Workday Release Preparation Guide



It's that time of year again. WD2025R1 is almost here!

Whether your organization is preparing for your first Workday release or your tenth, we have put together our best resources, tips, and checklist to ensure you are well-prepared for the release.

What resources will I receive?

As part of our Workday update bundle, your account or service delivery lead (EM, SDM, PA) will provide the following resources:

- 1. Feature Manuals: A curated bundle of resources to help your organization prepare for the Workday release.
 - Top Features manual: Contains what our experts deemed the most impactful features that may affect most of our client population. It will help you prepare for and take advantage of this release's new features.
 - Automatically available features manual: Learn how to access and benefit from the automatically available features that are built into each module. This manual will guide you through the steps and tips for using the autofeatures effectively.
 - Workday's "Coming Soon" Feature Impact Analysis Manual: Have earlier access to how some of these features in this release may pose an impact to you.
 - All Release Features Impact Analysis Manual: Deep dive into what impacts the features in this release may
 affect you. This manual will help you understand what features you may need to prepare for.
- 2. **Webinars**: Learn even more about many of the top features directly from our subject matter experts in live and prerecorded webinars.

5 weeks	4 weeks	3 weeks	2 weeks	1 week	Release to production	Post release	
Release into preview tenant	System and regre	ession testing			Internal approval for release readiness, if required	Implement changes	
Distribute preparation guide	Audit report exect	ution			Workday release into production tenant	Opt-in feature review	
	Review preparation	reparation manual to				Legend	
	guide and discuss with Cognizant team	internal SMEs and discuss with Cognizant team	Perform UAT			Workday activities	Client activitie
	Distribute Feature Manual		Live Webinars	Prepare business communication		Included Cognizant activities	Optional Cognizant activities

Recommended Release Preparation Timeline

Release Dates

Workday delivers two mandatory releases per year, in March and September. Some features are automatically available while others require additional setup.

Feature release name:	Workday 2025 R1
Start of release preparation window:	February 8, 2025
Feature release delivery:	March 15, 2025

Visit the Workday feature release schedule for more information.





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Additional Service Offerings

The Cognizant team is ready to help if your organization needs additional support preparing for the upcoming release. Here's an overview of our services.

Release Plus Package

We are continuing to offer three different levels of the Release Plus Packages to further provide you proactive guidance and release process support. Package levels can span from audit report templates, mandatory feature reviews, and testing to accommodate your specific business support needs. If you would like to proceed with one of the packages, you will need to submit a Salesforce Service Cloud case indicating the specific Release Plus Package option in the title, no later than February 3rd. Please reach out to your EM/SDM/PA for additional information.

Option 1	Option 2	Option 3	Additional Add-on
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10	20	40-100	\checkmark
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Audit Reports

Run recommended reports against your current release and the upcoming release to compare results. Our team will help your organization understand report findings and assist with resolving exceptions, e.g., Business process exception audit, security exception audit, custom report exception audit. Cognizant has provided an updated checklist below to further assist with the upcoming release and can walk you through with any questions and findings.

Impact Assessment

Determine if there are specific processes that require further impact assessment and receive a like-for-like comparison of the processes pre- and post-release and associated findings.

System and Regression Testing

Test tried-and-true preconfigured test scenarios from previous releases or custom test scenarios to meet your requirements, e.g., Hire, change job, propose/request compensation change. Test management services can also be provided, includes test plan and scenario development and execution.

Release Review

Receive a custom Feature Manual for your organization and a presentation based on your specific requirements, including a workshop with your team to discuss potential impacts of each feature.

Advisory Services



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Plan and execute a strategy for rollout of one or more release features. Develop new or update existing training materials, in-system guidance support (guided tours, tenant branding, announcements, etc.), Training, communications, user adoption plan, or other targeted efforts, based on unique needs.

Develop and Implement Changes



Your organization may need configuration changes upon review of new features or changes to existing features. Our team will assist with developing changes to prepare for production after go-live, e.g., custom validations to prohibit users from accessing new features, updating custom reports, security, or business process changes, etc.

These services can be performed by Cognizant as part of your contracted hours or as a separate statement of work as required. A detailed effort estimate will be provided for each. If you have further questions or would like additional support, please reach out to your account or engagement manager.





Customer Feature Release Checklist

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