as a legacy borrower in accordance with the One Big Beautiful Bill Act for financial aid award years 2026-2027, 2027-2028, and 2028-2029.
Concept: PLUS Loans	UPDATED Added the Packaging Limitations section.

Student Financials

Create Charge Adjustment Schedules	UPDATED Added info about schedule anchors.
Create Charge Adjustment Schedules	UPDATED • Renamed these column labels: Drop Refund Percentage and Withdrawal Refund Percentage. • Updated the instruction for the Withdrawal Refund Percentage field description.
Example Steps: Create Student Registration-Based Fees	UPDATED Renamed these column labels: Drop Refund Percentage (to Registration Withdrawal or Drop Refund Percentage) and Withdrawal Refund Percentage (to Institutional Withdrawal Refund Percentage).

Student Records

Steps: Set Up Class Standing Policies	UPDATED In Step 3a, added information on how you can find all active class standing policy snapshots on or after 2026-01-01 that have invalid graduate/professional grade levels.

May 29, 2026

Student Data

Steps: Set Up Third-Party Access	UPDATED In the Result section, added a bullet with information about how third-parties view a student's name.

Student Records

Steps: Set Up Waitlists for Course Sections	UPDATED Added a new step to explain how to create email notifications for waitlist promotion notifications.

May 15, 2026

Academic Foundation

Create Programs of Study	UPDATED Step 4: Default Credentials - added addt'l details for configuring pos for granting single credential and specifying default addit'l credentials.

Financial Aid

Concept: Financial Aid Class Standings	UPDATED Expanded the Federal Student Aid Grade Levels section to provide information on grade levels for award years 2026-2027 and later.
Concept: Packaging Financial Aid	UPDATED • Expanded the Packaging Periods section. • Added a Student Awards and Financial Aid Awards section.
Concept: Viewing Financial Aid Packages	UPDATED Added information about the new **View Data Used for Financial Aid Award** related actions task.
Reference: Financial Aid Packaging Glossary	NEW Provides a glossary of financial aid packaging terminology.

Setup Considerations: Student Award Items	UPDATED Updated the Use Cases and Security sections with information about award amount preservation.
Steps: Set Up Student Award Items	UPDATED Added step 5 with information about setting up award amount preservation rules.
Maintain Student Award Amount Preservation Rules	NEW How to set up student award amount preservation rules.
Create Student Award Items	UPDATED Added step 4 with information about the new Preservations tab.

Student Records

Steps: Set Up Class Standing Policies	UPDATED • Added: • Step 3a for award year 2026-2027. • Instructions for award years 2026-2027 and later in the Federal Student Aid Grade Level row of Step 3c.

May 1, 2026

Academic Foundation

Setup Considerations: Academic Calendars	UPDATED In the Questions to Consider section, clarified information about standard academic period spanning in the rows for Academic Periods and Term and Nonterm course Sections. In the Security section, moved the Set Up: Course Section Calendar Options domain to Setup Considerations: Standard Academic Period Spanning.
Setup Considerations: Standard Academic Period Spanning	NEW Information to consider before setting up standard academic period spanning.
Steps: Set Up Academic Calendars	UPDATED Clarified Step 9 about standard academic period spanning. Moved information to Setup Considerations: Standard

	Academic Period Spanning from Step 9, and these reports from the Result section: • Find Non-Term Course Section Definitions • Find Programs of Study with Non-Term Enrollments Moved the View Non-Instructional Days report from the Result section to Next Steps.
Concept: Standard and Nonstandard Academic Periods	UPDATED Clarified the Course Spanning section, and moved information to Setup Considerations: Standard Academic Period Spanning.

Student Records

Steps: Manage Student Matriculation	UPDATED Added: • More information to the Context about student matriculation. • More information to Step 2 to explain the different methods of matriculating students. • A new Step 3 to explain how to set up matriculation for fast path-enabled programs of study. • A new Next Steps section to include information about the *Student Onboarding Event* business process. Added a new Step 3 to explain how to set up matriculation for fast path-enabled programs of study.
Setup Considerations: Curriculum Management	UPDATED In the Security section, moved the Set Up: Course Section Calendar Options domain to Setup Considerations: Standard Academic Period Spanning.
Reference: Reports for Finding and Viewing Courses and Sections	UPDATED Added a row for the Find Non-Term Course Section Definitions report.
Steps: Set Up Continuing Student Onboarding	UPDATED Added a new example of what institutions can do with the *Continuing Student Registration Onboarding Event* business process in the Context. Replaced information about the Academics dashboard with information about the Academics hub in Step 3.
Steps: Mass Drop Invalid Registrations	UPDATED

	Removed information about academic periods on the Run Post-Grading Jobs task from Step 1 and the Example section.

