

# Workday 2024 R2 Release Impact Analysis

Workforce Management

2024

# Workforce management



# Automatically available features

# Workforce management automatic features

Cognizant Consultants have prepared a list of automatic features for the upcoming 2024 R2 Workday release. These features are delivered automatically by Workday and no set up is required from your end.

## Workforce management

# Absence reporting on time off entry and time off event business objects

## What's changing

We deliver these new report fields on the Time Off Entry business object (secured to the Public Reporting Items domain):

### **Absence Threshold Status Indicator for Pending Time Off.**

This report field enables you to identify the threshold status of a time off entry for a pending time off event. The value depends on whether the absence threshold is met and which severity level you configure for the validation:

- **Error:** The absence threshold is met and the validation severity is critical.
- **Valid:** The absence threshold isn't met.
- **Warning:** The absence threshold is met and the validation severity is warning.
- The value is blank for events that have an event status other than In Progress or when no absence thresholds apply.
- **Corrected Time Off Quantity.** This report field enables you to identify the time off units that the worker corrected in the time off event.

## What do i need to do?

We recommend that you update your training materials so that users are aware of the changes.

## What happens if i do nothing?

Not Applicable

Community link

<https://community.workday.com/node/1178290>

# Absence reporting on time off entry and time off event business objects

## What's changing

**Previously Requested Time Off Quantity.** This report field enables you to identify the time off units that the worker previously requested in the time off event before it was corrected.

We also deliver a new Absence Threshold Result report field on the Time Off Event business object (secured to the Public Reporting Items domain). This report field returns the Absence Threshold Result business object for a time off event, enabling you to access the report fields on the business object.

## Additional considerations

Not Applicable

Community link

<https://community.workday.com/node/1178290>

# Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Before this release, we handled time off calculations quantity outside of Workday using Excel spreadsheets.</p>	<p>With this release, the new report fields accurately capture time off quantities for previously requested and corrected time off values. This enhancement significantly reduces the need for manual calculations and improves overall</p> <ul style="list-style-type: none"> <li>• Corrected Time Off Quantity.</li> <li>• Previously Requested Time Off Quantity.</li> </ul>	<p><b>Y/N:</b> Yes</p> <p><b>Impact description:</b></p>

**Effort** 0.5 hrs

We need to identify the existing reports in our tenants and adjust them to include the new delivery fields

**Defect link** Not Applicable

**Community link** <https://doc.workday.com/release-notes/en-us/abs/7986003.html>

# Workday release 2 automatically available features

## Before release

Sandbox - [Logo] Q business object c

### Business Object Details

Time Off Entry [Icon] [Icon]

Fields Related Business Objects Data Sources Reports

Fields 485 items

Field Name	Description	Field Source
↑ Sort Ascending		Workday Delivered
↓ Sort Descending		Workday Delivered
Filter Condition *		Workday Delivered
is		Workday Delivered
Value *		Workday Delivered
Previously Requested Time off quantity		Workday Delivered
No matches found		Workday Delivered

## After release

Business Object Details Time Off Entry [Icon] [Icon]

Fields Related Business Objects Data Sources Reports

Fields 2 of 594 items

Field Name	Description	Field Source	Field Type
Corrected Time Off Quantity	The time off units that the worker corrects in the time off event.	Workday Delivered	Numeric
Previously Requested Time Off Quantity	The time off units that the worker previously requested in the time off event before it was corrected.	Workday Delivered	Numeric



# Setup required features

# Workforce management set-up based features

Cognizant Consultants have prepared a list of set-up based features for the upcoming 2024 R2 Workday release. These features require setup from your end.

## Workforce management

# Absence buy time off

## What's changing

### Buy Time Off Setup

With this release, we deliver a new Buy Time Off business process to enable workers to buy time off. The business process can be set up for approvals. Administrators and managers can't buy time off on behalf of workers.

