



THREE PLUS CONSULTING

Workday 2023R1 Feature Release - HCM

■ Index

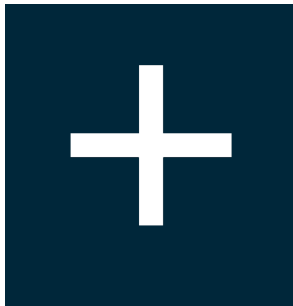
- Core HCM
- Absence
- Case Management
- Benefits
- Advanced Compensation
- Journey Paths
- Talent Acquisition
- Learning
- Time Tracking



Workday Release Information

■ INFORMATION

Workday Release



Workday delivers enhancements every week during the Weekly Service Update and more significant enhancements and features in the Workday Feature Releases twice a year



Prior to the availability of the Feature Release, Workday provides information and tools to assist customers as they plan, schedule, and manage the Feature Release process



Customers can preview new features and functionality for five weeks in advance of the Feature Release



At the conclusion of the preview window, the Feature Release is delivered to all tenant types on the same date

■ INFORMATION



For more information, we suggest you visit these resources:

WHAT'S NEW REPORT

The What's New in Workday report provides release notes for Workday features and enhancements delivered to your Preview and Production tenants.

You can filter the report by date and/or functional area to identify the features you want to test, then view the related What's New Posts to see video demonstrations and detailed configuration information for testing.

SEE COMMUNITY

- <https://community.workday.com/feature-release/guidebook>
- <https://community.workday.com/node/1083215>

■ Workday Release Management Tips and Best Practise

The key to leveraging new functionality from each release and optimizing your investment is to approach your release as you would prepare for an event



■ What do you need to do?

When Workday releases new features, they are either:

- Automatically available – Feature will be automatically enabled in your tenant and none or minimal configuration is required
- Opt In – Feature is available in your tenant, but set up is required to enable it and if you do nothing, your tenant will remain the same

Automatically Available	Opt In
<ul style="list-style-type: none">✓ Review the new feature and the impact to your organization✓ Plan how to test the feature✓ Regression test in SBX Preview✓ Communicate changes to the Workers and update your training materials	<ul style="list-style-type: none">✓ Review the new feature and the impact to your organization✓ Prioritize features based on benefits and roadmap to decide when you will deploy✓ Plan how you will deploy the new feature✓ Design, configure and test the new feature✓ Deploy to Production✓ Communicate changes to the Workers and update your training materials

Core HCM

Working Time – Rule Based Defaulting in Recruiting

AVAILABLE 11 MARCH 2023

IMPACT

EFFORT

FEATURE SUMMARY

We enable you to automatically populate scheduled and default weekly hours for workers in the recruiting business processes using condition rules

WHY YOU SHOULD CONSIDER THIS FEATURE

More efficient way to assign accurate full-time equivalent (FTE) percentages

WHAT DO I NEED TO DO

Activate the Set Up: Working Time domain to assign roles, create eligibility rules. Then configure the eligibility rules and set values for default and scheduled weekly hours

COMMUNITY LINK <https://community.workday.com/node/1059570>

View Domain Set Up: Working Time

Domain Name: Set Up: Working Time

Description: This domain provides access to tasks that you can use to set up country-spec

Domain Security Policy:

Functional Areas: Staffing

Part Of Domain Groups: Staffing

Super Domain: Set Up:

Allowed Security Group Types: Roles - (

Actions:

- Domain Security Policy > Edit Permissions
- Audits > Enable
- Favorite > View All for Functional Area
- Functional Area > View Domain
- Integration IDs > View History

Maintain Working Time for Country United Kingdom

Order	Working Time Eligibility Rule	Default Weekly Hours	Scheduled Weekly Hours
1	Full Time Retail Salesperson in London		
2	Part Time Retail Salesperson in London		
3	Full Time Retail Store Manager London		
4	Part Time Retail Store Manager London		
5	Finance Department in Reading		
6	Full Time Marketing Coordinator in London		
7	Part Time Marketing Coordinator in London		

View Condition Rule

Full Time Retail Salesperson in London

Description: Full Time Retail Salesperson in London

Comment: (empty)

Category: (empty)

Derived Logic: Time Type (Working Time) exact match with the selection list Full time And Job Profile (Working Time) exact match with the selection list Retail Salesperson And Location (Working Time) exact match with the selection list London

And/Or	Source External Field or Condition Rule	Relational Operator	Comparison Type	Comparison Value
And	Time Type (Working Time)	exact match with the selection list	Value specified in this filter	Full time
And	Job Profile (Working Time)	exact match with the selection list	Value specified in this filter	Retail Salesperson
And	Location (Working Time)	exact match with the selection list	Value specified in this filter	London



Worker Skill Level User Interface Modal

FEATURE SUMMARY

Workday provides a new look and feel for viewing and interacting with skill level and skill level sources.

WHY YOU SHOULD CONSIDER THIS FEATURE

Improves the Skills user experience

WHAT DO I NEED TO DO

1. Opt into the Skill Level feature set in the Maintain Skills and Experience Setup task.
2. Configure settings in the Maintain Skill Level Setup task.
3. Assign workers to the relevant skill level domains.

If you have this currently configured, this new user experience is automatically available.

