Workday 2024 R2 Release Impact Analysis

Time tracking

2024

Time tracking

Setup required features

A

Time tracking setup 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.

Time tracking

- Automatically Submit Time
- Connected Experience: Daily Time Exceptions for Managers
- Effective Date Support for Midweek Changes in Time Calculations
- Enter Time by Period
- No Shows

cognizant

S

Time tracking - Automatically submit time

What's changing

Workday adds the following new functionalities:

- Process: Auto Submit Time Domain - enables time tracking administrators to automatically submit time for several users at once using a batch process.
- Auto Submit Time task - enables you to configure the frequency at which time will be automatically submitted so that you can have different settings for different time entry templates.
- Time Block Report Fields – delivers new report fields namely Time Block Last Submitted Date on the Time Block business object and Time Block Status on the Time Block (Coordinated) business object.
- Reported Time Blocks for a Date Range Report - enables you to identify reported time blocks within a specific date range for better time submission for payroll processing and better time management of your teams.
- Import Reported Time Blocks Web Service - adds a new Auto Submit field to web services to automatically submit a time block.

Additional considerations

To automatically submit time using web service, update the web service to v43.0 or later.

What do i need to do?

- Enable the Process: Auto Submit Time domain and configure security policies.
- Access the Auto Submit Time task.
- Configure the frequency at which time will be automatically submitted so that you can have different settings for different time entry templates.

What happens if i do nothing?

You can continue to use the Mass Submit Time task to schedule the submission of time based on period.

Community link https://doc.workday.com/release-notes/en-us/time/8018753.html

cognizant

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
Users utilize the Mass Submit Time task to schedule the submission of time based on period.	This saves users time and effort and increases efficiency in managing the submission of time by eliminating the need to schedule the submission of time for each period and the need to manually select the list of workers.	**Y/N:** No Impact. **Impact description:** N/A

Effort 6 hours

Defect link N/A

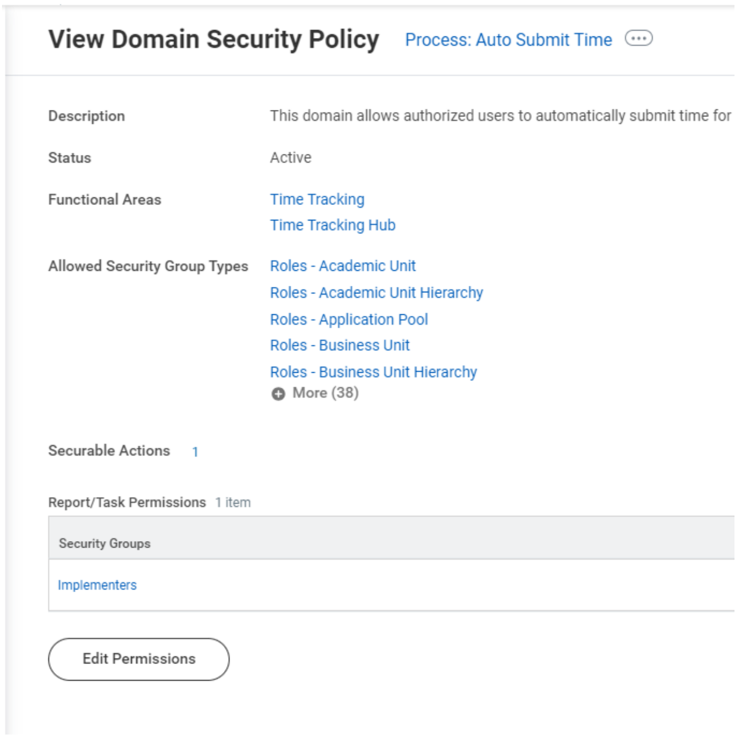
Community link https://doc.workday.com/release-notes/en-us/time/8018753.html

