Greetings Placer County Workday Users!

We are excited to announce the newest version of Workday, version 2020 R1, will be live on March 7th!

As a reminder, Workday is a Software as a Service (SaaS) product, and as such, provides users both required and optional system updates semi-annually. Required updates are configured, integrated into existing functionality, and tested by the Workday Support Organization and Business Process Owners prior to release. Optional updates are reviewed with Business Process Owners to decide whether implementation is warranted. The purpose of this communication is to inform users of changes with the March 7th implementation of Workday 2020 R1.

Most users will experience various look and feel changes that will not impact functionality. New fields may appear. If they are required for the business process they will be marked as such. Otherwise, these new fields can be utilized to provide more detail but will not be a system requirement for completion of the business process to which they are associated. Below you will find a summary of the most impactful changes grouped by functional area and attached you will find the master list of all changes to expect with the release of Workday 2020 R1.

In conjunction with the release of Workday 2020 R1, all WalkMe Smart Walk-Thrus and SmartTips will be updated. We encourage users to utilize these tools to familiarize yourselves with new features or existing features that may have moved within Workday. In addition, updated Financial job aids will be available **here** and HCM, Employee Self Service, and Time Tracking job aids can be accessed **here** as they are approved by the Business Process Owners.

If you have questions, we are happy to help! Please contact us via phone at (530) 889-4199 or via email at workdayhelp@placer.ca.gov.

New features include but are not limited to the following:

Absence

- Time Off and Absence Calendars
    - Users will experience a new look and feel while viewing the Time Off and Absences calendar. Time Off blocks will now display in full color related to the status of the request, providing all users with improved visual contrast.

Enterprise Interface Builder (EIB)

- Journals EIB
  - Placer Import Accounting Journal 2020r1 EIB for submitting journals has been updated to ensure proper functionality with Workday version 2020 R1. This EIB will replace the previous Journal EIB, Placer Import Accounting Journal WD33, on March 7th, and will be found here, along with other EIBs. The changes to the EIB are as follows:
    - The Currency column on the *Journal Entry Line Replacement* tab has been removed.
    - A new column, Document Link, has been added to the *Import Accounting Journal* tab. Although this is a free-form text field, only OnBase URLs will be allowed in this field. If any other values are placed in the field, users will receive an error.

Grants Management

- Award Attachments
  - Improving efficiency and providing a more consistent user experience, users are now able to attach supporting documentation at the same time as creating, copying, or amending an Award and do not need to use the separate Manage Attachments task.
- Billing Schedule Templates
  - Users can create billing schedules from a template that populates values for starting a billing schedule. While it does not save time for creating Transaction-based Billing schedules, it does make creating Installment-based Billing Schedules more efficient. Please contact the support Organization if you would like to have Billing Schedule Templates configured for your Grants.

Procurement

- Create Requisition Task
  - To save users time during the requisition process, prompts for Deliver-To, Ship-To, and Worktags were moved to the initiation page of the Create Requisition task.
  - To improve overall visibility and streamline the process, users will experience a new look and feel when adding items to a shopping cart and checking out during the requisition process. For example, Workday 2020 R1 will display a preview of your requisition lines when you click on your cart, enabling you to easily view items in your cart and continue your shopping or checkout without navigating away from the page.

Time Tracking

- Time Off Balances on Enter Time Calendar
  - Users will now have the ability to view time off balances directly from the time sheet, saving time and increasing efficiency. A View Absence Balances button will now display at the top of the time sheet, allowing users to see time off balances or future accruals similar to the Absence Calendar.
- Worktags in Time Tracking
  - To streamline the time entry process when entering time directly on the time sheet, the Worktags have been reordered to more closely mirror our Financial Business Processes. The most prominent change users will notice is the premium pay selections, which have moved from the middle of the Details section in the Enter Time micro-edit screen to the top.