COMMUNITY LINK

<https://community.workday.com/node/1095620>

Maintain Skill Level Setup

Skill Level Label Override

6 items

Skill Level Rating Name	Skill Level Rating Name Override	Skill Level Rating Description	Skill Level Rating Description Override
Not Applicable	<input type="text"/>	Doesn't have enough sources for this skill to calculate a skill level.	<input type="text"/>
Beginner	<input type="text"/>	Understands basic fundamentals and can demonstrate this skill in straightforward situations.	<input type="text"/>
Intermediate	<input type="text"/>	Proficient in fundamental applications of the skill and has demonstrated in varied situations.	<input type="text"/>
Experienced	<input type="text"/>	Extends beyond fundamentals and can demonstrate this skill without guidance in varied situations.	<input type="text"/>
Advanced	<input type="text"/>	Deep knowledge of concepts and applications of this skill and can demonstrate in complex situations.	<input type="text"/>
Expert	Strong	Specializes in this skill, mentors others, and easily demonstrates in the most complex situations.	<input type="text"/>

Launch Change Job from Worker Profile

AVAILABLE 11 MARCH 2023

IMPACT

EFFORT

FEATURE SUMMARY

Workday enables you to easily launch Change Job Templates directly from a worker profile

WHY YOU SHOULD CONSIDER THIS FEATURE

This increases your efficiency by making it easier to find and complete necessary change job actions for a specific worker.

WHAT DO I NEED TO DO

Add Start Job Change as a profile Card. This enables you to easily launch a Change Job template for a worker directly from the worker profile.

COMMUNITY LINK <https://community.workday.com/node/1095376>

Configure Profile Summary

Profile

Configure Profile Summary

Composite View Definition Worker Profile

8 items

	Order	Card
		<input type="text" value="Start Job Change"/>

main Change Job Templates

	Enforce in All Steps of the Workflow	*Template Name	Enable For	Condition Rules Applied	Security Groups	Start Page Editable Fields
		Location Change	<ul style="list-style-type: none">Mass ActionsStart Job ChangeWorkday Assistant / REST API			
		Manager Change	<ul style="list-style-type: none">Mass ActionsStart Job ChangeWorkday Assistant / REST API			<ul style="list-style-type: none">Manager and Team after Change

Flexible Work Arrangements as a Sub-Business Process of Staffing Events

AVAILABLE 11 MARCH 2023



FEATURE SUMMARY

We add flexibility for the Flexible Work Arrangements functionality by enabling you to set it up as a sub-business process of the Add Employment business processes

WHY YOU SHOULD CONSIDER THIS FEATURE

This reduces manual effort for managers by creating a seamless transition into setting up the new worker's work arrangement

WHAT DO I NEED TO DO

Edit these Staffing business processes to include Add Flexible Work Arrangement for Worker as an action step:

- Hire
- Add Additional Job
- Start International Assignment
- Contract Contingent Worker

View Business Process Definition

Hire for 1000 Global Modern Services

Effective Date 01/10/2023

Business Object 1000 Global Modern Services

Most Recent Used Date 01/10/2023

Due Date 1 Week

View Diagram

Security Group Restrictions

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

Business Process Steps 2 items

Step	Order	If	Type	Specify	Optional	Group	All	Run As User	Due D
Q	a		Initiation		No				
Q	b	This position is eligible for at least 1 Flexible Work Arrangement Subtype? (Workday Owned)	Action	Add Flexible Work Arrangement for Worker	No	HR Partner Manager			Week

COMMUNITY LINK

<https://community.workday.com/node/1095402>

Configure Eligibility for Flexible Work Arrangements

AVAILABLE 11 MARCH 2023



FEATURE SUMMARY

You can now create condition rules for Flexible Work Arrangements types

WHY YOU SHOULD CONSIDER THIS FEATURE

Enables you to set up parameters for worker access.

WHAT DO I NEED TO DO

- Configure the Set Up: Flexible Work Arrangements domain for security access.
- Access the Maintain Flexible Work Arrangement Types task.
- Create condition rules for flexible work arrangement subtypes.
- (Optional) Test the condition rules you've created.

Domain Security Policies for Functional Area

Staffing 100%

Description Set up, manage, and report on positions, jobs, and contracts for workers. Manage the worker employment life cycle, including hire, transfer, termination, and position details.

Status Active

- Self-Service: My Team
- Self-Service: Organization Information
- Self-Service: Staffing Reports
- Set Up: External Student
- Set Up: Flexible Work Arrangements
- Set Up: Reference Letters
- Set Up: Reference Letter Segment
- Set Up: Staffing
 - Set Up: Collective Agreement R...
 - Set Up: Collective Agreements
 - Set Up: Employee Contract Rules
 - Set Up: Employee Contracts
 - Set Up: Job Overlap Routing Ex...

Domain Security Policy [Set Up: Flexible Work Arrangements](#)

Status Active

Allowed Security Group Types [Unconstrained Groups](#)

Domain Description This domain secures set up tasks for flexible work arrangements.

Securable Actions 8

Report/Task Permissions 1 item

Security Groups	View	Modify
HR Administrator	Yes	Yes

Maintain Flexible Work Arrangement Types

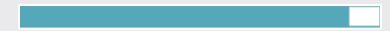
Flexible Work Arrangement Types 4 items

Type	*Type Name	Inactive	Subtype	*Subtype Name	Condition Rule
	Remote Work	<input type="checkbox"/>	+		
			+	100% Remote	
			+	Work/Remote Hybrid - Remote Days	

COMMUNITY LINK

<https://community.workday.com/node/1095401>

IMPACT



EFFORT



Configurable Service Date Defaulting

FEATURE SUMMARY

Workday enables you to configure default values for service dates. You can now auto-populate service dates when running staffing business processes

WHY YOU SHOULD CONSIDER THIS FEATURE

This reduces manual effort and increases efficiency when completing a Hire, Change Job, or other events for a worker.

WHAT DO I NEED TO DO

- Add the Service Dates Change business process as a subprocess of the Staffing business process within which you want to default service dates. For example, Hire or Change Job.
- Configure defaulting rules for Service Dates Change using the Maintain Staffing Field Defaults task.

COMMUNITY LINK

<https://community.workday.com/node/1095478>

Maintain Staffing Field Defaults



Configure rules for the values that you want to default in staffing transactions. When no rules pass for a field, the field doesn't default.