Workday release 2 setup based features

Before release

N/A

After release

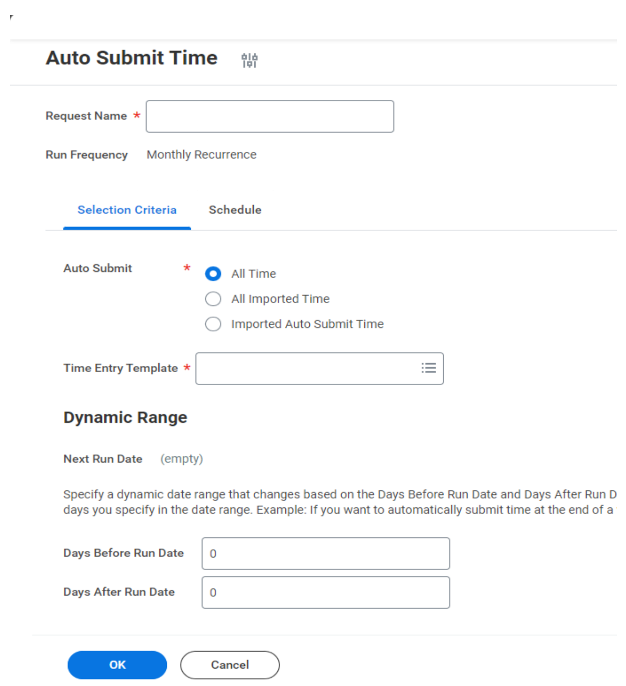


Workday release 2 setup based features

Before release

N/A

After release



Time tracking - Connected experience: Daily time exceptions for managers

S

What's changing

With this release, Workday continues to enhance the Connected Experience: Daily Time Exceptions feature by now enabling managers to:

- View additional time exceptions for workers who haven't checked out.
- Add clock events on behalf of workers.

Workday delivers these new tasks (secured to the Worker Data: Add Time Clock Events domain) for managers to check workers in and out:

- Add Clock Event Mobile Check-In
- Add Clock Event Mobile Check-Out

Managers access these tasks by selecting Add Clock Event from the options menu next to the worker name on the Attendance tab.

Additional considerations

This feature is:

- Only available for managers.
- Available for both iOS and Android devices.
- Only available when you have both Time Tracking and Workday Scheduling.

What do i need to do?

Add user or role based groups to the Manager: Time Exception Experience domain in the Workday Scheduling functional area.

Ensure that relevant security groups have access to these existing domains:

- Person Data: Work Phone (Person functional area)
- Self-Service: Current Staffing Information (Person functional area)
- Self-Service: Work Phone (Person functional area)
- Worker Data: Add Clock Event (Time Tracking functional area)
- Worker Data: Edit Time Clock Events (Time Tracking functional area)
- Worker Data: Public Worker Reports (Person functional area)
- Worker Data: View Time Clock Events (Time Tracking functional area)

Managers must access the Team Schedule or Schedule worklet once on mobile before Workday displays the new experience.

Community link https://doc.workday.com/release-notes/en-us/time/7624715.html

cognizant

S

Time tracking - Connected experience: Daily time exceptions for managers (cont.)

What happens if i do nothing?

If you didn’t configure the domains required for this feature in the past, your managers won't see any changes in their Workday mobile application.

For customers who configured the Manager: Time Exceptions Experience domain, Workday automatically displays these new features to managers:

- An Attendance tab in the Team Schedule worklet.
- A Today’s Attendance card on the mobile home feed.

Workday only displays shifts from managers’ direct reports.

Community link https://doc.workday.com/release-notes/en-us/time/7624715.html

cognizant

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
Managers won't see any changes in their Workday mobile application.	This helps managers quickly resolve daily time exceptions from the Workday mobile application.	**Y/N:** No Impact. **Impact description:** N/A

Effort 1.5 hour

Defect link N/A

Community link https://doc.workday.com/release-notes/en-us/time/7624715.html

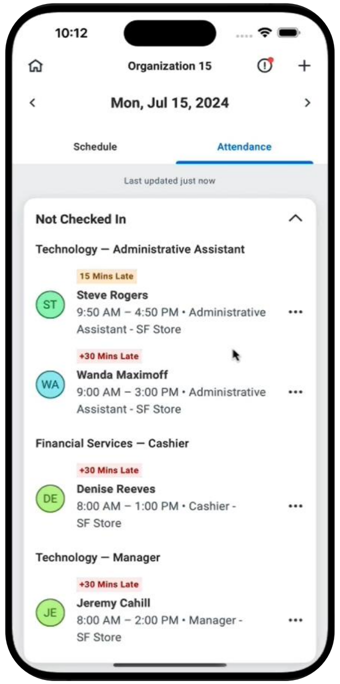
cognizant

Workday release 2 setup based features

Before release

N/A

After release



Time tracking - Effective date support for midweek changes in time calculations

What's changing

With this release, Workday supports midweek changes in worker eligibility, providing you the option to evaluate worker eligibility for time calculations daily, rather than applying end of the week eligibility.

