



Top Payroll, Absence and Time Tracking Features Review

Workday 2025R2

9/3/2025

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Workday's safe harbor

Today's presentation may contain forward looking statements that are subject to risks and assumption as described in Workday's SEC filings.

Your Host



Tia Taylor

CVS Payroll Consultant

Release preparation

Check Release Center

- Review Automatically Available items
- Subscribe to important Release Notes in Community
- Review retirement Release Notes

Change management plan

- Changes to the user experience or process updates
- Retiring functionality
- When to uptake Setup Required functionality

Prepare the tenant

- Run audit reports and resolve issues:
 - In Production **before** Sandbox Preview is updated with the release
 - In Sandbox Preview **after** it is updated with the release

Execute test plans

- Test integrations first
- System data validation
- Critical business processes
- Critical custom reports

Visit Workday's Feature Release Planning Guide (US) here: <https://community-content.workday.com/en-us/reference/learn/get-started/get-started-with-workday/feature-release-planning.html>

Release features

Payroll

- **Assign Costing Allocation Questionnaire**
- **Intelligent Prompt Recommendations for Payroll for Canada**
- **Bank Account Verification for Payment Elections**
- **Create Multicriteria Advanced Lookup Table**

Payroll

Assign Costing Allocation Questionnaire

Require detailed explanations for costing allocations that occur outside an approved date range.

Reasons to consider this feature

- Adds a configurable questionnaire to the Assign Costing Allocation business process, allowing for detailed justification of allocations outside approved date ranges.
- Payroll administrators can view questionnaire responses in the Event Details section once the process or questionnaire is completed.
- Uses the new Costing Allocation Submission Date report field to trigger the questionnaire when submission dates exceed a specified threshold from the start date.

What do I need to do

1. Configure the questionnaire
 1. Click **Edit Questionnaire Details**
 2. On the **Allowed-on Business Process** field, select **Assign Costing Allocation**.
2. View Questionnaire Responses in Approval Steps

<https://doc.workday.com/release-notes/en-us/paywdacct/8959819.html>

Assign Costing Allocation Questionnaire, cont.

Require detailed explanations for costing allocations that occur outside an approved date range.

What happens if I do nothing

- No questionnaire will be required when assigning cost allocations for employees.

Additional considerations

- None

Assign Costing Allocation Questionnaire, demo

Assign Costing Allocation Business Process

View Business Process Definition

Assign Costing Allocation (Default Definition)

Effective Date

09/20/2025

> Security Group Restrictions

Business Process Steps

Notifications

Related Links

More

Step	Order	Type	Specify	Optional	Group
Q	a	Initiation		No	
Q Configure Questionnaire	b	Complete Questionnaire		No	HR Administrator Payroll Administrator

Questionnaire example

All Items

☆ ⚙️ 📄

Created: 09/20/2025 | Effective: 09/20/2025

Q Search: All Items

🔍 Advanced Search

Costing Allocation:
Effective: 09/20/2025

Complete Questionnaire

'Assign Costing Allocation' for Costing Allocation:

Provide reasons for assigning costing allocations

Have you notified the payroll team of the allocations for the employee?
(Required)

☐ No

☐ Yes

If no, why not? Provide as much detail as possible for change.(Required)

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Intelligent Prompt Recommendations for Payroll for Canada

Improve efficiency in completing ROE and withholding order tasks and reporting.

Reasons to consider this feature

- Workday uses machine learning to suggest relevant prompts, helping streamline payroll processes and reduce manual effort.
- You have the flexibility to configure these intelligent recommendations specifically for Payroll in Canada, ensuring alignment with regional requirements and practices.
- By leveraging AI-driven suggestions, your team can make quicker, more informed decisions, ultimately improving payroll accuracy and operational efficiency.

What do I need to do

- Nothing, the prompts for Payroll for Canada are automatically selected on the **Maintain Machine Learning Prompt Recommendations** task.

<https://doc.workday.com/release-notes/en-us/paywdcan/8948928.html#Impact-tab>

Intelligent Prompt Recommendations for Payroll for Canada, cont.

Improve efficiency in completing ROE and withholding order tasks and reporting.

What happens if I do nothing

- Workday automatically selects the check boxes for the Payroll for Canada fields on the **Maintain Machine Learning Prompt Recommendations** task.
- To opt out of prompts for specific task fields, clear the relevant check box.