New Feature	Feature Description	Functional Area(s)	New Functionality Title	New Functionality
Format Validators for Banking and Settlement	With this release, we continue to deliver new country-specific format validations for bank account numbers and IDs. This helps to maintain payment accuracy and reduces the manual cleansing of data.	Banking and Settlement	Bank Account Number for Poland	On the Payee Bank Account Validation Override task, Workday delivers a new bank account number format validator for Poland: Must be 26 numeric digits. You can use the new format validator to help ensure all bank account numbers meet your country requirements.
Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Tax Prompts on Ad Hoc Transactions	We add these new prompts on ad hoc bank transaction tasks, enabling you to enter and calculate inclusive tax for ad hoc bank transactions: • Tax Applicability • Tax Code • Tax Rate • Tax Recoverability We also display your selection on the View Ad Hoc Bank Transaction report.

Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Transactions on Tax Reporting	We include these new operational transaction types on the Transaction Tax Detail for Tax on Invoice Transactions report: • Ad hoc bank transactions. • Procurement card verification.
Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Tax Tab on Ad Hoc Transactions	We add a new Tax tab on the View Ad Hoc Bank Transaction report and these tasks, providing you with greater visibility into tax information for ad hoc bank transactions: • Change Ad Hoc Bank Transaction • Create Ad Hoc Bank Transaction • Create Ad Hoc Bank Transaction from Template • Edit Ad Hoc Bank Transaction • View Ad Hoc Bank Transaction You can now also edit the Tax by Tax Rate field to override the tax amount.
Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Transaction Tax Liability Report	We add a new Transaction Type prompt on the Transaction Tax Liability report that enables you to search for transaction types using these additional filters: • Ad hoc bank transactions. • Procurement card verification.

Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Tax Rate Application Report Fields	We add these new report fields on the Tax Rate Application business object (secured to the Public Reporting Items domain) that you can use in custom reports: • Ad Hoc Bank Transaction • Ad Hoc Bank Transaction Line • Procurement Card Transaction Verification Line • Procurement Card Transaction Verification Summary We also add the new report fields as columns on these reports: • Customer Invoice Printing • Customer Invoice Printing Report - Report Design • Transaction Tax Detail for Tax on Payment Transactions
Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Update Ad Hoc Bank Transaction Tax	On ad hoc bank transaction tasks, we add a new Update Tax button that you can click to automatically refresh information for: • Tax calculated from ad hoc bank transaction lines in the new Tax tab. • Total tax calculated from ad hoc bank transaction lines in a new Tax Amount field.
Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Line Tax Rate Application Report Fields	We add these new report fields on the Line Tax Rate Application business object (secured to the Public Reporting Items domain) that you can use in custom reports: • Ad Hoc Bank Transaction Line • Procurement Card Transaction Verification Line We also add the new report fields as columns on the Transaction Tax Detail for Tax on Invoice Transactions report.

Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Ad Hoc Bank Transaction Event Business Process	We update the Ad Hoc Bank Transaction Event business process to support these new tax fields: • Tax Applicability • Tax Code • Tax Rate • Tax Recoverability You can use the new fields on these business process actions: • Correct • Review • Revise
Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Cash Management Common Financial Management	Ad Hoc Bank Transaction Web Services	Workday updates these web services to support the new tax fields, enabling you to include tax information for ad hoc bank transactions: • Get Ad Hoc Bank Transaction • Import Ad Hoc Bank Transaction • Submit Ad Hoc Bank Transaction