April 17, 2026

Academic Advising

Create Restricted Requirement Groups	UPDATED xpanded information about how Workday determines whether the restricted requirement group applies based on requirements effective dates, in: • Step 5 on the Start Date and End Date row. • The Result section.
Set Up Academic Requirements Effective Dates Policies	UPDATED Added the Example section to describe the requirements effective dates when students add or change programs of study. Moved information from Step 3 to the Example section.
Concept: Course Evaluations for Academic Progress	UPDATED Moved information about registration priority order from the Consistent Prioritization section to the Course Registration Applicability section. Clarified content in all sections. Renamed these sections for clarity, from: • Course Applicability to Course Registration Applicability. • Restricted Requirement Groups and Preferences to Restricted Requirement Groups. • Prioritize Fewest Requirements First to Prioritize Fewest Requirements.
Override Academic Requirements Effective Dates	UPDATED In the Result section, added information about how the override is linked to the student's program of study.

Student Records

GPA Calculator	NEW Adding information about the new GPA Calculator task.

April 3, 2026

Financial Aid

Assign Cost of Attendance	UPDATED Added information about the Financial Aid Application Complete check box.
Concept: SAP Separation	NEW Describes the concept of SAP separation in Workday.

Student Records

Steps: Set Up Meeting Patterns	UPDATED Expanded step 1 and added step 2.

March 20, 2026

Recruiting and Admissions

Troubleshooting: Students Can't See In-Review or Completed Financial Aid Requirements	NEW How to diagnose and resolve issues with viewing financial aid action items on the external student site.

March 13, 2026

Academic Advising

Setup Considerations: Academic Requirements	UPDATED In the Security section, added the Manage: Launch Academic Progress Evaluation for Student domain. Clarified the description for the Manage: Launch Academic Progress Evaluation domain.
Set Up Academic Requirement Configurations	UPDATED In the Academic Requirements Required row on Step 6, added information about the eligibility rule types that can be used for academic requirement areas.
Evaluate Academic Progress	UPDATED

	Added information about the Launch Academic Progress Evaluation for Student task on Step 1. Moved security information from Prerequisites to Step 1. Clarified the Context section about the options where you can launch academic progress evaluations. In Step 2, clarified the options that are only on the Launch Academic Progress Evaluation task.
Override Academic Requirements for Student	UPDATED Added recommendation info to step 1 Exclude Reg fm Req.
Set Up Academic Requirements Evaluation Display Policies	UPDATED In the Context section, added that Workday determines the effective requirements for the hypothetical evaluation based on the academic requirements effective dates policy, for requirements inherited from the academic unit or program area.
Evaluate Academic Requirements	UPDATED In the Context section and the Requirements Effective Date row on Step 2, added information about Workday using the academic requirements effective dates policy to determine the applicable requirements.

Campus Engagement

Concept: Sending Printed Engagement Items	UPDATED Clarified how to use the Student Prospect Records for Printing data source.

Financial Aid

Create Student Award Items	NEW On Step 4, added information on the Frequency row to explain the required configuration for subsidized and unsubsidized loans.
Steps: Mass Cancel Student Awards	UPDATED • In step 3, added information about Workday omitting alternative loans from the custom report. • In the Result section, added that Workday doesn't process alternative loan awards when you use mass actions.
Steps: Mass Lock or Unlock Student Awards	UPDATED

	• In step 3, added information about Workday omitting alternative loans from the custom report. • In the Result section, added that Workday doesn't process alternative loan awards when you use mass actions.
Troubleshooting: Failures in the Return of Title IV Evaluation Job	NEW How to diagnose and resolve failures in the Return of Title IV Evaluation job.

Student Data

Steps: Maintain and View Student Housing Assignments	UPDATED In Step 1: • Added the new security domain, *Manage: Student Housing Assignment*. • Updated the *Manage: Student Housing* domain name to *Manage: Student Housing Assignment Status*. • Removed the *Import Student Housing Assignments* web service from the *Student Data: Housing* domain access.
Steps: Set Up Student Journeys	UPDATED In Step 4, added *Reports: Student Journeys* to list of domains.
Steps: Set Up Duplicate Management for Applicants, Prospects, and Students	UPDATED In the Context section, added Matriculated Student to Student Prospect + Worker to the person types merge combinations in the bullet list.

Student Financials

Setup Considerations: Accounting and Worktags for Student Financials	UPDATED Added operational journals information in the What They Are, Business Benefits, and Tenant Setup sections.
Steps: Set Up Student Financials	UPDATED Added operational journals information in Step 7.
Reference: Account Posting Rules for Student Transactions	UPDATED In the Student Charge Transactions section, replaced *Adjustment* transaction type with *Cancel Charge*
Setup Considerations: Student Charges	UPDATED