Additional considerations

- Recommendations may not appear immediately as the machine learning models require sufficient usage data and may take over a month to reach accuracy thresholds.

Intelligent Prompt Recommendations for Payroll for Canada, demo

Recommended option on Create ROE Data for Events

Create ROE Data for Events

Pay Groups	
Companies	Search
ROE Events	All Recommended
ROE Creation Criteria	

Recommended options on View ROEs to Amend

View ROEs to Amend

View Report Definition

Pay Group	Search
Companies	All Recommended
Pay Period Processed	

CancelOK

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Bank Account Verification for Payment Elections

Strengthen payroll security by blocking unauthorized bank account changes and reduce fraud risk

Reasons to consider this feature

- Enhanced Verification for Bank Account Changes
- Block unauthorized bank account changes and reduces fraud risk from phishing attempts.
- Secure Access and Lockout Management
- Adds dynamic account validation with customizable attempt limits and clear error messaging.
- Customizable Help and Automatic Unlocks
- Allows access restoration via unlock tasks and supports custom help text and automatic unlocks after rejections.

What do I need to do

1. Access the **Edit Tenant Setup – Financials** task
2. Enable **Bank Account Verification for Payment Elections**
3. Configure the maximum attempts on the **Maximum Attempts Override for Payment Election Verification** field.
4. On the **Maintain Payment Elections Help Text** task, enter the help text that displays on the lockout screen.
5. Provide access to users to the new domain **Manage: Unlock Payment Elections Access**. This provides users access to the **Unlock Payment Election Access** task.

<https://doc.workday.com/release-notes/en-us/paywdpymt/8610410.html?lang=en-us#Impact-tab>

Bank Account Verification for Payment Elections, cont.

Strengthen payroll security by blocking unauthorized bank account changes and reduce fraud risk

What happens if I do nothing

- Workday won't require the user to verify their bank account before making changes to **Change Account Information** and **Edit Payment Elections** tasks.

Additional considerations

- Customers should work with their security team to understand who should own the process using the **Unlock Payment Election Access** task. To use this task, the user must have access to the new *Manage: Unlock Payment Election Access* domain.
- Verification does not apply when adding a new bank account as there is no existing data for comparison.

Bank Account Verification for Payment Elections demo

Verify Bank Account

Change Account Information

For security purposes, enter your full account information before you continue.

You have 4 attempts remaining.

Account *****6789

Account Number *

Payment Election

For security purposes, enter your full account information before you continue.

Account *****4581

Account Number *

Lockout message

Change Account Information

You have exceeded the number of tries and your account is now locked. Please reach out to the Payroll Administrator for assistance.

Done

Administrator unlock report task

Unlock Payment Election Access

Unlock users blocked from managing bank details and payment elections due to multiple failed verification attempts.

Blocked users 1 item | 1 selected

	Person	User Name	Lockout Date and Time
☒	Logan McNeil	lmcneil	08/22/2025 03:21 PM

Create Multicriteria Advanced Lookup Table

Create an advanced lookup table with values based on a combination of different search criteria types

Reasons to consider this feature

- Combine up to five search criteria to reduce the number of calculations and simplify complex processes.
- Fewer steps mean faster execution and better performance across payroll and financial tasks.
- Makes parameter setup and updates easier for implementers and administrators, saving time and effort.

What do I need to do

- Use **Create Multicriteria Advanced Lookup Table** task to create a new table.
- Enable the web services operations Get/Put Multicriteria Lookup Tables to use EIB.

<https://doc.workday.com/release-notes/en-us/paywdfra/7608846.html#qid=1228106>

Create Multicriteria Advanced Lookup Table, cont.

Create an advanced lookup table with values based on a combination of different search criteria types

What happens if I do nothing

- No impact.

Additional considerations

- Once the Search Criteria in a multicriteria advanced lookup table is created, it is fixed and cannot be edited.
- To make changes to search criteria definitions, you need to create a new multicriteria advanced lookup table.
- The Create Lookup Calculation task has been updated to support this feature.