Hire Change Job Contract Contingent Worker Add Additional Job Switch Primary Job **Service Dates Change**

Configure rules to default service dates. Defaults only apply when Service Dates Change is a subprocess of a staffing business process. The rules you configure will override existing service dates, unless you include a condition to populate them only when they're blank. Example: You manually enter a Benefits Service Date when hiring a worker. To avoid overriding that value, you add the Benefits Service Date is Blank report field to the condition rule.

Add

Field Benefits Service Date



1 Item

	Order	Condition Rule	Value
+	▼		<input checked="" type="radio"/> Report Field <input type="radio"/> Specific Value

Remove

Add



Absence



Additional Fields for leave Types

FEATURE SUMMARY

Workday enables you configure Child Disability Indicator as an additional field for leave types. When workers enter leave of absence requests, you can capture this value for global statutory requirements and payroll reporting. You can use this value in calculations for entitlements, leave of absence rules, and eligibility criteria.

WHY YOU SHOULD CONSIDER THIS FEATURE

You can use this value in calculations for entitlements, leave of absence rules, and eligibility criteria.

WHAT DO I NEED TO DO

You can add a Child Disability Indicator option to the Additional Field prompt on the Additional Fields tab of these tasks:

- Create Leave Type
- Edit Leave Type

COMMUNITY LINK

<https://community.workday.com/node/1095802>

Create Leave Type

Leave Type *

Leave Type ID

Comment

Details | Validations / Supporting Data | Balance / Leave Taken | Cascading Leave | **Additional Fields** | Usage

Leave Reasons

0 items

	*Reason	Reason ID	Inactive	Usage Count
No Data				

Leave Reason Required

Additional Fields

1 item

	*Additional Field	Additional Field ID	Required	Hide from Employee Self Service
	Child Disability Indicator	Child_Disability_Indicator	<input type="checkbox"/>	<input type="checkbox"/>

Rounding on Automated Accrual Adjustments

AVAILABLE 11 MARCH 2023

FEATURE SUMMARY

You can apply rounding definitions to front-loaded and as-of-date accrual calculations when you enable automatic accrual adjustments in response to change job events

WHY YOU SHOULD CONSIDER THIS FEATURE

Reduces the need for manual adjustments and helps streamline absence management and staffing transfers.

WHAT DO I NEED TO DO

To enable Workday to apply rounding on automatic accrual adjustments for Change Job staffing events, select a definition on these tasks:

- Create Accrual
- Edit Accrual

COMMUNITY LINK

<https://community.workday.com/node/1095557>

IMPACT
EFFORT

Create Accrual

Name *

Code *

Category
Absence
Payroll

Comments

Calculation Time Off Plan Overr

Calculation *

Priority

Adjustments/Overrides Allowed

Options *

Rounding

- Round down to nearest 0.01
- Round down to nearest 0.25
- Round down to nearest 0.5
- Round down to nearest 1
- Round down to nearest 10
- Round down to nearest 100
- Round down to nearest 1000
- Round to nearest .001
- Round to nearest .01 (starting with .006)
- Round to nearest .05
- Round to nearest 0.00001
- Round to nearest 0.0001

Search



Case Management



Constrained Security for Case Creation

FEATURE SUMMARY

We now provide constrained security for case creation, enabling you to limit the users and organizations that managers can create for.

WHY YOU SHOULD CONSIDER THIS FEATURE

Reduces the chances of erroneous case assignment, in addition to streamlining the case creation process.

WHAT DO I NEED TO DO

Configure constrained security groups to the domain security policy for either domains:

- Manage: Case Create on Behalf Of
- Manage: Case Create About
- The 'Manage: Case Create on Behalf Of' domain controls security for the 'For' field on the Create Case task.
- The 'Manage: Case Create About' domain controls security for the 'About' field on the Create Case task.

COMMUNITY LINK

<https://community.workday.com/node/1107840>

Edit Permissions Manage: Case Create on Behalf Of

Description: This domain provides access to the "Create Case on Behalf" functionality.

Status: Active

Functional Areas: Help

Allowed Security Group Types: Roles - Pay Group, Roles - Supervisory, Unconstrained Groups

Notes:

Securable Actions: 12

Securable Reporting Items: 10

Report/Task Permissions: 2 items

		View	Modify
+	*Security Groups		
-	Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-	× CreateFor ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Securable Reporting Items by Integration Permissions: 10

Integration Permissions: 0 items

Case Linking

AVAILABLE 11 MARCH 2023

IMPACT

EFFORT

FEATURE SUMMARY

You can now link cases together.

WHY YOU SHOULD CONSIDER THIS FEATURE

Allows assessors and solvers to identify and collaborate on cases with similar root causes, while reducing the amount of time it takes to resolve the cases.

WHAT DO I NEED TO DO

Enable case linking using the Edit Tenant Setup – Help task

COMMUNITY LINK

<https://community.workday.com/node/1107671>

Case solvers can share nonconfidential cases with other active Workday users who aren't members of any Help service teams.
 Case solvers can't share cases.

Case Type and Service Category:

Display * Display case type only
 Display case type, case type description, and service category group

Email Case Creation

Case Creation Options * Email case creation for workers only
 Email case creation for workers and external users

External Cases

Default Case Type *

Case Communication

Reply Options * Enable case replies within Workday only.
 Enable case replies within Workday and by email.