Workday gives you the ability to configure time offs that your workers can buy when you select the new **Allow to Buy Time Off** check box on the **Create Accrual** task. On the task, we deliver a new **Buy Options** tab for you to configure the:

- Time period when workers can buy time offs.
- Limit or maximum quantity of time off that workers can buy.
- Period which the maximum limit applies to.
- Allowable time off increments for workers to buy.

We also deliver these new tasks (secured to the Set Up: Time Off domain) that you can use to manage and view buy schedules for time offs:

- **Create Schedule for Buying Time Off**
- **Edit Schedule for Buying Time Off**
- **View Schedule for Buying Time Off**

## What do i need to do?

- Set up security for the Buy Time Off business process security policy in the Time Off and Leave functional area. Assign the appropriate security groups on the initiating action so that workers can access the **Buy Time Off** task. Administrators and managers can't buy time off on behalf of workers.
- Access the **Create Accrual** task to create an accrual and enable the **Allow to Buy Time Off** check box. Note:
  1. You can't edit this check box after the accrual is created. You can either set up an accrual for buying or as a regular accrual.
  2. When you select the check box, on the **Calculation** tab, Workday automatically sets the **Calculation** field to 0 and the **Options** field to None. An accrual configured for buying won't add to the time off plan balance unless the worker buys time off against it.
  3. The value in the **Buy Time Off Display Name** field displays in the **Type of Time Off** prompt on the **Buy Time Off** task. We recommend you enter the same value as the time off type that users view when they request time off. If the field is blank, the **Accrual Name** displays.
  4. If you configure the **Time Off Plan Overrides** tab:

Community link

<https://doc.workday.com/release-notes/en-us/abs/7986946.html>

# Absence buy time off (cont.)

## What's changing

You can configure Workday to display the new **Time Off Bought** tab on the worker profile when you add the new **Time Off Bought** report to the Time Off for Worker Profile profile group on the **Configure Profile Group** task.

- In addition, you can configure Workday to display a custom name for terms related to buy time off by accessing the **Maintain Custom Labels** task.

## Buy Time Off Task

We deliver a new **Buy Time Off** task (secured to the *Time Off and Leave* domain) that workers can use to buy time off. Workers can also access the task from the:

- **Time Off** worklet.
- **Absence** worklet.
- **Time and Absence** related actions of their worker profile.
- **Time Off Balance** and **Time Off Bought** tabs on the **Time Off** section of their worker profile.
- Actions menu on the **Manage Absence** report.

## What do i need to do?

1. From the **Accrual Frequency Method** prompt, select either Start of Period or End of Period.
2. From the **Upper Limit Override** prompt, define a limit that the time off balance shouldn't exceed when a worker buys time off.

On the **Buy Options** tab:

From the **Available to Buy During** field, consider these values:

- Anytime. The start and end payroll adjustment dates are automatically calculated based on the buy event. Workday sets the start payroll adjustments date to the most recent of these 2 dates: the date when the buy event is submitted or the date when the time off balance is updated. The end date for payroll adjustments is set to 1 year after the start date for payroll adjustments.
- Fixed Period. A time off plan must be linked to the accrual, and you must to select a **Buy Schedule**. The only possible values are buy schedules that have the same period schedule as the time off plan that the accrual is linked to.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7986946.html>

# Absence buy time off (cont.)

## What's changing

Workers can also access the **Buy Time Off** task on their mobile devices (Android, iPhone, and iPad) from their worker profile:

- **Time and Absence** related actions menu.
- **Time Off Bought** tab on the **Time Off** section.

### Time Off Bought Tab

We update these reports with a new **Time Off Bought** tab that enables workers to view the time offs they bought:

- **My Absence**
- **My Time Off**
- **View Time Off**

### Maintain Accrual and Time Off Adjustments/Overrides Task

- On the **Maintain Accrual and Time Off Adjustments/Overrides** task, we rename the tab and grid from **Sell Time Off Adjustments** to **Buy and Sell Time Off Adjustments**. The tab now displays details of time offs bought by workers. In the grid, we add a new **Buy or Sell** column that displays Buy for time offs bought and Sell for time offs sold. In the grid, we only display completed events.