Create Multicriteria Advanced Lookup Table demo

Enter Name and Category of Multicriteria Table

Create Multicriteria
Advanced Lookup Table

Overview

Search Criteria

Column Labels

Values

Review and Submit

Name *

2025 Allowances

Category *

Payroll

Country

Comment

Designate Search Criteria

Create Multicriteria
Advanced Lookup Table

Overview

Search Criteria

Column Labels

Values

Review and Submit

	*Name	*Search Criteria Type	Business Object
+ -	Company	☐ Numeric Calculation Search Criteria ☐ Text Report Field Search Criteria ☒ Report Field Search Criteria	
+ -	Years of Service	☒ Numeric Calculation Search Criteria ☐ Text Report Field Search Criteria ☐ Report Field Search Criteria	

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Create Multicriteria Advanced Lookup Table demo

Define Column Names

Create Multicriteria Advanced Lookup Table

○ Overview

○ Search Criteria

● Column Labels

○ Values

○ Review and Submit

Display On Page	Display Name
☒	Stipend 1
☒	Stipend 2
☐	
☐	
☐	

Specify Output

Create Multicriteria Advanced Lookup Table

○ Overview

○ Search Criteria

○ Column Labels

● Values

○ Review and Submit

Effective Date * 01/01/2025

Order	*Company	*Years of Service	Stipend 1	Stipend 2
+ -	▼ × Company A	From 5 To 20	100	500
+ -	▲ × Company B	From 1 To 5	50	75

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Create Multicriteria Advanced Lookup Table demo

Create criteria for table

Create Multicriteria Lookup Table

Multicriteria

Name *

2025 Allowances

Category *

Payroll

Country

United States of America

*Name	*Search Criteria Type	Business Object
Company	☐ Numeric Calculation Search Criteria ☐ Text Report Field Search Criteria ☒ Report Field Search Criteria	Company
Years of Service	☒ Numeric Calculation Search Criteria ☐ Text Report Field Search Criteria ☐ Report Field Search Criteria	

Table Data

Usage

Effective Date *

08/09/2025

Order	*Company	*Years of Service	Wifi Stipend	Metro Allowance
▼ ▼	Workday Release 2025 R2	From 0 To 1	20	10
▲ ▼	Workday Release 2025 R2	From 1 To 5	50	15
▲ ▲	Workday Release 2025 R2	From 5 To 10	100	25

Enter search criteria

Create Multicriteria Lookup Table

Multicriteria

Name *

2025 Allowances

Category *

Payroll

Country

United States of America

*Name	*Search Criteria Type	Business Object
Company	☐ Numeric Calculation Search Criteria ☐ Text Report Field Search Criteria ☒ Report Field Search Criteria	Company
Years of Service	☒ Numeric Calculation Search Criteria ☐ Text Report Field Search Criteria ☐ Report Field Search Criteria	

Return output

Order	*Company	*Years of Service	Wifi Stipend	Metro Allowance
▼ ▼	Workday Release 2025 R2	From 0 To 1	20	10
▲ ▼	Workday Release 2025 R2	From 1 To 5	50	15
▲ ▲	Workday Release 2025 R2	From 5 To 10	100	25

Create Multicriteria Advanced Lookup Table demo

Attach Lookup Table to Lookup Calculation
used in earning code

View Lookup Calculation

Allowance Plan Exists

Name

Allowance Plan Exists

Category

Payroll

Calculation

Usage

Lookup Table

2025 Allowances [USA]

Column

Metro Allowance

Period Date Indicator for

(empty)

Lookup Calculation

Name	Calculation Value
Company	 Company
Years of Service	1

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Pay Results

Benefits				
Gross Benefits				
Pay Component	Amount	MTD	QTD	YTD
Wifi Stipend	50.00	28.92	57.84	245.82
Others				
Gross Pay - Others				
Pay Component	Amount	MTD	QTD	YTD
Metro Allowance	15.00	15.00	15.00	15.00

Payroll at-a-glance

Assign Costing Allocation Questionnaire

JIRA	PAYWDACCT-34464
Setup effort	Setup required
Change impact	Assign Costing Allocation BP

Intelligent Prompt Recommendations for Payroll for Canada

JIRA	PAYWDPYMT-7420, PAYWDPYMT-7176
Setup effort	Setup required
Change impact	FIN, HCM and STU Modules

Bank Account Verification for Payment Elections

JIRA	PAYWDPYMT-7420, PAYWDPYMT-7176
Setup effort	Setup required
Change impact	FIN, HCM and STU Modules

Payroll at-a-glance

Create Multicriteria Advanced Lookup Table

JIRA	PAYWDCORE-52766
Setup effort	Automatically available EIB Setup Required
Change impact	N/A

Absence Management

Your Host



Karen Craig

Director, CVS Absence and Time Tracking

Release features

Absence Management

- Document Generation Support for Absence Business Processes
- Payout of Expiring Accruals
- Absence Calendar Experience

Time Tracking

- Time Management Hub

Document Generation Support for Absence Business Processes

With this update, Workday adds Generate Document as an available action step on Absence business processes.