Workday displays a new Run Time Calculation Eligibility Day by Day check box on the Edit Tenant Setup – HCM task, which enables you to evaluate worker eligibility for daily time calculations. When you select the check box, we display a new Start Daily Evaluation on Date prompt option that you can use to select a date when daily evaluation of eligibility begins. When you select a date in the middle of the week, daily evaluation applies to the entire week.

Workday delivers a new Time Calculation Eligibility Changes report (secured to the Set Up: Time Tracking domain) that enables you to identify worker eligibility changes for time calculation groups and time calculation group snapshots for the selected start and end dates.

Workday also adds a link to the report on the output page of the Time Calculation Debugger report.

What do i need to do?

Workday delivers a new Worker Eligibility Time Period report data source (secured to the Set Up: Time Tracking and Set Up: Time Calculations domains) and a new Worker Eligibility Time Period business object.

Workday adds a new Evaluate Time Calculation Eligibility Settings section when you run the Time Calculation Debugger report. Under the section, we add a new Configure When to Evaluate Time Calculation Eligibility check box.

Workday adds a new Country / Country Region prompt on these tasks that you can use for improved filtering for groups of workers when running daily time calculation eligibility: Create Time Calculation Group and Edit Time Calculation Group.

Community link

https://doc.workday.com/release-notes/en-us/time/7298725.html

S

Time tracking - Effective date support for midweek changes in time calculations

What's changing

When you enable Workday to evaluate worker eligibility on a daily basis, Workday now removes the time-calculation-related columns from these reports: Find Shift Blocks Crossing Weeks with Eligibility Changes and View Shift Blocks Crossing Weeks with Eligibility Changes Results.

You can no longer use the reports to track time calculation eligibility changes. Workday recommends that you use the new Time Calculation Eligibility Changes report instead.

Additional considerations

Workday delivers a new Worker Eligibility Time Period report data source (secured to the Set Up: Time Tracking and Set Up: Time Calculations domains) and a new Worker Eligibility Time Period business object.

Workday adds a new Evaluate Time Calculation Eligibility Settings section when you run the Time Calculation Debugger report. Under the section, we add a new Configure When to Evaluate Time Calculation Eligibility check box.

Workday adds a new Country / Country Region prompt on these tasks that you can use for improved filtering for groups of workers when running daily time calculation eligibility: Create Time Calculation Group and Edit Time Calculation Group.

What happens if i do nothing?

You'll see no change in how worker eligibility for time calculations is evaluated. Workday will continue to apply the current calculation snapshot criteria to the entire week.

Continue to use the Find Shift Blocks Crossing Weeks with Eligibility Changes and View Shift Blocks Crossing Weeks with Eligibility Changes Results reports to track time calculation eligibility changes.

However, you can use the new:

- Options that support this feature when you run the Time Calculation Debugger report.
- Country / Country Region prompt on the Create Time Calculation Group and Edit Time Calculation Group tasks for improved filtering for groups of workers when Workday evaluates daily time calculation eligibility.

Community link https://doc.workday.com/release-notes/en-us/time/7298725.html

S

Time tracking - Effective date support for midweek changes in time calculations

What do i need to do?

1. Access the Edit Tenant Setup - HCM task, find the Time Tracking section, and enable the Run Time Calculation Eligibility Day by Day check box. This setting applies to all workers in the tenant.
2. Select the date for which you want daily eligibility evaluation to begin. If you select a date:

- In the past, you need to run time calculations to capture any changes in calculation eligibility.
- In the middle of the week, daily evaluation is applied for the entire week.

3. Access one of these tasks and use the new Country / Country Region prompt to further filter the group of workers for which Workday runs daily time calculation eligibility, improving performance:

- Create Time Calculation Group
- Edit Time Calculation Group

4. Workers enter their time as usual.

5. Use the Time Calculation Debugger report to check for changes in the calculation results:

- Expand the Evaluate Time Calculation Eligibility Settings section and select the Configure When to Evaluate Time Calculation Eligibility check box.
- When your tenant-level setting is set to daily evaluation, don't select the Evaluate Time Calculation Eligibility Daily check box to review the report output based on end of week eligibility.
- When your tenant-level setting is not set to daily evaluation, select the Evaluate Time Calculation Eligibility Daily check box to review the report output based on daily eligibility.