Transaction Tax on Ad Hoc Bank Transactions	With this release, we enable you to calculate inclusive tax amounts on ad hoc bank transactions to eliminate redundant integrations and decrease manual journal entries. This also helps you streamline global reporting and tax declarations for transactions that you execute outside of Workday.	Banking and Settlement Common Financial Management Integration	Tax on Ad Hoc Bank Transaction Integrations	We update the Core Connector: Ad Hoc Bank Transaction Inbound integration template to now support inclusive tax amounts on ad hoc bank transactions. We update the accepted XML and CSV schema on the transaction line to now accept: • Tax Code Reference • Tax Applicability Reference • Tax Rate 1-6 Reference • Tax Recoverability 1-6 Reference On the XML Schema, we update the Tax Code Data element to now accept these fields: • Tax Applicability Reference • Tax Code Reference • Tax Amount On the XML schema, we update the Tax Rate data element to now accept these fields: • Tax Rate Reference • Tax Amount • Tax Recoverability Reference This streamlines the tax calculation and reporting process for transactions executed outside Workday.
Benefits - Miscellaneous Enhancements		Benefits	View Remaining Payroll Deductions	We update the HSA and spending plan details page on the redesigned open enrollment workflow to display the number of remaining payroll deductions for the year.
Benefits Reporting	Workday introduces new report fields that provide improved performance over existing reporting items, helping make your benefits reporting faster and more efficient.	Benefits	Enrollment Elections Report Field	Workday appends (Do Not Use) to the Enrollment Elections report field on the Worker business object in preparation for its retirement in a future update. We recommend that you use the Benefit Elections report field on the Worker business object for improved performance.

Benefits Reporting	Workday introduces new report fields that provide improved performance over existing reporting items, helping make your benefits reporting faster and more efficient.	Benefits	Route to Benefits Partner Report Field	Workday appends (Do Not Use) to the Route to Benefits Partner report field on the Life Change Event business object in preparation for its retirement in a future update. We recommend that you use the Route Enrollments to Benefits Partner report field on the Action Event business object for improved performance.
Benefits Reporting	Workday introduces new report fields that provide improved performance over existing reporting items, helping make your benefits reporting faster and more efficient.	Benefits	Benefit Annual Rate Report Field	Workday appends (Do Not Use) to the name of the Benefit Annual Rate report field on the Worker business object in preparation for its retirement in a future update. We recommend that you use the Benefit Annual Rate report field on the Worker business object instead.
Benefits Reporting	Workday introduces new report fields that provide improved performance over existing reporting items, helping make your benefits reporting faster and more efficient.	Benefits	National IDs - Proposed Report Field	Workday appends (Do Not Use) to the National IDs - Proposed report field on the Dependent Event business object in preparation for its retirement in a future service update. We recommend that you instead use the National IDs - Proposed report field on the Dependent Event business object for improved performance.
Benefits Reporting	Workday introduces new report fields that provide improved performance over existing reporting items, helping make your benefits reporting faster and more efficient.	Benefits	Benefit Plans - Currently Enrolled Report Field	Workday appends (Do Not Use) to the name of the Benefit Plans - Currently Enrolled report field on the Worker business object in preparation for its retirement in a future update. We recommend that you use the Benefit Plans - Currently Enrolled report field on the Worker business object for improved performance.

Budget Date on Expense Reports	You can now configure a default budget date option for expense reports that Workday populates based on the expense report, expense report line, or itemization date, reducing the need to manually edit the budget date on expense reports.	Budgets Expenses	Budget Date Default Options	Workday delivers a new Budget Date Default Options section on the Edit Tenant Setup - Financials task. The section displays these new options, enabling you to configure the default budget date on expense reports: • Document Date • Expense Report Line Date When you change the budget date default configuration, any expense lines you add or edit on existing expense reports now reflect the new configuration. Workday doesn't change the existing expense lines.
Copy Assets	Workday now enables you to copy an existing asset when you create new assets, eliminating manual entry of asset details during registration.	Business Asset Accounting Business Asset Tracking	Copy Asset	Workday delivers a new Copy Asset task (secured to the Process: Business Assets domain) that you can access from the related actions menu of a business asset. This enables you to create a new asset by copying fields from an existing asset, saving you time and effort.
Preview Asset Depreciation Schedules	To improve your ability to preview the depreciation schedule for an asset, we now enable you to enter the year-to-date depreciation amount for an asset and view the depreciation calculations for each fiscal period before you register the asset.	Business Asset Accounting Business Asset Tracking	Year-to-Date Depreciation on Preview Depreciation Schedule Report	We add a new Year to Date Depreciation field on the Preview Depreciation Schedule report, enabling you to enter the accumulated depreciation with a year-to-date depreciation amount for an asset.