Reasons to consider this feature

The **Generate Document** action step has been added to the Absence business processes, allowing for the dynamic generation of editable documents when workers initiate tasks related to absences, such as requesting time off or a leave of absence. The **Generate Document** action step can be configured on these Absence business processes:

- *Absence Case Event*
- *Buy Time Off*
- *Correct Time Off*
- *Request Leave of Absence*
- *Request Time Off*
- *Return Leave of Absence*
- *Sell Time Off*

What do I need to do

This feature is automatically available but does require some configuration to customize for your administrative needs. To use this feature you will need to create a document template using either the traditional text block method or Workday Docs. Specific instructions for each method can be found on Community.

Once your Template is created, you will need to add and configure a *Generate Document* action step as part of the applicable Absence business process definition.

[Document Generation Support for Absence Business Processes](#)

Document Generation Support for Absence Business Processes Demo

Create Document Task

View Business Process Definition

Request Time Off (Def...)

Effective Date08/24/2025

Most Recent Used Date08/15/2025

Due Date2 Days

View Diagram

Business Process Steps

Notifications

Allowed Actions by Role

Business Process Steps 2 items

Step	Order	If	Type	Specify
Q	a		Initiation	
Q	b	Assignee is not Initiator or Prior Approver?	Approval	

Create Document

Effective Date *08/24/2025

Name *Time Off Request Demo

Category *x Time Off

Description

Type

☐ Attachment

☐ Link

☒ Template

Source *x Request Time Off

Cancel

OK

Validation

Due Date

Due Date Is Based On Effective Date

Do Not Advance

Complete

Time Offs on STD and Hours GT 0 (Critical)

2 Days

No

Yes

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Document Generation Support for Absence Business Processes Demo, cont.

Add Generate Document Step to the desired Business Process

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

Business Process Steps 3 items

	Step		*Order	Parallel Step Order in My Tasks	If	Notes	*Type	
			c				Action	
			a					
			b		Assignee is not Initiator or Prior Approver?		Approval	

Generate Document

Personnel Action Request

Request Delegation Change

Review Time Off Request

Search

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Document Generation Support for Absence Business Processes Demo, cont.

What happens if I do nothing

- Nothing – this feature is automatically available but the configuration detailed above is required for use.

Additional considerations

We recommend that you add the *Generate Document* action step after the *Completion* step in the business process.

We also recommend that you then add a *Review Documents* step. When you configure the review document step, select the *Generate Document* action step that you added in Step 2.

Payout of Expiring Accruals

With this release, Workday extends its Accrual Expiration functionality, enabling you to configure time off plans to automatically pay out unused, expiring accruals using the new Time Off Forfeiture Adjustment Process.

Reasons to consider this feature

Payout of Expiring Accruals functionality enables you to manage the payout of expiring accruals more efficiently by:

- Streamlining manual tasks
- Eliminating the need for costly workarounds
- Using Workday's delivered framework to simplify your setup and save time through automation

What do I need to do

This feature is automatically available but does require some configuration to customize for your administrative needs.

Create Time Off: On the **Create Time Off** task, select the **Enable for Forfeiture Adjustment** checkbox. Then, on the new **Forfeiture Options** tab, choose **Expiring Accruals**.

Add to a Time Off Plan: Access the **Create Time Off Plan** task or **Edit Time Off Plan** task. Add the new forfeiture time off to the plan. The **Time Off for Forfeiture Adjustment** field will automatically populate on the **Time Off** tab. If it doesn't populate, you must manually add it to use this feature.

Security and Permissions: Enable the *Process: Time Off Forfeiture Adjustment* domain and configure security permissions. [Payout of Expiring Accruals](#)

Payout of Expiring Accruals Demo

Create Time Off with Forfeiture Adjustment Enabled and Expiring Accruals Selected

Create Time Off

Name

*

Test Forfeiture Time Off

Code

*

Test Forfeiture Time Off

Require Position on Time Off Request

☐

Category

Absence

Payroll

Time Off Type

*

x

Test Forfeiture Time Off

⋮

Allow to Sell Time Off

☐

Enable for Forfeiture Adjustment

☒

Picked up by Payroll Interface one Period in Arrears

☐

Visible for Team Absence

☐

Comments

Details

Validations

Time Off Plan Overrides

Reasons

Worktags

Sell Options

Forfeiture Options

Forfeiture Type

*

x

Expiring Accruals

⋮

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Payout of Expiring Accruals Demo, cont.