Case Linking

Enable Case Linking

Benefits

Bulk Import Change benefits Web Service

AVAILABLE 11 MARCH 2023

FEATURE SUMMARY

Workday improves the performance of bulk-loading benefits changes

WHY YOU SHOULD CONSIDER THIS FEATURE

Streamlines the process

WHAT DO I NEED TO DO

Create EIB or custom integration using the Web Service operation of Bulk Import Change Benefits (WS Background Service)

COMMUNITY LINK

<https://community.workday.com/node/1107459>

IMPACT	<input type="text"/>
EFFORT	<input type="text"/>

Create EIB

Start creating your EIB by giving it a name and selecting its direction. Outbound EIBs export data from Workday to external systems. Inbound EIBs import data from external systems to Workday.

Name *

- * Inbound
 Outbound

Create Inbound EIB

Bulk Import Change Benefits

Actions



General Settings

Get Data

Transform

Deliver

Review and Submit

File Name

> Details

Remove

Add

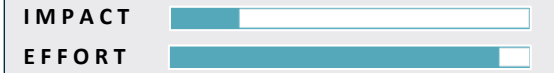
Data Format

File Type

Web Service Operation *

Custom Object (empty)

Advanced Compensation



Eligible Earnings Override for Stock

FEATURE SUMMARY

Workday extends Eligible Earnings Override to stock. You can now associate percent-based stock plans with the Workday-delivered Eligible Earnings Override compensation basis. During compensation reviews, Workday calculates stock awards based on your configured Eligible Earnings Override.

WHY YOU SHOULD CONSIDER THIS FEATURE

Improves efficiency

WHAT DO I NEED TO DO

To use eligible earning override in stock:

- Configure 1 or more stock plans with the Eligible Earnings Override compensation basis.
- Configure 1 or more eligible earnings override periods.
- Enter or load eligible earnings override values for employees assigned to the stock plans.
- Include the stock plans and the eligible earnings override period when you initiate the compensation review.

Workday then calculates stock awards using the eligible earnings override.

COMMUNITY LINK

<https://community.workday.com/node/1095617>

Eligible Earnings Override Period 2022 (01/01/2022-12/31/2022)

Bonus Plans

- Apply to All Bonus Plans
- Bonus Plans
- None of the above

Stock Plans

- Apply to All Stock Plans
- Stock Plans
- None of the above

Override Details

The Eligible Earnings Override and Currency applies to the bonus or stock plans you selected above.

Eligible Earnings Override

Currency

Eligible Earnings Override

Eligible Earnings Override Period 2022 (01/01/2022-12/31/2022)

7 items

Eligible Earnings Override	Employee ID	Employee	Position	Eligible Earnings Override Period	Apply to All Bonus Plans	Restrict to Bonus Plans	Apply to All Stock Plans	Restrict to Stock Plans	Eligible Earnings Override	Currency
Q	21237	Adam Carlton	P-00513 Staff Payroll Specialist	2022 (01/01/2022-12/31/2022)	Yes		No	ELL Percent-Based Stock	100,000.00	USD USD
Q	21013	David Spiegel	P-00512 Senior Payroll Specialist	2022 (01/01/2022-12/31/2022)	Yes		No	ELL Percent-Based Stock	125,000.00	USD USD
Q	21241	Elizabeth Johnson	P-00511 Payroll Coordinator	2022 (01/01/2022-12/31/2022)	No		Yes		135,000.00	USD USD
Q	21332	Ella Phillips	P-00510 Director, Payroll Operations	2022 (01/01/2022-12/31/2022)	Yes		Yes		125,000.00	USD USD
Q	21011	Isabel Arguello	P-00509 Staff Payroll Specialist	2022 (01/01/2022-12/31/2022)	Yes		Yes		100,000.00	USD USD
Q	21407	Julie Boyer	P-00605 Director, Payroll Operations	2022 (01/01/2022-12/31/2022)	Yes		No	ELL Percent-Based Stock	145,000.00	USD USD
Q	21012	Norman Chan	P-00508 Staff Payroll Specialist	2022 (01/01/2022-12/31/2022)	No		No	ELL Percent-Based Stock	120,000.00	USD USD

Compensation Review Statement Generation and Delivery

FEATURE SUMMARY

Workday makes it easier for administrators and managers to make compensation review statements visible to employees just in time for their conversations. We also improve the functionality of the Release Compensation Review Statement task

WHY YOU SHOULD CONSIDER THIS FEATURE

Provide more control and better visibility

WHAT DO I NEED TO DO

1. Enable and grant appropriate access to the Worker Data: Compensation Review Statement Visibility domain.
2. For each compensation review process with an Effective Date in the future, access the new Set Compensation Review Statement Visibility task and set a statement visibility date

COMMUNITY LINK

<https://community.workday.com/node/1095411>

AVAILABLE 11 MARCH 2023

IMPACT

EFFORT

The Release Compensation Review Statement task is required to prepare the Compensation Review Statement and generate the Statement Release Date determines when statements become available to managers or administrators. The Effective Visibility Date, whichever comes latest, determines when employees can see their statement.

If you want employees to see their statement sooner, access the Set Compensation Review Statement Visibility task.

Compensation Review Process Compensation Review: 2023R1 - YE Comp Review

Compensation Review Statement Rule

Statement Release Date *

Generate Statement PDF

View Compensation Review Statements

Only processes that have released statements will be available for reprinting. If you do not see the option to print a statement, either you do not have the security to do so or statements have not been released.