## What do i need to do?

From the **Maximum Limit to Buy** prompt, select a calculation to define the limit of time offs that a worker can buy. From the **Maximum Limit Applies to** prompt, consider these values:

1. **Period in which balance is updated.** If workers can buy time off any time of the year or multiple times based on the buy schedule, when you select this option, they can buy up to the maximum limit for each period that the balance is updated.
2. **Balance Period.** If workers can buy time off any time of the year or multiple times based on the buy schedule, when you select this option, they can buy up to the maximum limit for the entire balance period, not for each period that the balance is updated.

From the **Allowable Increments to Buy** prompt, select a calculation to define the increments or multiples of time offs that workers can buy.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7986946.html>

# Absence buy time off (cont.)

## What's changing

We also deliver a new **Accrual on Buy Time Off Event** report field on the Absence Component business object (secured to the Set Up: Calculations - Generic domain) that returns the accrual against which time off was bought and can be used in the context of Workday Payroll.

We add these new columns to the **All Accruals** report, enabling you to easily view which accruals have been configured for buying:

- **Allow to Buy Time Off**
- **Buy Time Off Display Name**
- **Fixed Period**
- **Anytime**
- **Buy Schedule**
- **Balance Updated in Period**
- **Maximum Limit to Buy**
- **Period in which balance is updated**
- **Balance Period**
- **Allowable Increments to Buy**
- **Pay Rate for Adjustments**

## What do i need to do?

From the **Pay Rate for Adjustments** prompt, consider these values:

At the start of first pay adjustment. Workday uses the worker's pay rate at the start of the first pay adjustment period for all pay periods. This is fixed.

Current rate during each pay period. Workday uses the worker's pay rate for each pay period. This could vary if the worker's pay rate changes in a pay period.

When time off was purchased. Workday uses the worker's pay rate at the time when they purchased time off for all pay

Access the **Create Time Off Plan** or **Edit Time Off Plan** task to add the accrual you created to a time off plan on the **Accrual** tab. Note: The accrual must have either *Start of Period* or *End of Period* for the **Accrual Frequency Method** (on the **Time Off Plan Overrides** tab). Additionally, you can add regular accruals to the time off plan.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7986946.html>

# Absence buy time off (cont.)

## Additional considerations

Managers and administrators can't buy time off on behalf of workers.

- You can't add accruals configured for buying time off with position-based time off plans.
- You can't use manual pay inputs in Workday Payroll:
  - On the deduction or earning, clear the **Input Amount Allowed?** check box in the **Calculation Details** section and clear the **Input Allowed?** check box in the **Related Calculations** grid.
- When using third-party payroll, Payroll Effective Change Interface (PECI) and Payroll Interface Common Output File (PICOF) aren't currently supported. You can add the new report fields on the new Buy Time Off Event business object in custom integrations or manual inputs in your payroll system.

## What do i need to do?

Access the **Create Schedule for Buying Time Off** task to create a schedule for buying time off.

- From the **Period Schedule** prompt, select a period schedule that matches the period schedule on the time off plan. This time off plan must be associated with the accrual.
- Define 1 or more time periods when workers can buy time off in the **Buying and Accrual Schedule** grid:
  1. When selecting a period from the **Updated Balance in Period**, Workday derives the exact date when the time off bought is updated from the **Accrual Frequency Method** defined on the time off plan or on the **Time Off Plan Overrides** tab of the accrual.
  2. Select a date range to derive the pay periods in which payroll adjustments (either deductions or negative earnings) for time off bought will be made from the **Start Payroll Adjustments on** and the **End Payroll Adjustments on** prompts.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7986946.html>

# Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Before this release, we created a separate accrual in the time-off plan to manage the Buy-Off time for workers. This approach presented several challenges, including manual calculations and difficulties in adjusting the Buy-Off time-offs.</p>	<p>With this release “Buy Time Off” option is available and Additionally, WD implemented a new business process for handling Buy Time Off requests, which can be configured for approvals as required.</p>	<p><b>Y/N:</b> No</p> <p><b>Impact description:</b></p>

**Effort** 4 hrs

Enabling the new Domain’s and security policy for Business process and additionally setup required task for this new functionality

**Defect link** Not Applicable

**Community link** <https://doc.workday.com/release-notes/en-us/abs/7986946.html>

# Workday release 2 setup based features

## Before release

**Edit Accrual** Personal/Carers Leave Accrual

Name: Personal/Carers Leave Accrual  
Code: Personal/Carers\_Leave\_Accrual  
Category: Absence  
Comments:

Calculation | Time Off Plan Overrides | Usage

Calculation: [Dropdown]  
Priority: 104  
Adjustments/Overrides Allowed:   
Options:  Front Loaded,  Based on As of Date,  None  
Rounding: (empty)  
Time Calculation Tags: 0 items  
\*Time Calculation Tags  
No Data

## After release

**Edit Accrual** Personal Time Off Buy

Name: Personal Time Off Buy  
Code: ptob  
Category: Absence, Payroll  
Allow to Buy Time Off:   
Buy Time Off Display Name: Personal Time Off  
Comments:

Calculation | Time Off Plan Overrides | **Buy Options** | Usage

Available to Buy During:  Fixed Period,  Anytime  
Buy Schedule: Buy Schedule 1  
Balance Updated in Period: (empty)  
Maximum Limit to Buy: 40  
Maximum Limit Applies to:  Period in which balance is updated,  Balance Period  
Allowable Increments to Buy: 4  
Pay Rate for Adjustments: At the start of first pay adjustment

# Absence accrual expiration

## What's changing

### Accrual Set Up

We introduce a new section on the **Time Off Plan Overrides** tab of the accrual called **Expiration Override**. To setup accrual expiration, define:

- Amount of Time Before Expiration
- Unit of Time Before Expiration

You also have the option to select **Include Prior Balance Period Accruals in Upper Limit Calculation**. Select this if expiring accruals should be included in the time off plan balance upper limit calculations across balance periods.

- **Note:** When requesting time off, Workday will exhaust the units with the soonest expiration date first.
- **New Calculation**

We also introduce a new instance value calculation (IVC), **Approved Calculated Time for Day for Accrual**. This calculation can be used on its own or within arithmetic calculations to accrue units from time tracking relative to the (calculated) day in which they are worked. It ignores accrual frequency method and causes the accrual to trigger on the day that the approved calculated time exists. To use this IVC, you must define an expiration on the accrual.

## What do i need to do?

- Edit existing accrual or create a new accrual and define expiration details.
- If you are editing an existing accrual in your tenant to uptake accrual expiration, you need effective date your changes. Effective date used should be of the current or a future period.
- Optionally, you can update accrual calculations to use the new instance value calculation **Approved Calculated Time for Day for Accrual** and remove time off plan carryover expiration rules (by setting amount of time before expiration field to 0) if no longer applicable.

## What happens if i do nothing?

You will not see any changes to time off balances or the new **Expiring Accruals Forfeited in Period** column when running existing standard time off reports.

**My Expiring Accruals** report will still be searchable in the tenant, but can be hidden for all workers using the **Hide Workday Delivered Report** task.

## Delivery date changes

2024-09-21

Community link

<https://doc.workday.com/release-notes/en-us/abs/7517573.html>

# Absence accrual expiration

## What's changing

### Maintain Accrual and Time Off Adjustments/Overrides

- You can now modify reference dates when processing adjustments for expiring accruals in the UI. The reference date selected will determine when that accrual adjustment is granted, regardless of the accrual frequency method defined.

### Override Accrual Expiration

- We have created the new **Maintain Accrual Expiration Overrides Task** that allows you to override expiration rules defined on an accrual for a worker.