Adjustments to Approved Receipts	Workday enables you to change quantities and amounts on approved receipt lines. You can also view receipt histories and corrections in real time, improving the receiving process and saving you time. When you adjust a purchase order receipt, we also now automatically adjust accounting, inventory levels, delivery tickets, and labels.	Business Asset Accounting Business Asset Tracking Supplier Accounts	Remove Assets from Receipts and Supplier Invoices	We enhance the Remove Asset task by now enabling you to remove unwanted assets created from adjustments, receipts, and supplier invoices before Workday posts depreciation.
Common Financial Management - Miscellaneous Enhancements		Common Financial Management Financial Accounting	Taxable Event Tax Rate Application Report Field	Workday delivers a new Taxable Event Tax Rate Application report field on the Journal Line business object (secured to the Public Reporting Items domain) that you can use in custom reports to report on the tax details of tax rate applications.
Common Financial Management - Miscellaneous Enhancements		Common Financial Management Supplier Accounts	Tax ID Types for Suppliers	Workday delivers new tax ID types for suppliers who are individuals. This helps you to comply with country regulations that require tax IDs for financial transactions.
Phone Number	Workday continues to build on the phone number feature to simplify number entry, improve usability, and ensure consistency of phone data in Workday.	Contact Information	Google Libphonenumber Library Upgrade to v8.11.1	We upgrade the Google libphonenumber library to version v8.11.1, enabling Workday to validate and format phone numbers to meet current global requirements. For details, see the libphonenumber library release notes: (https://github.com/google/libphonenumber/blob/master/release_notes.txt).

Compensation Plan Assignment Reporting	Workday increases reporting accuracy and consistency with the new Compensation Assignment Plan business object.	Core Compensation	Compensation Plan Assignment Business Object	Workday delivers the new Compensation Plan Assignment business object for more complete contextual reporting. We now enable you to choose from an extended list of business objects that determine the context of the configured field from the new Compensation Plan Assignment business object. Note: Workday recommends that you no longer use the Compensation Plan Assignment Snapshot business object, which is scheduled for retirement in a future release. We recommend that you use the new Compensation Plan Assignment business object instead.
Compensation Plan Assignment Reporting	Workday increases reporting accuracy and consistency with the new Compensation Assignment Plan business object.	Core Compensation	Compensation Plan Assignment Migration Report	We deliver the new Compensation Plan Assignment Migration report on the new Compensation Plan Assignment business object (secured to the Reporting Audits domain). You can use the report to display: • Report fields currently in use in your tenant on the Compensation Plan Assignment Snapshot business object, which is scheduled for retirement in a future release. • Matching or alternative report fields in the new Compensation Plan Assignment business object that you can use instead.
Core Compensation - Miscellaneous Enhancements		Core Compensation	Correct Effective Date of Period Activity Pay Assignments	With this update, Workday enables you to correct Effective Date of Period Activity Pay assignments. You can now use the Correct Business Process task to correct the Effective Date, including to a date in the past, when: • There are no completed payments for the period activity pay assignments associated with the event. • The assignment is the latest completed event.

Core Compensation - Miscellaneous Enhancements		Core Compensation	Manager Reason for One-Time Payments and Stock Grants	Workday updates the Maintain Event Categories and Reasons task by making the Manager Reason check box available on these business processes: • One-Time Payment • Stock Grant Workday selects the new check box by default. You can clear it to prevent managers from using the specific reason.
Payroll Reporting	Workday continues to build on payroll reporting functionality and performance to add flexibility and convenience for your payroll reports.	Core Payroll	Payroll Results Layout	We update the layout of the Payments tab on in-progress and completed payroll results, making information easier to read when you review results. When you review a payroll result, we no longer display the Amount in Payment Currency column when the pay group currency and payment currency are the same. For in-progress payroll results, we also: • Remove the Amount as Text column. • Add a new Payment Date column. For completed payroll results, we also: • Rename the Bank column to Bank Name. • Add a new Status column. • Display a new View Journal button.