	In Reporting, added the Find Student Charges report and removed the Domain column based on editorial advice. In Business Benefits, added content about grouping student charge transactions into aggregate journal lines.
Steps: Create Student Charge Items	UPDATED In Context, added information about grouping student charge transaction journal lines for streamlined accounting.
Post Student Charges Manually	UPDATED In Result, added instructions to view student charge transaction groups.
Concept: Adjusting and Canceling Student Charges	UPDATED In Canceling Student Charges section, added information about grouping student charge transactions into aggregate journal lines.
Concept: Student Charge Transaction Groups	NEW Describes the concept of student charge transaction groups in Workday
Setup Considerations: Student Payments	UPDATED In Reporting, added the Unapplied Payments for Student Payment Transaction Types report.
Create Student Payment Items	UPDATED Added information in step 1 about copying an existing student payment item.
Steps: Manage Student Payment Plans	UPDATED In Context, added details about student charge transaction groups created during payment plan cancellation and mass enrollment when fees apply.
Setup Considerations: Student Sponsor Contracts	UPDATED Expanded the topic to include functions of the new Student Sponsor Contract Invoice Modeling.
Steps: Manage Student Sponsor Contracts	UPDATED Expanded the Steps section to include the new Student Sponsor Contract Invoice Modeling.
Create Student Sponsor Contracts	UPDATED

	Expanded the Result section to include the new Student Sponsor Contract Invoice Modeling.
Create New Invoices for Student Sponsor Contract	NEW How to create new invoice for student sponsor contract.
Sync Invoices and Contract Lines	UPDATED Expanded the Result section to include the new Student Sponsor Contract Invoice Modeling.
Create Consolidated Student Sponsor Invoices	NEW How to create new invoice for consolidated student sponsor contract.
Concept: Student Sponsor Contracts	UPDATED Expanded the topic to include functions of the new Student Sponsor Contract Invoice Modeling.
Create Student Waiver Items	UPDATED Added information in step 1 about copying an existing student payment item. Added information in result about the Usage tab in the View Student Waiver Item report.
Create Student Waiver Item Rules	UPDATED Added information in step 1 about copying an existing student payment item. Added information in next steps about the Usage tab in the View Student Waiver Item report.
Steps: Set Up Refund Recovery Charges	UPDATED In Context, added information about student charge transaction groups created for refund recovery charges when journal grouping is used.
Steps: Set Up Student Collections, Bankruptcies, and Writeoffs	UPDATED In Context, added information about write-offs and collection agreement charges grouped into student charge transaction groups.
Steps: Set Up Consent for Electronic 1098-T Forms	UPDATED Added a step about selecting a consent policy duration.
Steps: Process 1098-T Forms	UPDATED

	Added information about the lifetime consent policy.
Maintain 1098-T Consent Policy	NEW Created new topic to account for this new task and the new lifetime consent policy.
FAQ: 1098-T Reporting	UPDATED Added 3 FAQs about the lifetime consent policy.

Student Records

Steps: Set Up Student Registration	UPDATED Added a new Step 6 to explain how to enable the new user interface for creating and editing saved schedules.
Steps: Set Up Student Registration	UPDATED add link to Prereqs.
Steps: Set Up Waitlists for Course Sections	UPDATED For clarity: • Renamed the topic from Steps: Set Up Waitlist Policies to Steps: Set Up Waitlists for Course Sections. • Moved content from the Context section, and steps 2 and 3 to the new Set Up Course Waitlist Policies topic. • Added a new step 3 to explain how to create custom help text for waitlisted students. • Added a new step 5 to explain how to manually manage course section waitlists.
Set Up Course Waitlist Policies	UPDATED How to configure course waitlist policies to determine course section waitlist behavior.
Steps: Manage Student Registrations	UPDATED Added link to Set Up Reg Assign Policy to Prereqs.
Concept: Student Registration	UPDATED For clarity: • Added a new Saved Schedules section. • Added information about the new opt-in feature User Interface for Student Registration Saved Schedules.
Set Up Registration Assignment Policy	NEW

	How to set up registration assignment policy.
Steps: Override Program of Study Effective Date	NEW Adding new topic.
Create Transcript Configuration Rule Sets	UPDATED Added these new rows to the table in Step 2: • Record Selection for Unofficial (Administrator Task). • Record Selection for Unofficial (Self-Service Task). Changed the names of several fields in Step 2 to match the updated UI.

Use Case Library

June 12, 2026

Use Case: Configure Security Groups and Data Access in Workday	NEW Provides a workflow diagram of security group configurations that meet data access requirements.
Use Case: Create Security Groups	NEW Provides a workflow diagram of security group membership and restriction configuration.

March 13, 2026

Use Case: Create Learning Engagements	UPDATED Clarified that this use case relates to learning engagements.

Workday AI

August 7, 2026

Agents

About Workday Agents	UPDATED

	Converted to a Concept topic to better explain Workday Agents
Configure External Agents	UPDATED Added information about OAuth client details.
Concept: External Agent ASU Considerations	UPDATED Added information about the expires_in parameter.
View Security for Agent Skills and Tools	NEW How to view the security requirements for agent skills and tools.
Configure a Custom Fallback Message for Self-Service Agent	NEW How to configure a custom fallback message for the Self-Service Agent.
About Self-Service Agent	UPDATED Added information about supported languages and UI elements in responses.
Self-Service Agent Skills	UPDATED Added information about the new ESS - Payroll - Advanced skill.
Self-Service Agent Skills	UPDATED Added information about the new ESS - Financial Management - Base skill.
Self-Service Agent Tools	UPDATED Added information to these tool descriptions: • create_referral • get_user_context • view_direct_reports • view_expenses • view_orders • time_off_types

Platform Consumption Console

Concept: Platform Consumption Console	UPDATED Clarified the timing of usage updates in the Understanding and Tracking Usage section.