### Maintain Accrual and Time Off Adjustments/Overrides

- You can now modify reference dates when processing adjustments for expiring accruals in the UI. The reference date selected will determine when that accrual adjustment is granted, regardless of the accrual frequency method defined.

### Override Accrual Expiration

- We have created the new **Maintain Accrual Expiration Overrides Task** that allows you to override expiration rules defined on an accrual for a worker.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7517573.html>

# Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Before this release, we encountered several challenges in adjusting the expiring override balances, which involved significant administrative tasks. Additionally, we faced issues with mass loading adjustments for accrual expiring balances.</p>	<p>With this release, the "Expiration Override" functionality is now available in the Time Off Plan Override tab within accrual configuration. This enhancement has significantly streamlined the process, reducing the number of administrative tasks previously required.</p>	<p><b>Y/N:</b> No</p> <p><b>Impact description:</b></p>

**Effort** 0.5 Hours

Enabling the new Domain's and security policy for Business process and additionally setup required task for this new functionality

**Defect link** Not Applicable

**Community link** <https://doc.workday.com/release-notes/en-us/abs/7517573.html>

# Workday release 2 setup based features

## Before release

**Edit Accrual** Personal/Carers Leave Accrual

Name: Personal/Carers Leave Accrual  
Code: Personal/Carers\_Leave\_Accrual

Category: Absence

Comments:

Calculation: Time Off Plan Overrides Usage

Instructions entered on this tab override instructions defined for the time off plan.

**Accrual Frequency Override**

Accrual Frequency Method: [dropdown]  
First Accrual Date: (empty)  
Accrual Recurs Every: 0  
Accrual Recurs Unit of Time: (empty)  
Number of Days to Pause an Accrual: 0

**Worker Eligibility Override**

Order: \*Worker Eligibility

**Lower Limit Override**

Value: [dropdown]  
Based On: [dropdown]  
Time Off Plan Balance Period: (empty)

## After release

**Create Accrual**

First Accrual Date: (empty)  
Accrual Recurs Every: 0  
Accrual Recurs Unit of Time: (empty)  
Number of Days to Pause an Accrual: 0

**Worker Eligibility Override**

Order: \*Worker Eligibility  
No Data

**Upper Limit Override**

Value: [dropdown]  
Based On: [dropdown]  
Time Off Plan Balance Period: (empty)

**Expiration Override**

Amount of Time Before Expiration: 3 [dropdown]  
Unit of Time Before Expiration: Months [dropdown]  
Include Prior Balance Period Accruals in Upper Limit Calculation: [checked]

OK Cancel

**Time Off Balance** Ben Adams

Balance As Of Date: 08/04/2024  
Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balance Tracked in Hours: 1 of 5 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrual Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrual in Period	Absence Paid in Period	Current Period in Period	Expiring Accrual In Period	Balance As of Date (Event Pending Approval)	As of Period
Time in Line 1.5 (Monthly)	Hours	0	3	0	3	0	0	0	3	0	08/01/2024 - 08/31/2024

**My Expiring Accruals** Ben Adams

Displaying expiring accrual expiration events.

As of: 07/30/2024

Time Off - Plan: 3 items

Time Off - Plan	Unit of Time	Total Balance	Expiring Accrual Balance	Expiring Accrual	Accrual Date	Expiration Date	Units to Expire
Time in Line 1.5 (Monthly)	Hours	3	3	Time in Line 1.5 (Monthly) Accrual	08/04/2024	08/04/2024	3

# Absence leave balance deduction override

## What's changing

- We add a new **Leave Balance Deduction Override** check box on the Balance/Leave Taken tab of the **Create Leave Type** and **Edit Leave Type** tasks. This override enables you to allow leave to be taken at double the duration while deducting from the leave balance at half of the rate.
- We add a new report field, **Leave Balance Deduction Override** on these business objects:
- **Leave Type**, (secured to the Set Up: Leave of Absence domain) enabling you to report on if a leave type is configured to allow for leave of absence requests to be double the duration while deducting at half the rate from the leave balance.
- **Leave of Absence Event**, (secured to the Public Reporting Items domain) enabling you to report on if a worker has leaves of absence that have Leave Balance Deduction Override enabled.