6. View time calculation eligibility changes for workers with the new Time Calculation Eligibility Changes report.

Community link https://doc.workday.com/release-notes/en-us/time/7298725.html

cognizant

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
Workday still applies the current calculation snapshot criteria to the entire week.	Workday automatically applies the appropriate effective-dated time calculation snapshots and time calculation group snapshots, saving you time and effort.	Y/N: No Impact. Impact description: N/A

Effort 8-10 hours

Defect link N/A

Community link https://doc.workday.com/release-notes/en-us/time/7298725.html

Workday release 2 setup based features

Before release

Time Tracking

Defer Time Clock Event Processing	☐
Use Automated Scheduling	☐
Run Calculations with Time Off Approval	☐
Enable Standard Mobile Check-In	☐
Position Display Options *	× Position
Additional Info on Position Display	

After release

Time Tracking

Defer Time Clock Event Processing	☐
Use Automated Scheduling	☐
Run Calculations with Time Off Approval	☑
Run Calculations after Date	MM/DD/YYYY
Enable Standard Mobile Check-In	☑
Position Display Options *	× Position
Additional Info on Position Display	× Supervisory Org
Run Time Calculation Eligibility Day by Day	☐

Time tracking - Enter time by period

What's changing

With this release, Workday enables workers and managers to use the period calendar as their primary time entry method. We now also enable you to include scheduling data on the calendar and display information such as holiday events and period indicators.

Workday updates these tasks:

- Create Time Entry Template
- Delete Time Entry Template
- Edit Time Entry Template

For the Primary Calendar prompt, Workday:

- Renames the Classic with Period option to Classic.
- Adds a new Period option.

Workday adds an Include Scheduling Data check box to the Additional Options section. When you select Period or Classic from the Primary Calendar prompt, you can select Include Scheduling Data to include scheduling information on the period calendar.

What do i need to do?

If you already configured the period calendar as an additional calendar view, you now have the option to include scheduling data on the calendar.

If you want to enable the period calendar now, update Primary Calendar on the time entry template to have the period calendar set to either a primary or an additional view.

What happens if i do nothing?

If you do nothing, Workday will continue to display the time entry calendar in the view that is currently configured. If you configured the period calendar as the secondary calendar view, Workday will display the new Period Calendar button to your workers and managers.

Community link https://doc.workday.com/release-notes/en-us/time/7624711.html

Time tracking - Enter time by period

S

What's changing (cont.)

When the Enable Workday Scheduling check box on the worker's time entry template is checked, Workday displays Workday Scheduling data. Otherwise, Workday displays scheduling data from the work schedule calendar.

The period calendar, if enabled as primary, is supported in delegation, Revise Time in My Tasks, and all other places you can access the Enter My Time and Enter Time for Worker reports.

Additional considerations

The period calendar doesn't display these items: PDF printing; Business process help text; Overtime request blocks.

Community link

https://doc.workday.com/release-notes/en-us/time/7624711.html

cognizant

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
Workday displays the time entry calendar in the view that is currently configured.	The period calendar now provides a better user experience. Workers and managers no longer need to switch to the classic calendar view to handle time offs or to view holidays and period indicators.	**Y/N:** No Impact. **Impact description:** N/A