Add The Forfeiture Time Off to the Applicable Time Off Plan

Balance

Calculation

Accrual

Time Off

Eligibility

Time Off 1 item

+

*Subtracts from Balance

Effective-Dated Snapshot

Eligibility Override Exists

Lower Limit Override Exists

Default Quantity Override Exists

-

×

Test Forfeiture Time Off

...

Payout Time Offs

Time Off for Balance Transfer Adjustment

Time Off for Termination Adjustment

Time Off for Forfeiture Adjustment

×

Test Forfeiture Time Off

...

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Payout of Expiring Accruals Demo, cont.

Enable the *Process: Time Off Forfeiture Adjustment* domain and configure security permissions.

Domain Security Policies for Functional AreaTime Off and Leave

DescriptionSet up and administer time off and leave plans for your enterprise. Manage who can request specific time off and leave through eligibility, validations, segmented security, and absence thresholds. Set up and administer absence entitlements for both time off and leave plans, and define carryover limit and expiration rules for time off plans. Configure who can sell specific time offs, including when they can sell and how much. View worker absence balances, including projections and carryover balances. View time off and leave taken, including absence occurrences and time off sold, and define time off and leave visibility for teams, managers, and administrators, including third-party calendar integrations. Set up time off and leave terminology to align with your organization's language.

StatusActive

Access Leave Type (Segmented)

Access Time Off (Segmented)

Calculation: Delete

Manager: Time and Scheduling ...

Process: Calculated Balances

Process: Delete Accrual and Tim...

Process: Enter or Correct Time

Process: Time Off Forfeiture Adj...

Reports: Absence Threshold Sc...

Self-Service: Leave of Absence

Self-Service: Leave of Absence ...

Self-Service: Team Absence Cal...

Self-Service: Time Management ...

Self-Service: Time Off

Self-Service: Time Off Balances

Self-Service: Worklets: Absence

Set Up: Absence Threshold Sche...

Set Up: Leave of Absence

Set Up: Time Off

Worker Data: Absence Case

Domain Security PolicyProcess: Time Off Forfeiture Adjustment

StatusSuspended - Policy not enabled

Allowed Security Group TypesUnconstrained Groups

Domain DescriptionThis domain provides functionality related to th Restricted to User-Based groups.

Securable Actions6

Securable Reporting Items14

Report/Task Permissions0 items

Security Groups

No items available.

Actions

Domain Security Policy >

Audits >

Deployments >

Effective Stating >

Favorite >

Functional Area >

Instance >

Integration IDs >

Reporting >

Domain Security Policy

Edit Permissions

Enable

View for Functional Area

View Domain

View History

Process: Time Off Forfeiture Adjustment

This domain provides functionality related to the Time Off Forfeiture Adjustment process. Restricted to User-Based groups.

StatusSuspended - Policy not enabled

Restricted to Security Group TypesUnconstrained Groups

Securable Actions by Integration Permissions2

Securable Reporting Items by Integration Permissions14

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

35

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Payout of Expiring Accruals , cont.

What happens if I do nothing

Unused Expiring Accruals will continue to be forfeited and will continue to be visible in the **Expiring Accruals Forfeited in Period** column of **Time Off Reports** as of the accrual expiration date.

Additional considerations

You cannot define the **Time Off for Forfeiture Adjustment** field on a past dated time off plan snapshot.

Once you enable the Domain Security Policy and add security role permissions, remember to **Activate Pending Security Policy Changes** for these to take effect.

Map to Payroll: Map the Absence Component Related Calc (ACRC) of the new forfeiture time off to an Earning or External Earning for payout.

- Workday Payroll customers will use the **Create Earning** task or **Edit Earning** task.
- Third-Party Payroll customers will use the **Create External Earning** task or **Edit External Earning** task.

Absence Calendar Experience

With this release, Workday makes multiple updates to the Absence Calendar experience including functionality and the calendar views provided with Request and Manage Absence tasks.