## Additional considerations

- Position based leaves are supported. The main leave type and the additional leave type must both be configured for position based leaves to enable Leave Balance Deduction Override.
- Entitlement Per Event isn't supported.
- If you update an existing leave type, all previous leave requests of this type will be retroactively updated.

## What do i need to do?

- Use the **Create Leave Type** task or the **Edit Leave Type** task to enable **Leave Balance Deduction Override** on a leave type.
- Select at least one **Additional Leave Type** that uses the same units as the parent leave type. Ensure that the additional leave type doesn't track balances.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7955038.html>

# Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Before this release, we faced numerous challenges on the payroll side regarding the accurate payment of employee leave amounts. These issues significantly impacted our ability to process leave payments correctly.</p>	<p>With this release, WD introduced the "Leave Balance Deduction Override" checkbox. This new feature ensures that the correct leave balance deductions are applied, which helps guarantee that payroll leave amounts are accurately processed in the payroll system and additionally, this reduce lot of administrative tasks for worker.</p>	<p><b>Y/N:</b> No</p> <p><b>Impact description:</b></p>

**Effort** 4 Hours

Need to identify existing leave types to enable this feature and check impact analysis of Retro change updated

**Defect link** Not Applicable

**Community link** <https://doc.workday.com/release-notes/en-us/abs/7955038.html>

# Workday release 2 setup based features

## Before release

**Create Leave Type**

Leave Type \*   
Leave Type ID   
Comment

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

Track Balance   
Balance Calendar Start Date   
Balance Calendar End Date   
Unit of Time \*   
Calendar Display \* Do Not Show Balance

**Leave Entitlement**

Entitlement per Event   
Entitlement Units  Numeric   
 Calculation   
 None of the above

## After release

**Create Leave Type**

Leave Type \*   
Leave Type ID   
Comment

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

Track Balance   
Balance Calendar Start Date   
Balance Calendar End Date   
Unit of Time \*   
Calendar Display \* Do Not Show Balance

**Leave Entitlement**

Entitlement per Event   
Entitlement Units  Numeric   
 Calculation   
 None of the above

Leave Balance Deduction Override

# Absence bulk prorate accruals

## What's changing

We add a new Bulk Automated Accrual Adjustment service step that you can configure on these business processes after the completion step:

- Assign Employee Collective Agreement
- Change Job
- End Collective Agreement Assignment
- When workers have collective agreement or change job events that impact their accrual entitlements, the Bulk Automated Accrual Adjustment service step updates the Bulk Absence Proration background job to prorate accruals for impacting events. The step creates automated adjustments in bulk for all eligible workers if the accrual is configured as:
  - Based on As of Date (for mid-period accruals).
  - Front-Loaded.

## Additional considerations

Not Applicable.

## What do i need to do?

- Access the existing **Evaluate and Correct Ineligible Future Time Off Entries** task to run a background job immediately that initiates evaluation and processing of accrual proration. From this point onwards, Workday initiates the background job automatically every 15 minutes.
- **Note:** We plan to rename this task to **Evaluate and Process Events Impacting Absence** in a later update to better reflect that this task now triggers the schedule to initiate the background jobs for evaluating time off entries and accrual eligibility in response to business process events impacting Absence.