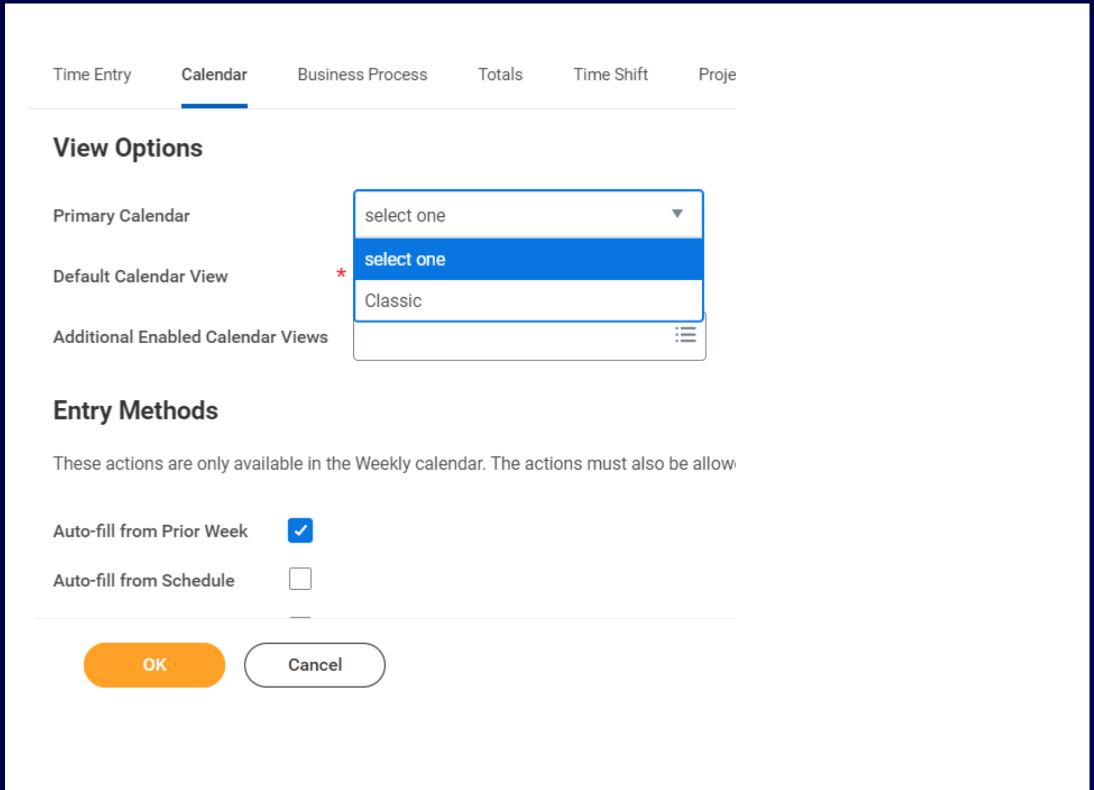
Effort 3-5 hours

Defect link N/A

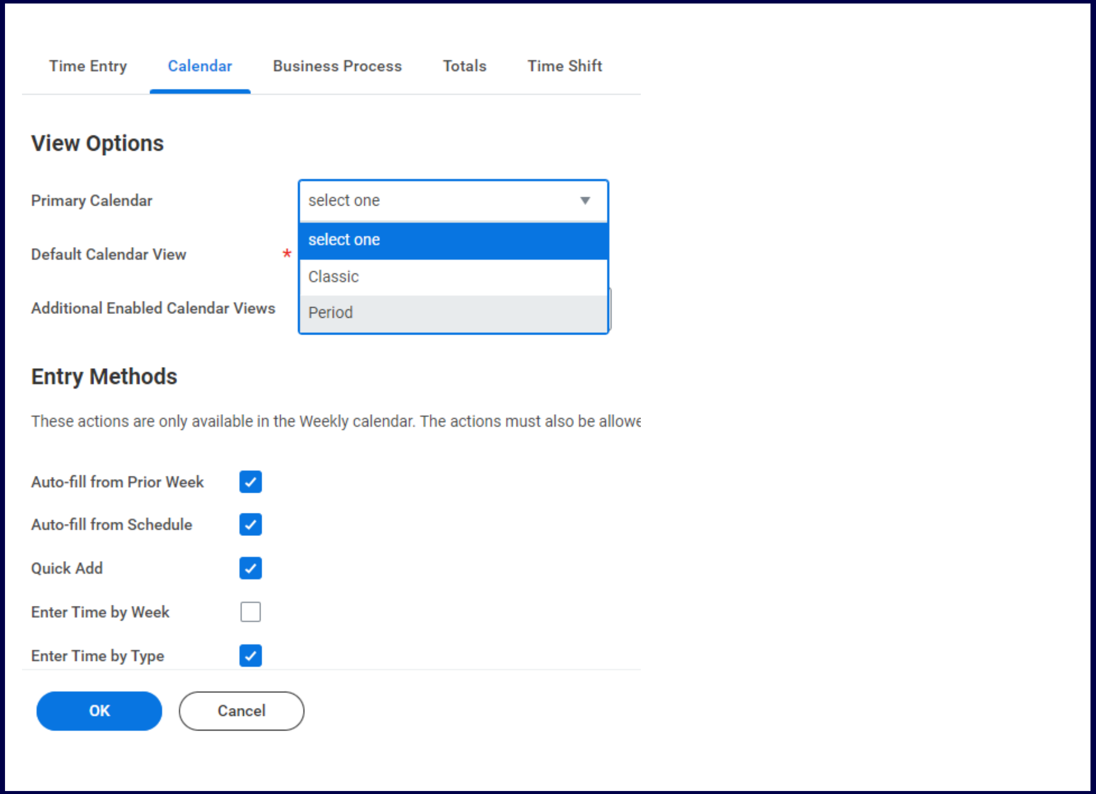
Community link https://doc.workday.com/release-notes/en-us/time/7624711.html