Reasons to consider this feature

The **New Absence Calendar Experience** allows workers to add one or multiple time off entries for the same date in a single request, provided there are no configured restrictions. Key features and benefits include:

- **Edit Individual Days:** Workers can edit specific days within their absence requests.
- **Add Days:** An option to add additional days to the request is available.
- **Change Date Value:** Workers can modify the date of existing time off entries.
- **Flexibility:** Workers can combine different types of time off or adjust requests based on their available balances.
- **Efficiency:** Simplifies the management of complex absence scenarios and reduces the need to navigate back to the calendar for modifications.

What do I need to do

These enhancements are automatically available if the new Absence Calendar Experience was previously configured.

Workday has made the **New Absence Calendar Experience mandatory** starting with the **2025R2 Feature Release**.

Action Required: Administrators need to test the new experience and make necessary adjustments in their production environment as soon as possible.

Security Policies: Update the business process security policies for time off and leave to include new initiating actions and remove security from old actions.

[New Absence Calendar Experience: Multiple Time Off Entries for the Same Date as One Requests](#)

Absence Calendar Demo

Remove all Security Groups from your Absence Calendar Business Process Security Policy

View Business Process Security Policy

Absence Calendar

Description

Request Absences, Enter Absences, and Correct Absences. This business process controls initiating actions, attachments, help text, and related links. The individual business process definitions for Request Time Off, Correct Time Off, and Request Leave of Absence business processes work in conjunction with the Absence Calendar.

Functional Area(s)

Time Off and Leave

Who Can Start the Business Process

Initiating Action

Request Absence

Description

Request an absence for yourself. Access through search, related action on a worker, Absence worklet, and Time Tracking.

Security Groups

Employee As Self
Implementers

Initiating Action

Enter Absence

Description

Enter an absence on behalf of a worker. Access through search, related action on a worker, Absence worklet, and Time Tracking.

Security Groups

Absence Partner
Employee As Self
Implementers
Manager

Security Groups who can delegate this action to others

Absence Partner
Manager

Initiating Action

Correct My Absence

Description

Correct an absence you have requested. Access through search, related action on a worker, and Absence worklet.

Remove All

Absence Calendar Demo, cont.

Remove Security Groups from the Request Time Off sections and Add Same to Request Absence sections

View Business Process Security Policy

Request Time Off

...

Description

Enter an employee's time off.

Functional Area(s)

Time Off and Leave

Who Can Start the Business Process

Remove From

Initiating Action

Enter Time Off

Description

Enter Time Off on behalf of a worker using the Workday system

Security Groups

Implementers

Security Groups who can delegate this action to others

Implementers

Initiating Action

Request Time Off

Description

Request Time Off by a worker using a self service link in Time Off and Leave worklet using the Workday system

Security Groups

(empty)

Initiating Action

Request Time Off for a Worker

Description

Enables ~workers~ to request time off on behalf of another ~worker~ using the Request Absence and Manage Absence tasks.

Security Groups

Absence Administrator
Absence Partner
Employee As Self
Implementers
Manager

Add To

Security Groups who can delegate this action to others

Absence Partner
Implementers
Manager

Initiating Action

Request Time Off for Self

Service Operations

1

Description

Enables ~workers~ to request time off using the Request Absence and Manage Absence tasks.

Security Groups

Employee As Self
Implementers

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Complete for BPs: Absence Calendar, Request Time Off, Correct Time Off and Request Leave of Absence



Absence Calendar Demo, cont.

Manage Absence John Smith ⋮

Today

< >

August 2025 ▼

Switch Worker

Actions ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Aug	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

View Your Requests and Balances per Plan as of date

Balances Requests

Balances as of 08/24/2025 📅

Personal information displayed for illustrative purposes only. Actual screens may vary.

Absence Calendar Demo, cont.

Request Absence Calendar View

Request Absence

For John Smith (Myself) | [Request on Behalf Of](#)

Calendar

Date Range

August 2025

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[View Balances](#)

Cancel

Continue

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Absence Calendar Experience, cont.

What happens if I do nothing

Workday has made this update mandatory for 2025R2. You may experience issues with the Request Time Off, Request Leave and Correct Time Off processes.

It is crucial to start the enabling process now to ensure a smooth transition to the new system.

If no changes are made, the announcement regarding the new experience will be automatically removed when there are no security groups on the legacy initiating actions.

- **Other Features Dependent on the New Experience:**
- Worktags on Time Off
- Leave Units Proration Based on Percentage
- Time Offs Crossing Midnight

Additional considerations

Once you enable the Domain Security Policy and add security role permissions, remember to **Activate Pending Security Policy Changes** for these to take effect.