Concept: Platform Consumption Console	UPDATED Clarified the Credit Balance and Entitlement section to include information on Flex Credit adjustments.

Sana for Workday

Concept: Sana Workspace	UPDATED In the second row on the grid, changed Workday Self-Service Agent (WSSA) to Self-Service Agent.

July 24, 2026

Agents

Set Up BP Optimize Agent	UPDATED • Updated eligibility information to clarify that the agent isn't available for UK-based tenants that are subject to strict data processing requirements. • Added details about deactivating and reactivating the agent and the impact on Flex Credit consumption.
Concept: BP Optimize Agent	UPDATED Added details about deactivating and reactivating the agent and the impact on Flex Credit consumption. Also added information about limited UK availability.
Concept: BP Optimize Agent Flex Credit Estimator	NEW Added details about Flex Credit estimates for recurring consumption and initial activation, including when estimated consumption is 0. Also updated limitations.
Set Up Decision Intelligence	NEW How to set up Decision Intelligence.
About Decision Intelligence	NEW Describes the concept of Decision Intelligence.
Reference: Decision Intelligence Prompts	NEW Provides additional information about Decision Intelligence prompts.
FAQ: Decision Intelligence	NEW

	Answers frequently asked questions about Decision Intelligence.
About Self-Service Agent	UPDATED Added information about delegation.
Self-Service Agent Tools	UPDATED Added information about these tools: • create_time_blocks_workers • model_my_pay • view_payslips • find_journeys • distribute_journey Also replaced the deprecated delete_time_off tool with the new cancel_time_off tool, which adds support for canceling in-progress requests or corrections.

July 10, 2026

Agents

Set Up Self-Service Agent	UPDATED Clarified information about the Available To prompt.
Workforce & Frontline Management Skills	NEW Describes the concept of Workforce & Frontline Management skills in Workday.
Self-Service Agent Skills	UPDATED • Added information about the MSS - Workforce & Frontline Management - Advanced skill. • Clarified information about the MSS - Workforce & Frontline Management - Base skill.

Self-Service Agent Tools	UPDATED
	• Clarified information about the create referral tool.
	• Added a new MSS - Workforce & Frontline Management - Advanced section.
	• Added these tools to the MSS - Workforce & Frontline Management - Base section:
	  • view_submitted_time_entries_workers
	  • view_time_blocks_workers

Set Up Deployment Agent in Implementation Environments	UPDATED

	Added a Next Steps section to include how to deactivate the Deployment Agent.

Platform Consumption Console

Concept: Platform Consumption Console	UPDATED Clarified the introduction in light of changes that affect MSA customers. Clarified a note on API requests.

June 26, 2026

AI Data Contributions

Manage Workday AI Data Contributions for Universal Main Subscription Agreement Customers	UPDATED Added a note on data contributions to the Next Steps section.
Concept: Workday AI for Universal Main Subscription Agreement Customers	UPDATED Added a note on data contributions to the Data Contributions section.
FAQ: Transitioning from Innovation Services Addendum (ISA) to the Universal Main Subscription Agreement (UMSA)	UPDATED Removed a note on Peakon and HiredScore data contributions. Added a note on Workday data contributions.

Agents

Self-Service Agent Tools	UPDATED Clarified information about the request_time_off tool.

June 12, 2026

AI Data Contributions

Reference: Workday AI Data Contributions	UPDATED Updated the service title name from Financials: Financial Management Machine Learning GA Features to Financials: Financial Management Generally Available Machine Learning Features and Third Party Services.

Agents

FAQ: Agent Security	NEW Frequently asked questions about agent security.
Set Up Payroll Agent	UPDATED
Payroll Agent Skills	UPDATED In the Overview section, added information for tax authorities with more than 1 change in a given 6 month range.
About Self-Service Agent	UPDATED Added information about the Policy Intelligence skill.
Self-Service Agent Tools	UPDATED Added information about policy intelligence.
Concept: Deployment Agent in Implementation Environments	UPDATED Updated to include: • Note in beginning of topic to clarify that you can't use the Deployment Agent in Production tenants. • Clarification in Sandbox Tenant Refreshes section that you can't use the Deployment Agent in Production tenants but can configure it there to ensure the Deployment Agent persists in Sandbox tenants during standard refresh cycles.

Platform Consumption Console

Concept: Platform Consumption Console	UPDATED Added a note on API requests.

Sana for Workday

Concept: Sana Workspace	UPDATED Expanded the capabilities grid to include additional functionality.
Set Up AI Administrator Security Permissions	UPDATED In step 1, added a note about the Notify Users to Configure Sana Agent Security task.