## What happens if i do nothing?

You can continue to use the existing Automated Accrual Adjustment service step in your business processes.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7762389.html>

# Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Before this recent release, every job change event required manual approval of accruals. This process involved numerous manual approvals for each event, which significantly impacted the performance of the tenant.</p>	<p>With this release, Workday has introduced a new service step for bulk automated approval of accruals. This enhancement is designed to address performance issues and allows mass upload transactions to be approved in a single action.</p> <p>We anticipate that this will significantly improve efficiency and reduce the administrative burden.</p>	<p><b>Y/N:</b> No</p> <p><b>Impact description:</b></p>

**Effort** 4 Hours

Enable the required steps in BP and domains as per setup required

**Defect link** Not Applicable

**Community link** <https://doc.workday.com/release-notes/en-us/abs/7955038.html>

# Workday release 2 setup based features

## Before release

N/A

## After release

### Edit Business Process Definition [Change Job \(Default Definition\)](#)

Effective Date 08/23/2024

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

Most Recent Used Date 08/22/2024

Due Date 1 Week

[View Diagram](#)

[Business Process Steps](#) [Notifications](#) [Allowed Actions by Role](#) [Allowed Services](#) [Related Links](#) [Availabl](#)

Business Process Steps 20 items

Step	Order	If	Type	Specify	Optional
Q	f1	Country with Collective Agreements?	Action	Assign Collective Agreement	No
Q	g	Is the worker an Employee and not Initiated by Change Contingent Worker Status? (Workday Owned)	Action	Propose Compensation Change	No
Q	h	Country with Works Council Staffing Approval? Job Change is Demotion?	Approval	<a href="#">Offboard Procedure</a>	No
Q	i	Location Change?	To Do	<a href="#">Offboard Procedure</a>	No
Q	i1		Service	Bulk Automate Accrual Adjustments	No

# Absence leave units proration based on percentage

## What's changing

We update the **Balance / Leave Taken** tab on the **Create Leave Type** and **Edit Leave Type** tasks to include a new **Prorate by Leave Percentage** check box that you can select to prorate the number of leave units by the value of the **Leave Percentage** additional field on the leave request.

- We also deliver a new **Prorate by Leave Percentage** report field on the Leave of Absence Event business object (secured to the Public Reporting Items domain) that enables you to report on the proration state of all your leave requests. You can use this field in condition rules and custom reports.
- **Schedule Leave Type Effects Synchronization**

We update the **Schedule Leave Type Effects Synchronization** task to include a new **Prorate by Leave Percentage** check box that enables you to update that setting on existing leave events for the selected leave types to match the current configuration.

- **Leave Percentage Validation**

## What Do I Need To Do?

- You need to configure the new Absence Calendar Experience to use this feature.

## What Happens if I do Nothing?

- Workday won't prorate leave units taken for workers when they request leave of absence, based on the leave percentage that they enter on the request.

Community link

<https://doc.workday.com/release-notes/en-us/fincore/6379344.html>

# Absence leave units proration based on percentage (cont.)

## What's changing

We add a validation to the **Leave Percentage** field on the **Request Absence** task when employees, their manager, or an administrator requests leave of absence for themselves or on behalf of another worker. When the leave type is configured to prorate by leave percentage, Workday displays a warning message that helps prevent you from entering data that might cause incorrect calculation results. Workday recommends that you:

- Enter a numeric value for leave percentage.
- Use decimal values less than 1 only when you need to indicate values lower than 1 percent. Example: Enter 50 to indicate 50 percent and not 0.50..

## Additional considerations

Not Applicable.

## What do i need to do?

- You need to configure the new Absence Calendar Experience to use this feature.

## What happens if i do nothing?

- Workday won't prorate leave units taken for workers when they request leave of absence, based on the leave percentage that they enter on the request.

Community link

<https://doc.workday.com/release-notes/en-us/fincore/6379344.html>

# Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Before the recent release, we encountered several challenges on the payroll side, particularly with managing individual leave types for each percentage and processing them through payroll.</p>	<p>With this release, there is no longer a need to create separate percentage-based leave types. Instead, We can use the new option introduced, which is designed to enhance system performance and streamline the payroll process.</p> <p>This update aims to simplify leave management and improve overall efficiency</p>	<p><b>Y/N:</b> No</p> <p><b>Impact description:</b></p>

**Effort** 1 hours

Enabling this option on existing leave configuration to check the impact on payroll side