Ensure that your Worklets are enabled and configured as desired:

- Absence
- Request Absence
- Manage Absence
- Time Off

Consider configuring Absence Type Groups to group your time off and leaves in the request selection drop down (especially if leaves are self-service).

Absence Management at-a-glance

Document Generation Support for Absence Business Processes

JIRA	ABS-40864
Setup effort	Setup required
Change impact	None/Voluntary process improvement

Payout of Expiring Accruals

JIRA	ABS-53827, ABS-59451
Setup effort	Setup required
Change impact	Existing time off plan configurations can be updated if company time off policy requires payout of accruals

Absence Calendar Experience

JIRA	ABS-63074
Setup effort	Setup required
Change impact	Mandatory Update

Time Tracking

Time Management Hub

With this release, Workday delivers a new Time Management Hub to provide employees with a single point of access to navigate to their Absence, Time Tracking and Scheduling tasks.

Reasons to consider this feature

The **Time Management Hub** is designed to provide employees with a centralized access point for managing their time-related tasks. Key features include:

- **Single Access Point:** Consolidates Absence, Time Tracking, and Scheduling tasks in one location for both mobile and desktop users.
- **User Experience Improvement:** Prioritizes relevant tasks, reducing the time and effort needed to manage absences, time entries, and schedules.

What do I need to do

Configure the **Self-Service: Time Management Hub** domain in the Time Off and Leave, Time Tracking, and Workday Scheduling functional areas.

Note: Workday recommends you remove any Absence, Time or Scheduling worklets from the Home page if you give users access to the Time Management Hub.

Use the **Maintain Hubs** task to configure the hub based on your organization's needs, including:

- Adding announcements for specific populations
- Adding suggested links
- Configuring quick actions and hub navigation items

[Time Management Hub](#)

Time Management Hub Configurable Functionality

On the **Overview** page of the hub, Workday delivers a **Tasks and Reports** section with these buttons for frequently used tasks:

- **Request Absence**
- **Request Return from Leave of Absence**
- **Time Requests**
- **Buy Time Off**
- **Sell Time Off**
- **Check In/Out** (on mobile only)
- Workday also delivers the following cards on the **Overview** page:
 - **Time Clock:** Check in and check out on desktop.
 - **Enter my Time:** Enter time through the Time Entry Calendar, submit high-volume time entries, and enter time through mobile.
 - **Submit Time (HVTE):** Enables high-volume time entry users to submit time.
 - **My Expiring Accruals:** Allows workers to manage and track time off accruals that are expiring soon.
 - **Absence Balances:** Enables workers to view their absence balances based on a specified Balance As Of date.
 - **Upcoming Shifts:** Enables workers to stay informed about scheduled work periods and related activities.
- **Security:** Workday delivers the *Self-Service: Time Management Hub* domain (in the Time Off and Leave, Time Tracking, and Workday Scheduling functional areas) to provide your users with access to the new Time Management Hub. This domain allows only the *Self-Service - Worker* security group to access the hub.

Fictional information displayed. For illustrative purposes only. Actual screens may vary.

Time Management Hub, cont.

What happens if I do nothing

If you do nothing, your users can't access the Time Management Hub.

Additional considerations

There are known visibility/usage issues with using Absence from the Time Management Hub via mobile. Workday is currently investigating these reported issues but you may want to consider waiting until these are resolved if you plan to use Absence as a part of this centralized functionality.

Time Tracking at-a-glance

Time Management Hub

JIRA TIME-56354, SCLO-22335

Setup effort Setup required

Change impact Not required; Impact to user experience if implemented

Next steps

Contact your **Cognizant Engagement Manager** for additional support with:



Managing the release



Building or updating your strategic roadmap



User adoption and change management

Additional release support services

Take advantage of one of our **Release Plus** packages

Option 1

Pre-release consulting support

Recommended for Clients that are self-sufficient in Workday and have the time to complete release management audits and resolve messages themselves, with guidance from Cognizant

Option 2

Pre-/Post release audits, feature review, consulting support

Recommended for clients that need assistance resolving issues and may not have time or resources to conduct all audits

Option 3

Full Support

Recommended for clients that need assistance running audits and resolving issues and/or may not have time or resources to conduct audits and resolve messages

Add On

Regression Testing

Recommended for clients that need assistance with testing entire modules and/or may not have the time or resources to do this themselves

Thank you

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