May 29, 2026

Agents

About Workday Agents	UPDATED Added information about the Set Up AI Administrator Security Permissions task.
Register and Configure Workday-Built Agents	UPDATED We update this topic to reflect that you can now register generally available agents without opting in to the Workday Flex Credits and Platform Entitlement Policy. You still must opt into the Universal Main Subscription Agreement (UMSA) and will be subject to the Complimentary Flex Credit Policy to register agents. Using agents will still consume Flex Credits once the complimentary credit allotment is exhausted as described in the Complimentary Flex Credit Policy. For information about how using agents impacts your flex credits, see: Workday Flex Credits Community page.
Register External Agents	UPDATED We update this topic to reflect that you can now register generally available agents without opting in to the Workday Flex Credits and Platform Entitlement Policy. You still must opt into the Universal Main Subscription Agreement (UMSA) and will be subject to the Complimentary Flex Credit Policy to register agents. Using agents will still consume Flex Credits once the complimentary credit allotment is exhausted as described in the Complimentary Flex Credit Policy. For information about how using agents impacts your flex credits, see: Workday Flex Credits Community page.
Set Up BP Optimize Agent	UPDATED Removed the requirement to sign the Flex Credit agreement for registering agents and added: • Update to regions to include limited UK instances. • Product line information to explain that product lines are reconfigurable. • Flex Credit estimation information. • Reconfiguration, deactivation, and reactivation information.
Concept: BP Optimize Agent Flex Credit Estimator	NEW Describes the concept of estimating Flex Credits for the BP Optimize Agent.
Set Up Payroll Agent	UPDATED

	In the Prerequisites section, updated information on Workday Flex Credits.
Set Up Self-Service Agent	UPDATED We update this topic to reflect that you can now register generally available agents without opting in to the Workday Flex Credits and Platform Entitlement Policy. You still must opt into the Universal Main Subscription Agreement (UMSA) and will be subject to the Complimentary Flex Credit Policy to register agents. Using agents will still consume Flex Credits once the complimentary credit allotment is exhausted as described in the Complimentary Flex Credit Policy. For information about how using agents impacts your flex credits, see: Workday Flex Credits Community page.
About Self-Service Agent	UPDATED Clarified information about the Policy Intelligence skill.
Self-Service Agent Skills	UPDATED Clarified information about the Policy Intelligence skill and caching times.
Self-Service Agent Tools	UPDATED Added information about skill and tool configuration caching times.
Set Up Deployment Agent in Implementation Environments	NEW How to set up and configure the Deployment Agent on Implementation, Preview, or Sandbox tenants.
Concept: Deployment Agent in Implementation Environments	NEW Describes the concept of the Deployment agent.
Reference: Deployment Agent Skills and Capabilities in Implementation Environments	NEW Provides additional information on sample prompts to consider when using the Deployment Agent in implementation environments.
Reference: Deployment Agent Sample Prompts for Implementation Environments	NEW Provides additional information on some sample prompts to consider for the Deployment Agent in implementation environments.
Example: Troubleshoot a SOAP Error with the Deployment Agent in Implementation Environments	NEW

	Illustrates how an integration consultant uses a CRAFT prompt to get assistance from the Deployment agent in resolving a SOAP web service error.
Example: Create a Calculated Field with the Deployment Agent in Implementation Environments	NEW Illustrates how to use a CRAFT prompt to have the Deployment agent generate logic for a conditional calculated field.

Platform Consumption Console

Set Up Security for Platform Consumption Console	UPDATED Added a note to the Context section and clarified that MSA subscribers can now use the Platform Consumption Console dashboard for monitoring document storage.
Concept: Platform Consumption Console	UPDATED Clarified how to use the Platform Consumption Console dashboard in light of changes to the UMSA and Flex Credits and Platform Entitlement Policy.

Sana for Workday

Concept: Sana Workspace	UPDATED Clarified information about flex credits.
Steps: Set Up Sana for Workday	UPDATED Clarified information about flex credits in the Prerequisites.
Set Up AI Administrator Security Permissions	UPDATED Clarified information about flex credits in the Prerequisites.

May 15, 2026

Agents

Set Up Self-Service Agent	UPDATED Clarified Self-Service agent prerequisites.
About Self-Service Agent	UPDATED • Renamed the Additional Considerations for Self-Service Agent section to Limitations to highlight the overall limitations of the Self-Service Agent.

	• Clarified how Workday defines skills and tools. • Added information about tenant access restrictions.
Self-Service Agent Skills	UPDATED Added information about the ESS - Talent Management - Advanced skill.
Self-Service Agent Tools	UPDATED For the view_coworker_info tool, clarified which fields might return depending on session user's security access.
Self-Service Agent Tools	UPDATED • Removed the Western-script only limitation on the name_change tool. • Added the effective date for legal name limitation on the name_change tool. • Added information about which tools do and do not support custom validations. • Added information about the request_feedback_self tool.

May 1, 2026

Sana for Workday

Concept: Sana Workspace	UPDATED Added more information about the difference between Sana Core and Sana Enterprise. Included links for more details.

April 24, 2026

Sana for Workday

Concept: Sana Workspace	UPDATED Removed Automated workflows that orchestrate multistep HCM and financial processes row from the grid.