Compensation Review Event Compensation Review: 2023R1 - YE Comp Review

Organization(s) Consulting Services - North America Group

Include Subordinate Organizations No

Reprint All Statements

Batch Print

Refresh

6 Items

Employee	Printed Date	Print Status	Percent Complete	Compensation Review Statement	
Conor Harrington					<input type="button" value="Create New Statement"/>
Dean Thomas					<input type="button" value="Create New Statement"/>
Dustin Worth					<input type="button" value="Create New Statement"/>
Jamie Stone					<input type="button" value="Create New Statement"/>
Janet Childs					<input type="button" value="Create New Statement"/>
Owen Burke					<input type="button" value="Create New Statement"/>

Journey Path

Journeys Segmented Security on Category

AVAILABLE 11 MARCH 2023

IMPACT

EFFORT

FEATURE SUMMARY

You can now create security segments and assign security permissions to Journey Categories (secured to the domain Manage: Journey Builders) for specific users or groups of users

WHY YOU SHOULD CONSIDER THIS FEATURE

Reduces exposure to potentially sensitive information or journeys

WHAT DO I NEED TO DO

Create security groups when setting up Segmented Security to segment access to journey categories.

Edit Permissions

Description Users with the right access can navigate, configure, and update journeys, including rule-based journey templates for an enhanced people experience

Status Active

Functional Areas Journeys

System

Allowed Security Group Types Segment - Journey Category

Unconstrained Groups

Notes

Securable Actions 35

Securable Reporting Items 23

Report/Task Permissions 2 items

	View	Muddy
Security Groups valid for Policy		
Create	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✕ Journey Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✕ Relocation Journeys	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✕ HR Partners Journeys	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Securable Actions by Integration Permissions 1

Securable Reporting Items by Integration Permissions 23

Securable Integrations

OK Cancel

Create Segment-Based Security Group

Name Onboarding Journeys

Comment

Context Type (empty)

Inactive

Group Criteria

Security Groups ✕ Onboarding Administrator

Access Rights

Access to Segments ✕ Search

- Security Segments
- Security Segments (Workday Owned)
- Create

COMMUNITY LINK

<https://community.workday.com/node/1095712>

Talent Acquisition

Add Documents to Offers and Employment Agreements

AVAILABLE 11 MARCH 2023

IMPACT

EFFORT

FEATURE SUMMARY

Workday enables you to attach documents when sending Offers or Employment Agreements to selected candidates. You can also manage who can view the attachments, edit attachment categories, and easily access the attached documents from the candidate or worker profile.

WHY YOU SHOULD CONSIDER THIS FEATURE

This enhances recruiting efficiency and reduces the need for alternative tools to send sensitive documents to candidates.

WHAT DO I NEED TO DO

- Define a security group for the Add Documents step. Example: Recruiter
- Configure Add Documents as a new step on 1 or both of these business processes:
 - Offer
 - Employment Agreement
- Edit your Configure Document Review on the Review Documents steps to include the documents from the Add Documents step

COMMUNITY LINK

<https://community.workday.com/node/1095245>

The screenshot shows the 'Edit Business Process Definition' interface for 'Offer (Default Definition)'. It displays configuration for 'Security Group Restrictions' with fields for Effective Date (01/03/2023), Time Zone (GMT United Kingdom Time (London)), and a 'Notes' field. Below these are 'Due Date' (set to 5 Days) and 'Due Date is Based On Effective Date' (unchecked). A 'View Diagram' button is present.

The 'Business Process Steps' section shows a table with 6 items. The 'Add Documents' step is highlighted, showing it is an 'Action' type, optional, and restricted to the 'Recruiter' group.

A second screenshot shows the 'Configure Document Review' step configuration. The table below lists steps with their order, type, specify text, and document inclusion status.

Step	Order	Type	Specify	Documents Included	Optional	Group	Running Modifier	All	Run As User	Due Date is Based On	Effective Date
	a	Initiation			No						
Configure Genera...	b	Action	Generate Document		No	Recruiter			super implementer / Super Implementer		
	c	Action	Add Documents		No	Recruiter					
Configure Docum...	d	Review Documents		1	No	Candidate as Self					
	e	Action	Make Offer Decision		No	Manager Recruiter					

External Skills

FEATURE SUMMARY

Workday provides new fields that improve your ability to import skills from third-party systems using web services.

WHY YOU SHOULD CONSIDER THIS FEATURE

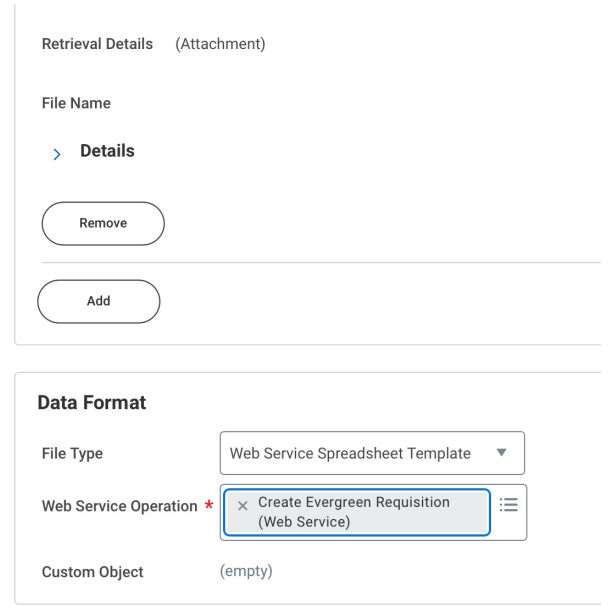
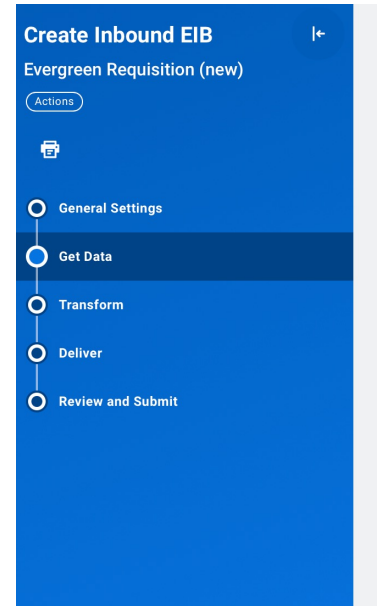
Improves efficiency and reduces manual effort

WHAT DO I NEED TO DO

To leverage this functionality, you will need to generate a new template associated with the Integration System in alignment with the External Skill ID. Examples of impacted web services include:

- Create Evergreen Requisition
- Edit Position Restrictions
- End Contingent Worker Contract
- Get Skill Profiles
- Put Gig

AVAILABLE 11 MARCH 2023



COMMUNITY LINK

<https://community.workday.com/node/1095295>

Offers and Employment Agreements Field Defaulting

AVAILABLE 11 MARCH 2023

IMPACT

EFFORT

FEATURE SUMMARY

Workday enables you to use condition rules and data fields to automatically populate the Hire Date on an Offer or Employment Agreement during recruiting.