Workday release 2 setup based features

Before release

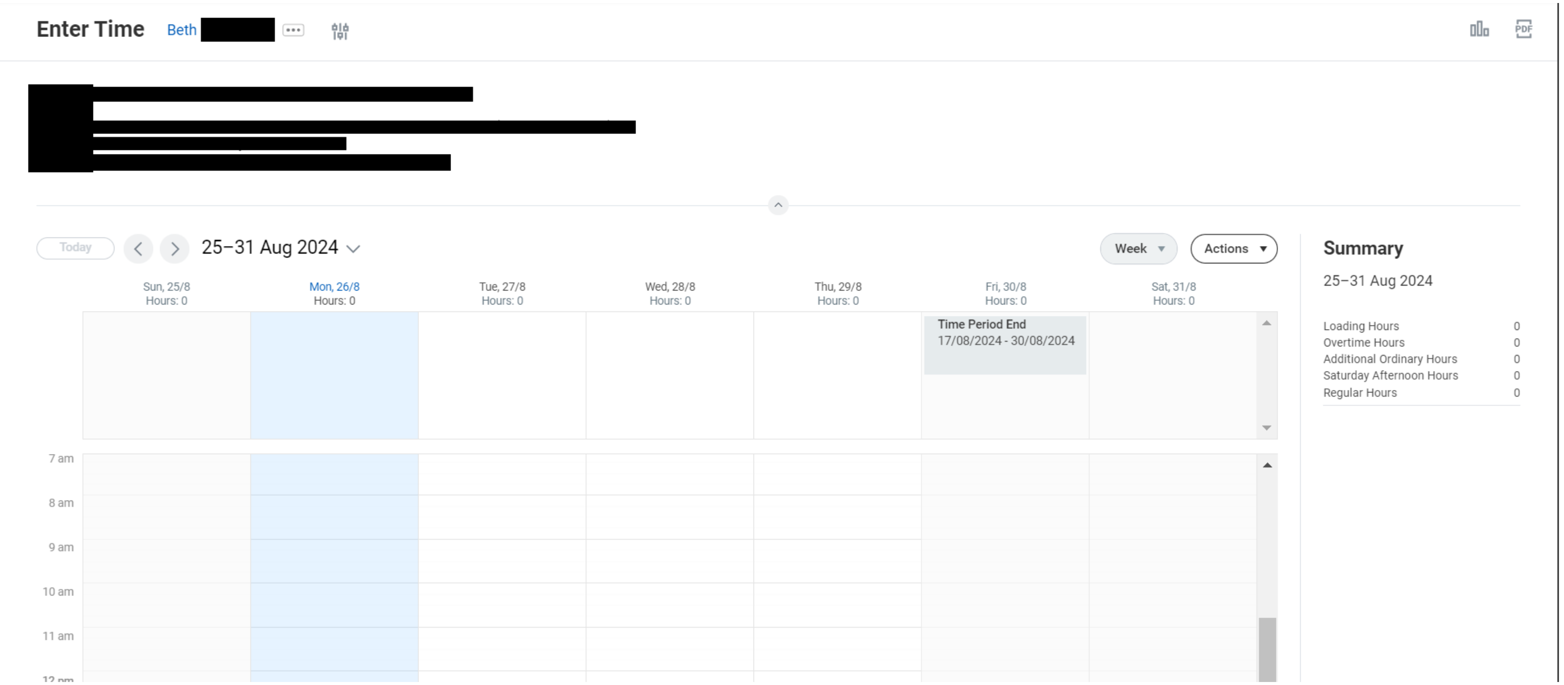


After release



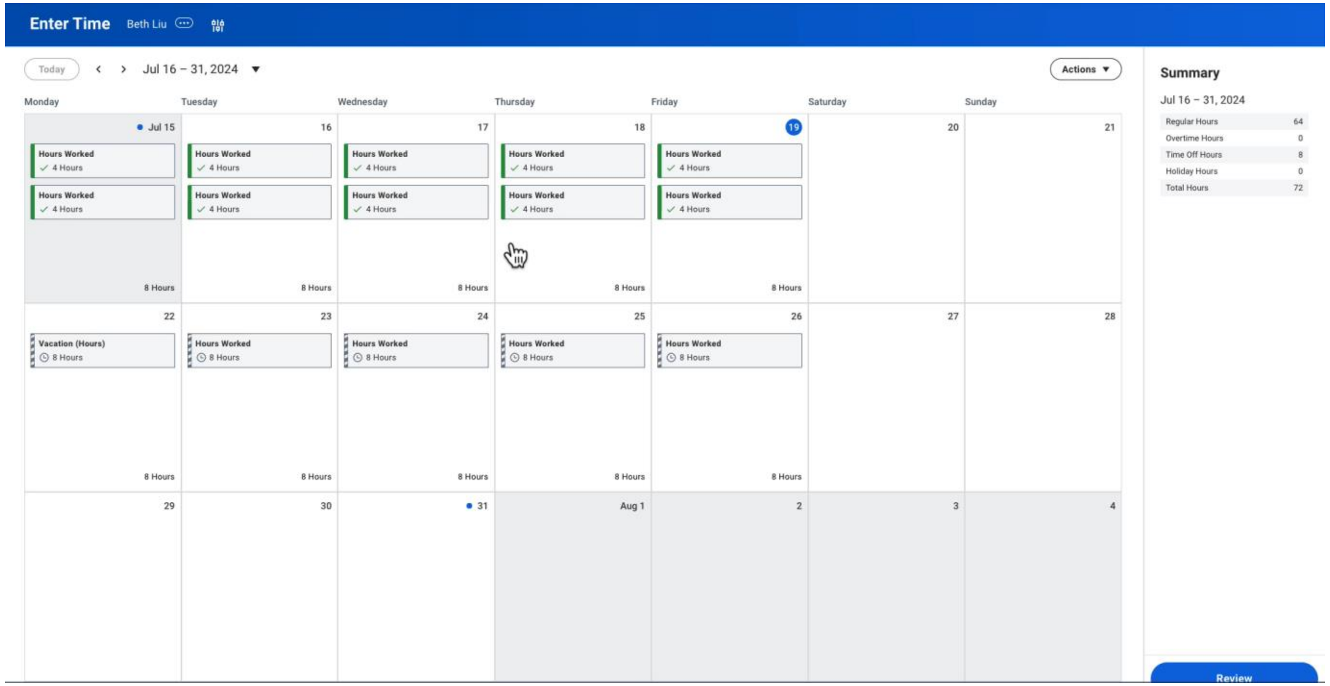
Workday release 2 setup based features

Before release



Workday release 2 setup based features

After Release



Time tracking - No shows

What's changing

Workday gives organizations the ability to assign an attendance status and points to workers who don't show up for their scheduled shift.

When you configure this feature, when workers don't check in for their shift, Workday will create a No Show block on the calendar. When you click into the block, Workday displays: the details of the scheduled shift; the attendance points the worker received due to the No Show; when the attendance points expire.

These blocks are different from time blocks and won't be included when you report on time blocks. They will also appear regardless of whether you've run time calculations.

When you configure attendance points for the No Show status, Workday will apply the attendance points to the worker. Using Workday Talent, you can set up disciplinary actions that trigger according to the number of attendance points that a worker has.

What do i need to do?

Create a No Show time attendance status and update existing time attendance rule sets, or create new ones.

What happens if i do nothing?

You'll see no changes in Workday if you don't enable this feature.

Community link https://doc.workday.com/release-notes/en-us/time/7513091.html

S

Time tracking - No shows

Additional considerations

If there's any increment of time off or a holiday on the same day, no No Shows will fire for that day. However, when a worker takes an absence on the same day as their scheduled shift, you will need to rerun calculations in order for No Shows not to fire. Example: Ben is scheduled to work a shift starting at 9AM today, but requests sick time off at 8AM. You must rerun calculations in order for the No Show not to fire. If you've added an absence on the day a No Show fired, you can rerun calculations to clear it.

Workday updates these reports to display No Shows: Time Attendance Points for Worker; Time Attendance Entry Records for Worker; My Time Attendance Entry Records.

We also update the Time Attendance Entry Record business object and its related fields to account for no shows.

In the future we will enable No Shows to display on the Enter and Approve Time report and on the period-based time entry calendar.

Community link https://doc.workday.com/release-notes/en-us/time/7513091.html

cognizant

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
Users can't easily track No Shows.	Users can now track when No Shows occur, helping them to reduce unexpected absences and the disruptions they cause.	**Y/N:** No Impact. **Impact description:** N/A