April 17, 2026

Agents

About Self-Service Agent	UPDATED

	Added information about the Policy Intelligence skill's language support.
Self-Service Agent Skills	UPDATED Added information about the Policy Intelligence skill.
Self-Service Agent Tools	UPDATED • Renamed topic from Reference: Self-Service Agent Tool Security Requirements to Reference: Self-Service Agent Tools by Skill • Removed security information because Workday now displays that information in the View Security for Agent Skill report. • Added functional descriptions and limitations for each tool.
Self-Service Agent Tools	UPDATED Added information about the View Security for Agent Skill report.

April 10, 2026

Agents

Register Planning Agent in Agent System of Record	UPDATED Added new content to provide instructions on how to set up the Planning Agent in ASOR.

April 3, 2026

Agents

Register and Configure Workday-Built Agents	UPDATED Added information about the requirements for registering agents.
Set Up Payroll Agent	UPDATED In the Prerequisites section, clarified the security domains.
Set Up Self-Service Agent	UPDATED Added information about Self-Service agent prerequisites.

Self-Service Agent Tools	UPDATED Added information about the ESS - Workforce Management skill.

Platform Consumption Console

Set Up Security for Platform Consumption Console	UPDATED Added a note to the Context section.
Concept: Platform Consumption Console	UPDATED Clarified understanding and tracking consumption. Added sections on Credit Entitlement Notifications and Non-Production tenants.

March 13, 2026

Agents

About Workday Agents	UPDATED Added contextual information about Agent System of Record.
Set Up Agent System of Record	NEW Added information about the Reports: AI Agent Security domain.
Register and Configure Workday-Built Agents	NEW Added information about the requirements for registering agents.
Register External Agents	UPDATED Added information about registration endpoints.
Configure External Agents	UPDATED Added information about agent security groups.
About Payroll Agent	NEW Describes the concept of the Payroll agent in Workday.
Set Up Payroll Agent	NEW How to set up the Payroll agent.

Set Up Identify Missing Data and Configuration Notifications for Workers Missing Payment Elections	NEW How to set up the Identify Missing Data and Configuration skill for the Payroll agent in Workday.
Set Up Minimum Wage Analysis Skill	NEW How to set up the Minimum Wage Analysis skill for the Payroll agent.
Payroll Agent Skills	NEW Describes the concept of the Minimum Wage Analysis and Notification skill for the Payroll agent in Workday.
Set Up Self-Service Agent	NEW Clarified information about Self-Service agent troubleshooting and permissions.
About Self-Service Agent	NEW Clarified information about Self-Service Agent troubleshooting.
Self-Service Agent Tools	NEW Provides information about Self-Service Agent tool security requirements.

Sana for Workday

Concept: Sana Workspace	UPDATED Added prerequisite information for more clarity and a link to the Workday Flex Credits and Platform Entitlement policy.
Steps: Set Up Sana for Workday	UPDATED Added prerequisite information for more clarity and a link to the Workday Flex Credits and Platform Entitlement policy.
Set Up AI Administrator Security Permissions	UPDATED Added prerequisite information for more clarity and a link to the Workday Flex Credits and Platform Entitlement policy.

Workday Data Cloud

August 7, 2026

Workday Data Cloud	NEW Get started with Workday Data Cloud.

Data In

Get Started with Zero-Copy Data In	NEW Get started with Zero-Copy Data In.

Data Out

Get Started with Workday Live Data Query	NEW Get started with Workday Live Data Query.
Get Started with Workday Data Lake	NEW Get started with Workday Data Lake.

Workday Documentation - In Depth

April 3, 2026

FAQ: Release Notes	UPDATED Updated 1 answer based on customer feedback.

March 13, 2026

Find, Filter, and Download Release Notes	UPDATED Added: • Languages Facet • Product Area info
Concept: What's New in Workday Report	UPDATED

	Updated the Report Columns and Related Actions and Reports sections to reference the new Adoption Planning Hub.
FAQ: Release Notes	UPDATED Added additional questions and updated answers based on recent customer feedback.

Workday Studio

May 29, 2026

Integration Design

Import CLAR Files	UPDATED Described the default behavior of removing external tool build commands from imported CLAR files.

Workday VNDLY

August 7, 2026

Get Started with Workday VNDLY	UPDATED Updated VNDLY documentation structure to better clarify related functionalities and workflows.

Bulk Actions

Reference: Bulk Updates Permissions	UPDATED Added information about the *contractor.bulk.update* permission.

Integrations

Reference: General Settings in the General Configuration Tab	UPDATED Removed API Settings section to align with new user interface.

Jobs

Publish a Job	UPDATED Expanded on the full Publish Job workflow, including optionally configured portions.
Concept: Agency of Record and Employer of Record	NEW Describes the concept of Agency of Record and Employer of Record in VNDLY.
Steps: Agency of Record and Employer of Record	NEW How to set up the AOR/EOR module.
Screen the Candidate	NEW How to screen the candidate.

Manage Users

Update Contractor Tenure Policies	UPDATED Updated with information about bulk updating and reverting tenure policies.