WHY YOU SHOULD CONSIDER THIS FEATURE

Improves efficiency and reduces manual effort

WHAT DO I NEED TO DO

Create condition rules for the Hire Date on offers or employment agreements

COMMUNITY LINK

<https://community.workday.com/node/1095515>

Maintain Staffing Field Defaults

Configure rules for the values that you want to default during recruiting or staffing transactions. When no rules pass for a field, the field doesn't default.

Hire Change Job Contract Contingent Worker Add Additional Job Switch Primary Job Service Dates Change Offer Employment Agreement

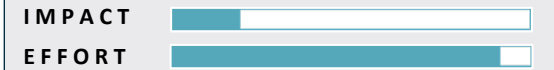
These rules are specific to fields used in the Offer business process during recruiting.

Field Hire Date

Using either a Report Field with a calculated future date, or a Specific Value date, will enable defaulting to that date.

1 Item

Order	Condition Rule	*Value
	Search	<input type="radio"/> Report Field <input type="text"/>
	Staffing Field Defaults Condition Rules	<input checked="" type="radio"/> Specific Value 12/01/2023 <input type="text"/>
	Create Staffing Field Defaults Condition Rule	



Candidate Pools Enhancements

FEATURE SUMMARY

Workday enhances the Candidate Pool experience by allowing administrators to configure the data that's shown in the Candidate Pool Grid using the Maintain Candidate List Assignments task. This enables customers to customize Candidate Pool fields and the order of the grid to fit their business requirements. Additionally, we update the Get Candidate Web Service by adding Static Candidate Pool as a search criteria to allow customers to select candidates in a static pool.

WHY YOU SHOULD CONSIDER THIS FEATURE

Improves efficiency and reduces manual effort

WHAT DO I NEED TO DO

- You can modify the columns in the Candidate Pools grid by using the task Maintain Candidate List Assignment and Create or Edit Grid Configuration. You can also save filters on each Candidate Pool to easily reapply.
- Use Static Candidate Pool as a search criteria when running the Get Candidates Web Service to migrate candidates in a specific static candidate pool between tenants

COMMUNITY LINK

<https://community.workday.com/node/1095538>

Maintain Candidate List Assignment

Job Requisition

Default Grid × Default Candidate List for Global Modern Services

2 items

	Order	*Condition Rule	*Candidate List Grid Configuration	Com
+	▼▼		Search	
+	▲▲	× Worker Sub-Type Hiring Requirement any in the selection list Intern (Fixed Term) (Trainee)	Candidate Type Grids Create Grid Configuration	

IMPACT

EFFORT

Candidate Ranking

FEATURE SUMMARY

Workday now enables you to rank job application candidates based on your chosen criteria.

WHY YOU SHOULD CONSIDER THIS FEATURE

Assist in better decisions during the hiring process

WHAT DO I NEED TO DO

- Configure access to the new domains.
- Create a candidate ranking template.
- Assign the ranking template to any job requisition or evergreen requisition.
- Configure applicable candidate list grids to include the new report fields.

Create Candidate Ranking Template

Effective Date * 01/17/2023

Template Name *

Description

Lock Template

Inactive

In Use

Ranking Order & Sort 1 item

Order	*Ranking Field	*Sort Direction
+	<input type="text"/>	<input type="text"/>

COMMUNITY LINK

<https://community.workday.com/node/1095429>

Learning



Learning in Career Hub Plan

FEATURE SUMMARY

Workday continues to improve the Learning and Career Hub user experience by allowing workers to save learning suggestions to their Career Hub Plan

WHY YOU SHOULD CONSIDER THIS FEATURE

Provides a more centralised approach to career planning

WHAT DO I NEED TO DO

- Enable Learning Paths in your tenant.
- Access the Maintain Learner Experience task to configure these new sliders to display on the Learning home page:
 - ✓ Grow Your Career (Learning Home tab)
 - ✓ Learning Items in Your Career Hub Plan (My Learning Tab)
- Users can also browse courses in Learning and take a related action to Add to Career Hub Plan.

COMMUNITY LINK

<https://community.workday.com/node/1095424>

Maintain Learner Experience

Order	*Page Content	Required for Groups	Condition Rule	Content Type
+	× Grow Your Career	× All Learners ... × Extended Enterprise Learner (Segment) ... × Learning Leaders ... × Learning Leaders - Courses ...		Slider

Maintain Learner Experience

Order	*Page Content	Required for Groups	Condition Rule	Content Type
+	× Learning Items in Your Career Hub Plan	× All Learners ... × Extended Enterprise Learner (Segment) ... × Learning Leaders ... × Learning Leaders - Courses ...		Slider

Time Tracking

Attendance Alerts in Edit and Approve Time

FEATURE SUMMARY

We give you the ability to display indicators on the Edit and Approve Time report when a worker checks in or checks out early or late