Effort 2-4 hours

Defect link N/A

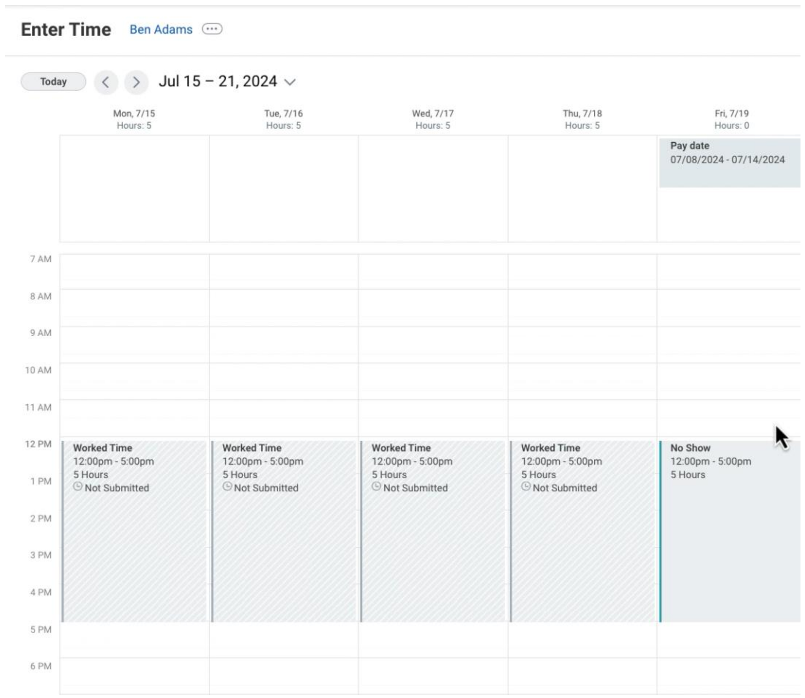
Community link https://doc.workday.com/release-notes/en-us/time/7513091.html

Workday release 2 setup based features

Before release

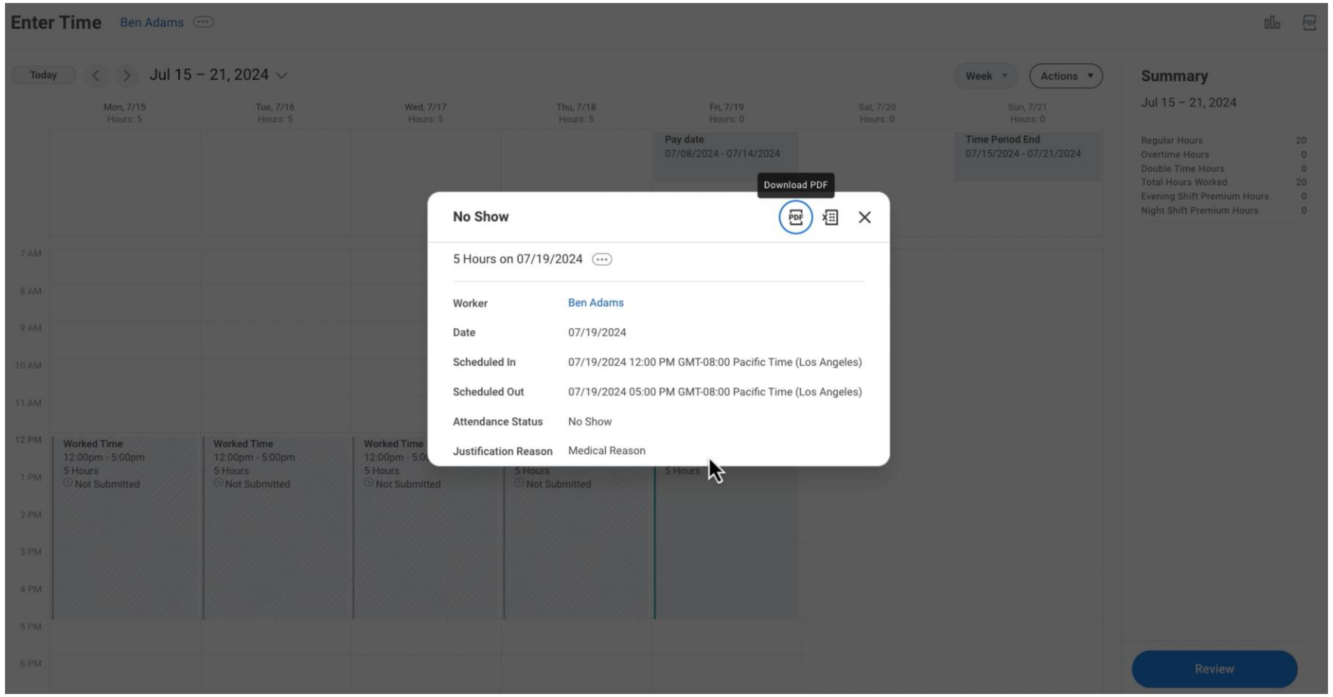
N/A

After release



Workday release 2 setup based features

After Release



Thank you