Statement of Work (SOW)

Set Up Statement of Work Settings	UPDATED Added information about the **Charge codes will automatically cascade down to all Work Orders and Jobs on the SOW** setting.

July 24, 2026

Jobs

Create a Rate Card in Settings	UPDATED Updated information about the Add Markup fields.
Set Up Job Application Settings	UPDATED Added information about additional markup setting.

Security and Permissions

Steps: Set Up Reporting Hierarchy Access	NEW This topic helps users to establish reporting hierarchy access to view and manage the user's report.

Work Orders

Configure Work Order Defaults	UPDATED Added information about additional markup setting.

July 10, 2026

Accounting

Set Up Custom Tax Identification Numbers for Countries	NEW Explains how to set up custom tax identification numbers for countries.
Create Invoice Templates	UPDATED Updates related to multiple recent enhancements.

Jobs

Pre-Identify Candidates During Job Publish	UPDATED Added information about the *job.pre_id.view* permission.
Pre-Identify Candidates After Job Publish	UPDATED Added information about the *job.pre_id.view* permission.
Enable AOR/EOR	NEW How to enable the AOR/EOR module.
Configure Pre-Identified New Candidate Intake Request Form	NEW How to configure pre-identified new candidate intake request form.
Complete the Pre-Identified New Candidate Intake Request Form	NEW How to complete the Pre-Identified New Candidate Intake Form.

Send Profile Request to Contractor	NEW How to send a profile request to contractor.

Manage Users

Bulk Upload User Profiles	NEW This is a new topic explaining the benefits of using the bulk upload feature on the Manage Users page.
Deactivate Users	NEW Created a new topic to explain the process of deactivating current users in order to restrict their access to the VNDLY platform.

Reporting and Analytics

Concept: VNDLY Dashboards	NEW Describes the concept of dashboards in Workday VNDLY.
Reference: VNDLY Dashboards	NEW Provides additional information about VNDLY dashboards.

June 26, 2026

Security and Permissions

Steps: Set Up Security Settings	NEW How to set up security settings.
Concept: Session Management	NEW Discusses the concept of session management in Workday VNDLY.
Set Up Session Management	NEW How to set up session management.

Sign In to Workday VNDLY

FAQ: Sign In to Workday VNDLY	NEW

	Answers frequently asked questions about signing in to Workday VNDLY.
FAQ: Multi-Factor Authentication	UPDATED Added a mini table of contents with links to each FAQ in the topic.
Configure SAML Single Sign-On	UPDATED Renamed the topic from Complete SAML Single Sign-On Setup to Configure SAML Single Sign-On, and merged Step 7 with Step 6.
Troubleshooting: Unable to Sign in to Workday VNDLY	UPDATED Added new problems, their possible causes, and solutions.

June 12, 2026

Manage Users

Concept: Contractor List and Contractor Profile	NEW Describes the concept of the Contractor list and contractor profiles in Workday VNDLY.
Reference: Candidate Permissions	UPDATED Removed old rehire permissions and added new rehire permissions.

Statement of Work (SOW)

Set Up Statement of Work Settings	UPDATED Updated with information about charge codes when bulk uploading SOW fixed price or milestone payments.
Concept: Bulk Uploading SOW Fixed Price and Milestone Payments with Multiple Charge Codes	NEW Added new topic for bulk uploading SOW fixed price and milestone payments with multiple charge codes.

May 29, 2026

Bulk Actions

Create Bulk Updates	UPDATED

	Revised the bulk update permission from bulk.updates.settings to workorder.bulk.update.
Concept: Bulk Updates	UPDATED Added information about bulk updating custom fields.
Reference: Bulk Updates Permissions	UPDATED Revised the bulk update permission from bulk.updates.settings to workorder.bulk.update.

Manage Users

Steps: Set Up Vendor Distribution	NEW Added setup guides for vendor groups, scenarios, distribution rules, and time-based job setting.

Timekeeping

Concept: Timesheets	UPDATED Added the Mobile Timesheets section.
Upload Timesheets	UPDATED Added link to Community page for VNDLY file import resources.

May 15, 2026

Jobs

Steps: Apply and Hire Contractors to Jobs	NEW Created a super step topic to cover complete onboarding process.

Manage Users

Concept: Masking Candidate Data	NEW Provides information about masking candidate data in Workday VNDLY.
Reference: Candidate Permissions	UPDATED

	Added *candidate.name.read* and *candidate.name.write* permissions and updated some descriptions with information about masking candidate data.
Concept: Consolidated Candidate Records	NEW Describes the concept of consolidated candidate records in VNDLY.
Move a Consolidated Candidate Record	NEW How to move a consolidated candidate record.
Merge Two Consolidated Candidate Records	NEW How to merge two consolidated candidate records.
Split a Consolidated Candidate Record	NEW How to split a consolidated candidate record.
Bulk Upload Consolidated Candidate Records	NEW How to bulk upload consolidated candidate record.

Security and Permissions

Set Up Security Policies	UPDATED Updated with the Country option for Work Order Restrictions.