WHY YOU SHOULD CONSIDER THIS FEATURE

Helps managers and timekeepers to more efficiently review time

WHAT DO I NEED TO DO

Configure time attendance statuses, rule sets, and eligibility rules

COMMUNITY LINK

<https://community.workday.com/node/1107893>

AVAILABLE 11 MARCH 2023



Create Time Attendance Status

Name *

Comment

Create Time Attendance Rule Set

Name *

Comment

⊕ Add

Effective Date *

Order	*Attendance Status	Time Punch Type	*Minutes	*Relational Operator	*Shift Event
⊖	<input type="text"/>	⊖	0	<input type="text"/>	<input type="text"/>

Create Time Attendance Rule Eligibility

Name *

Comment

Rule Set *

Eligibility

Country / Country Region

Job Profiles

Worker Eligibility *



Route Time Approval by Worktag

FEATURE SUMMARY

We give you the ability to route time approvals by Cost Center and Location worktags

WHY YOU SHOULD CONSIDER THIS FEATURE

This makes it easier to accurately direct time approvals to correct manager

WHAT DO I NEED TO DO

Update time entry templates and Enter Time business process

COMMUNITY LINK

<https://community.workday.com/node/1095385>

Edit Time Entry Template USA-CA - Hours Only

Name

Default Time Entry Code

Enable Workday Scheduling

Comment

Overtime Request Code

Inactive

Time Entry | Calendar | **Business Process** | Totals | Time Shift | Projects | Attestations | Location Settings | Eligibility

Submit by Time Period Cost Center

Independent Events for Multiple Jobs Location

Route Time Approval by Worktags

Submit Text

High Volume Confirmation Text

Effort Certifying Text

Allow Mass Auto-fill From Schedule

Effective Date 01/17/2023 > Security Group Restrictions

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Business Object Global Modern Services

Most Recent Used Date 01/04/2022

Due Date 2 Days

[View Diagram](#)

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

Business Process Steps 9 Items

Step	Order	If	Type	Specify	Optional	Group	All	Run As User
Q	a		Initiation		No			
Q	a1	Project Time Exists? Worker is Will Matthews?	To Do	Update Resource Forecast	Yes	Employee As Self		
Q	b	Initiator is Worker? Non-Project Time Exists?	Approval		No	Manager		
Q	b	Initiator is Worker? Project Time Exists?	Approval		No	Project Manager		
Q	b	Cost Center Added? Initiator is Worker?	Approval		No	Cost Center Manager		



Increase Number of Additional Totals

FEATURE SUMMARY

We give you the ability to configure up to 12 totals that display during the worker time entry experience,

WHY YOU SHOULD CONSIDER THIS FEATURE

Provides workers and time reviewers with more information about their time

WHAT DO I NEED TO DO

Access these tasks to configure up to 12 totals that display during time entry and review:

- Create Time Entry Template
- Edit Time Entry Template
- Create Time Approval Template
- Edit Time Approval Template
- Edit Project Time Approval Settings

COMMUNITY LINK

<https://community.workday.com/node/1095475>

Include Calculation Tags

Sum Based on Calculated Quantity

Additional Totals

Configure totals that Workday displays in a breakdown (by time calculation tag) on the time calendar and when workers submit time.

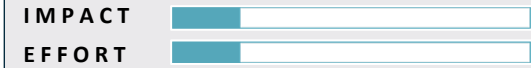
12 items

*Total	*Include Calculation Tags	*Label
× Total 9	Search I All Calculation Tags Create Time Calculation Tag	
× Total 10		
× Total 11		
× Total 12		
× Total 1	× Regular ...	Regular
× Total 2	× Worked Holiday ...	Worked Holiday
× Total 3	× Meal/Break Penalty ...	Meal Penalty
× Total 4	× Overtime ...	Overtime
× Total 5	× Double Time ...	Double Time

Summary

Jan 1 – 7, 2023

Regular	32
Worked Holiday	0
Meal Penalty	0
Overtime	4
Double Time	1
Time Off	8
Holiday	0
Total Hours	45
Morning Flex Hours	10
Core Flex Hours	16
Evening Flex Hours	11
Total Flex Hours	37



Edit and Approve Time

FEATURE SUMMARY

We enable managers and administrators to review, edit, and approve time within a single task

WHY YOU SHOULD CONSIDER THIS FEATURE

Saves time and improves efficiency

WHAT DO I NEED TO DO

Update the Manager: Time Tracking Manager Edit and Approve domain so that relevant managers can access the Edit and Approve Time report

Edit Permissions Manager: Time Tracking Manager Edit and Approve

Description This domain enables managers to review, edit, and approve time using the Edit and Approve Time report.

Status Suspended - No permissions granted

Functional Areas Time Tracking

Allowed Security Group Types Roles - Academic Unit
Roles - Academic Unit Hierarchy
Roles - Application Pool
Roles - Business Unit
Roles - Business Unit Hierarchy
[More \(38\)](#)

Notes

Securable Actions 5

Securable Reporting Items 48

2 Alerts

Errors and Alerts Found

Report/Task Permissions 1 item

	*Security Groups	View	Modify
-	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMUNITY LINK