**Defect link** Not Applicable

**Community link** <https://doc.workday.com/release-notes/en-us/abs/7641334.html>

# Workday release 2 setup based features

## Before release

**Create Leave Type**

Leave Type:   
Leave Type ID:   
Comment:

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

**Track Balance**   
Balance Calendar Start Date:   
Balance Calendar End Date:   
Unit of Time:   
Calendar Display:

**Leave Entitlement**  
Entitlement per Event:   
Entitlement Units:  None of the above

**Leave Taken**  
Days to Include:   
Additional Leave Types:   
Include all Leave Types from Leave Family:   
Intermittent Time Offs:

## After release

**Create Leave Type**

Leave Type:   
Leave Type ID:   
Comment:

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

**Track Balance**   
Balance Calendar Start Date:   
Balance Calendar End Date:   
Unit of Time:   
Calendar Display:

**Leave Entitlement**  
Entitlement per Event:   
Entitlement Units:  Numeric  Calculation  None of the above

**Leave Taken**  
Days to Include:   
Additional Leave Types:   
Include all Leave Types from Leave Family:   
Intermittent Time Offs:   
Prorate by Leave Percentage:

# Absence pay status code on absence type code mapping

## What's changing

We add the Pay Status Code tab on the Maintain Absence Type Code Mapping task.

## Additional considerations

Not applicable.

## What do i need to do?

- Use the Create Pay Status Code task to define applicable pay status codes.
- Use the Maintain Absence Type Code Mapping task to associate time off or leave types in hourly units to a pay status code.

## What happens if i do nothing?

- No impact.

Community link

<https://doc.workday.com/release-notes/en-us/abs/7873171.html>

# Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Before this release, we needed to handle specific payroll tasks manually on the payroll side. Please note that these tasks are applicable only to the USA</p>	<p>With this release, Workday has introduced an option to configure pay code status on the Absence side. This enhancement allows the pay code status to be seamlessly passed from Absence to Payroll.</p> <p>This update aims to streamline the process and improve accuracy in payroll processing.</p>	<p><b>Y/N:</b> No</p> <p><b>Impact description:</b></p>

**Effort** 0.5 hours

Enabling the task and configure the pay status code

**Defect link** Not Applicable

**Community link** <https://doc.workday.com/release-notes/en-us/abs/7873171.html>

# Workday release 2 setup based features

## Before release

N/A

## After release

### Maintain Absence Type Code Mapping

Effective Date: 08/22/2024

Pay Status Code Impact Code

Default Pay Status Code for Active Workers

Default Pay Status Code for Terminated Workers

1 item

	*Pay Status Code	Explanation	Unpaid	*Leave Types/Time Offs
			<input type="checkbox"/>	



# Absence published scheduled hours for calendar day calculation

## What's changing

- Workday delivers a new Published Scheduled Hours for Calendar Day instance value calculation (IVC) that returns the total number of hours a worker is scheduled to work on a specific calendar day for all shifts that start on that day, including hours crossing midnight. This calculation only includes data for schedules created using the Workday Scheduling product.
- **Note:** Although Workday Scheduling supports positions, time off entry validations don't support referencing multiple positions in calculations. Example: If you create a conditional calculation on a *Maximum* validation that checks the job profile of the position, Workday references the job profile of the primary position.

## Additional considerations

Not applicable.

## What do i need to do?

Not applicable.

## What happens if i do nothing?

No impact.

Community link

<https://doc.workday.com/release-notes/en-us/abs/8048608.html>

# Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
Not Applicable	<p>With this release published schedule shift hours can be fetched from scheduling labor feature</p> <p>Drafts scheduled will not be pulled Published Scheduled will be pulled</p> <p>Note – this feature is only applicable if Schedule and Labor function is enabled</p>	<p><b>Y/N:</b> No</p> <p><b>Impact description:</b></p>

**Effort** 0.5 hours

Additional description if applicable

**Defect link**

**Community link**

<https://doc.workday.com/release-notes/en-us/abs/8048608.html>

# Thank you