Statement of Work (SOW)

Create Statement of Work Drafts	UPDATED Updated with information about the **Would you like checklist items to apply to all contractors on this SOW?** setting.

May 1, 2026

Bulk Actions

Reference: Bulk Uploads	UPDATED Updated with information about the Run Business Rules Validation for Active Work Orders setting for contractor bulk uploads.

Sign In to Workday VNDLY

Reset Multi-Factor Authentication	NEW How to reset multi-factor authentication.
Reset Contractor Multi-Factor Authentication	UPDATED Revised to cover steps on how to reset multi-factor authentication for contractors.

April 17, 2026

Accounting

Concept: Tax Management	UPDATED In the Work Sites, Changes, and Logging section, clarified that US default tax tables are retrieved from a third-party software.

Foundational Configurations

Concept: Company Settings	UPDATED Updated to remove information about vendor categories.

Jobs

Manage Rate Card Configurations	NEW Created a topic that provides instructions for customizing default data points across job, applicant, and contractor views.
Set Default Fields for Job Views	UPDATED Updated the Context section with additional details on Default Fields for Job Views and revised the title for better clarity. Additionally, updated the procedure to specify individual list names.

Manage Users

Bulk Upload Candidates	UPDATED We update the navigation to reflect the permission-based header navigation updates across the VNDLY map.

Reporting and Analytics

Manage Report Settings	UPDATED Added a step for Schedule Reports. Added additional information on API Parameter fields.
Configure Reports	UPDATED Added additional details on all the configurable fields.
Steps: Scheduled Reports	NEW How to schedule reports.
Schedule Reports	UPDATED Restructured topic to include more field-level details, including new Schedule Owner functionality.

April 3, 2026

Accounting

Concept: Calculation Engine Formulas	UPDATED Added the Calculation Engine and Timesheets section.
Create Formula Components Using Calculation Engine	UPDATED Added entries to the fields table.
Create Formulas Using Calculation Engine	UPDATED Added links to feature release notes for required fields.
Create Formula Groups Using Calculation Engine	UPDATED In the fields table, clarified advanced setting functionality.
Create Rules Using Calculation Engine	UPDATED Clarified the Add Criteria functionality.

Manage Users

Create Vendor Groups	UPDATED Edited navigation to reflect VNDLY style.

Create Vendor Groups	UPDATED Updated the topic with more information.
Create Distribution Scenarios and Rules	UPDATED Included more context to the topic based on KT provided.
Set Up Job Distributions	UPDATED This is a new topic.

Reporting and Analytics

Troubleshooting: Custom Reports Via APIs	UPDATED Updates to the first and fifth rows of the first table.

Sign In to Workday VNDLY

Concept: Email Invitations to Sign In	UPDATED Renamed topic from Concept: Sign-Up Token Expiration. Also expanded the topic, providing more information on sign-in email invitations.
Set Up Sign-Up Token Expiration Period	UPDATED Renamed topic from Change Sign-Up Token Expiration Period. Also, in the Related Information section, added link to the Concept: Email Invitations to Sign In topic.
FAQ: Multi-Factor Authentication	UPDATED Added the FAQ: What happens when a user has multi-factor authentication (MFA) set up, but no longer has access to the 6-digit token required for login?
Concept: Users Initial Sign In to VNDLY	UPDATED Renamed topic from Concept: Your First Sign-In. Also expanded topic, providing more information on users initially signing in to VNDLY. And in the Related Information section, added link to the Reference: Password Standards topic.
Set Up Multi-Factor Authentication as a User in Workday VNDLY	UPDATED In the Related Information section, added link to the Reference: Recommended Authenticator Apps topic.
Sign in to Workday VNDLY with Multi-Factor Authentication	UPDATED

	In the Prerequisites section, added a link to the Set Up Multi-Factor Authentication as a User in Workday VNDLY topic.
Reset Contractor Multi-Factor Authentication	UPDATED In Step 5, added a link to the Set Up Multi-Factor Authentication in Workday VNDLY topic.

Work Orders

Configure Work Order Defaults	UPDATED Remove step 4 for Allow Budget Edit.

March 13, 2026

Accounting

Create and Schedule Automated Invoice Jobs	NEW Explains how to schedule automated invoice jobs.
Set Up Scheduled Billing for Monthly Rates	UPDATED Updated the Next Steps section to explain that after onboarding a work order, the first scheduled bill will be the next full month, even if the trigger for the onboarding month hasn't happened yet.
Generate Invoice Files	UPDATED Added information about notifications to step 4.
Concept: Scheduled Billing for Monthly Rates	UPDATED Updated to explain that after onboarding a work order, the first scheduled bill will be the next full month, even if the trigger for the onboarding month hasn't happened yet.

Jobs

Set Up Job Application Settings	UPDATED Updated with information about the Allowed Interview URLs field.
Schedule Interviews with Candidates	UPDATED Updated with more information about the Preferred Interview Mode field.

Manage Users

Create Tenure Policies	UPDATED Updated with information about new permissions.
Create Tenure Rules	UPDATED Updated with new permissions.