<https://community.workday.com/node/1095464>

Additional Enhancements

FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
External Skills	<p>Workday provides new fields that improve your ability to import skills from third-party systems using web services.</p> <p>You will need to generate a new template associated with the Integration System in alignment with the External Skill ID.</p>	Automatically available
Skills on Job Profile Workbook Enhancements	<p>Workday continues to enhance the Edit Skills on Job Profile Worksheet to help you maintain skills on job profiles. We enable you to choose skills on the workbooks launch page, reducing manual effort and making it easier to get skills on the job profile. Workday also delivers a configurable grid that enables you to pre-populate suggested skills onto the workbook, enabling you to quickly add skills to job profiles.</p> <p>We also enhance the workbooks user experience by enabling you to view and compare updates to job profiles, making it easier for you to track changes and revert updates.</p>	Automatically available
Duplicate Management Framework	<p>Workday continues to enhance the Duplicate Management Framework by enabling you to configure more precise match criteria and match exclusions, improving your control over match results and enabling you to more effectively manage duplicate records.</p>	Opt In
Help Service Team Inactivation	<p>With this release, we add a new Inactive check box on the Edit Service Team task that enables you to deactivate service teams. We also now: Add (Inactive) to the name of inactive service teams.</p> <p>Prevent you from assigning cases to inactive service teams on the Help Workspace.</p> <p>Inactivate case routing rules when the related service team is inactive.</p> <p>Prevent you from creating new case routing rules with inactive service teams.</p> <p>Prevent you from reopening a case with inactive service teams that don't have assignable roles.</p>	Automatically available

FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
Absence – Miscellaneous Enhancements	<p>The report and Absence Case enhancements are automatically delivered.</p> <p>To change Absence Table Re-evaluation, edit Absence Table task to ensure that you can't select or clear the Enable Re-evaluation check box when the absence table is in use and has an approved, sent back, or submitted request against it.</p>	Automatically available
Modify Period Activity Assignment Payment Schedule	<p>Increases your control over the payment schedule on period activity assignments.</p> <p>You can now modify the schedule and override default payment and hours amounts.</p>	Automatically available
Eligibility Rule Plan Profile Processing	<p>Enables you to choose how Workday selects eligibility rules on compensation plan profiles. You can now enable a tenant setting that increases performance for tenants with a high number of compensation plan profiles</p>	Opt in
ACA Software Partner State and IRS Reporting	<p>We update ACA Software Partner transmission features so that third-party vendors can effectively work with Workday Benefits.</p>	Automatically available
Help Article Discovery Boards	<p>We now make available the Help Article Discovery Board, which provides you a visual analysis to identify articles to update, modify, and improve in your article library. You can use these new visualizations on the new Help Article Discovery Board to quickly analyze your article library's performance:</p> <ul style="list-style-type: none"> Total Number of Article Versions Average Article Version Helpfulness Article Version Performance Most Helpful Article Versions Most Viewed Article Versions Last Updated Article Versions Article Version Helpfulness Based on Views Article Version Helpfulness by Category Article Version Helpfulness by Publisher Article Library Overview 	Automatically available

FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
Guided Journeys Experience	We improve the Journeys experience by supporting the employee further through a focused and guided interface, an improved navigation, and reduced friction for step completion	Automatically available
Journeys Templates	We enable you to create and manage new Journey experiences from Workday-delivered templates. You can browse, discuss, and collaborate through Workday-delivered content prior to launching use cases providing an out of the box experience for your employees	Automatically available
Internal Mobility	We continue to improve the experience for employees seeking internal job opportunities, helping you support your workforce with greater internal mobility. We deliver the Jobs Hub, providing employees with a centralized hub where they can access job postings, job alerts, and referrals, as well as access to a new centralized report where they can manage all their applications and complete relevant tasks. We also redesign the job browsing experience so that employees can now more easily search for jobs and quickly view job posting details with personalized actions. We also streamline the internal application process to a single page and automatically fill in information for the employee based on their worker profile. You can also enable employees to quickly access their applications, job alerts, and referrals in Career Hub or Opportunity Marketplace.	Automatically available
Candidate Skills Match Location Exclusion	To help you comply with new AI Bias laws, Workday now enables you to exclude job requisition location hierarchies and locations from Candidate Skills Match machine learning processing. If a candidate applies to a job requisition within an excluded location, Workday won't score their job application	Opt in

FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
Learning Assignment Completion	<p>Upon successful completion of a learning assignment, Workday removes all associated enrolments except the enrolment responsible for completing the assignment. This improves the user experience by providing clarity, making it easier to identify which enrolment satisfies completion of a learning assignment when there is more than 1 enrolment.</p> <p>Note: Workday will begin converting all existing completed learning assignments to the new functionality on the preview and production dates. This conversion will run over a number of weeks, so it may take time before you see any changes to existing completed learning assignments in your preview and production tenants.</p>	Automatically available
Learning – Miscellaneous Enhancements	<p>We deliver a new Learning Assignment report field on the Learning Record business object (secured to the Reports: Learning Record domain) that you can use to report on enrolments and include the learning assignment linked to the enrolment. This makes it easier to track and consolidate your learning data.</p> <p>Ensure domain Reports: Learning Record is enabled and the security policy configured with View permissions for the relevant unconstrained security groups</p>	Automatically available
Learning Course Management for Assessors, Instructors and Locations	<p>we update course management so that you can now create courses and schedule course offerings without having to specify assessors, instructors, or locations. You must opt into Instructor, Assessor and Location Required Field Removal from Course and Scheduled Offering on the Maintain Feature Opt-Ins report to use this functionality</p>	Opt in
Virtual Classroom Integration with Microsoft Teams – Attendance Synchronization	<p>Workday continues its integration with Microsoft Teams. We deliver attendance tracking to help you to better manage attendance for your organization and improve the learning experience for your global workforce.</p>	Opt in

FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
Time Tracking – Miscellaneous Enhancements	You can now increase the Set Default Projects to upto 100 Projects/Tasks which was limited to 30 Projects/Tasks	Automatically available
Comments on Review Time	On the Time Approval Template you can see a new checkbox to Include In/Out Comments. Select this checkbox in order to see the comments column on the Review Time report	Automatically available

This document is proprietary to Three Plus Consulting. It is supplied in confidence and, except for evaluation purposes, should not be disclosed, duplicated or otherwise revealed in whole or in part without the prior written consent of Three Plus Consulting.

CONFIDENTIAL

Three Plus Consulting. 2021. All rights reserved.