Search Invoices in Apply Customer Payment	Workday streamlines payment processing for high-volume invoices, making it easier to find open invoices for customer payment applications. You can search open invoices using filters and select all invoices at once from the search results.	Customer Accounts	Search Invoices for Customer Payment Application	Workday improves the efficiency of customer payment processing by delivering a new Search Invoices for Customer Payment Application task as an initiating action on the Customer Payment Application Event business process. This enables you to filter through all open invoices and easily find the ones you want to apply the payment to. You can only access the new task from a new Search for Invoices button on these tasks: • Apply Customer Payment • Edit Customer Payment Application When you click the button, Workday saves the existing payment application with the selected invoices along with the payment amounts, discount amounts, and writeoffs.
Quick Expenses for Self-Service and Delegates	Workday expands your quick expense editing capabilities and enables delegates to reassign quick expenses, ensuring quick expenses are more accurately reported and assigned. This helps to eliminate manual workarounds and expedite expense report submissions.	Expenses	View Counts on Expense Worklet Tasks	To help you complete the expense reporting process quickly and accurately, Workday improves the Expense worklet user interface by now displaying the number of: • Draft expense reports on the Edit Expense Report button. • Draft spend authorizations on the Edit Spend Authorization button. • Transactions available to include on an expense report on the View Expense Transactions button. Workday doesn't display a count when the number of transactions or draft documents is zero.

Award Attachments	With this release, you can now manage attachments and specify attachment categories directly on the award, as well as when you run the business processes. This improves efficiency and provides you with a more consistent user experience.	Grants Management	Attachments on Awards	We add a new Attachments tab on these tasks, enabling you to upload, edit, and delete documents and pictures directly on your awards: • Amend Award • Copy Award • Correct Award • Create Award • Create New Award from Proposal • Edit Award You can classify the documents or pictures by adding comments and specifying an attachment category. We also enable you to manage attachments using the Award Event business process.
Award Billing Schedule Management	With this release, Workday now enables you to create, track, and approve billing schedules as part of award setup using a new business process and additional reporting functionality. This improves efficiency and streamlines award billing schedule creation.	Grants Management	Billing Schedule Templates	We deliver these new tasks that you can use to create and edit billing schedule templates for awards and customer contracts: • Create Billing Schedule Template for Award (secured to the Set Up: Grants Management domain). • Create Billing Schedule Template for Customer Contract (secured to the Set Up: Customer Contracts domain). • Edit Billing Schedule Template for Award (secured to the Set Up: Grants Management domain). • Edit Billing Schedule Template for Customer Contract (secured to the Set Up: Customer Contracts domain).

Award Cost Reimbursable Spend Reconciliation	With this release, Workday continues to enhance billing reconciliation for cost reimbursable awards. We deliver a new billing status that simplifies the billing reconciliation process, enabling you to view the status of your cost reimbursable transactions.	Grants Management	Cost Reimbursable Spend Line Billing Status	We deliver a new Not Billable billing status for Fringe Benefit Forward Accrual and Payroll Forward Accrual transactions, enabling you to view cost reimbursable spend lines that are ineligible for billing.
Award Cost Reimbursable Spend Reconciliation	With this release, Workday continues to enhance billing reconciliation for cost reimbursable awards. We deliver a new billing status that simplifies the billing reconciliation process, enabling you to view the status of your cost reimbursable transactions.	Grants Management	All Cost Reimbursable Spend Lines Report Data Source Filter	We update the All Cost Reimbursable Spend Lines report data source (RDS) filter to support the new Not Billable billing status. When you use the RDS filter, you can view the new status on these reports: • Cost Reimbursable Line Status • Cost Reimbursable Spend Lines by Company • Find Cost Reimbursable Lines • Journal Lines for Award Cost Reimbursable Reconciliation
Award Cost Reimbursable Spend Reconciliation	With this release, Workday continues to enhance billing reconciliation for cost reimbursable awards. We deliver a new billing status that simplifies the billing reconciliation process, enabling you to view the status of your cost reimbursable transactions.	Grants Management	Cost Reimbursable Spend Line Billing Schedule Report Fields	We update these report fields, enabling you to view billing schedule information for customer invoice adjustments: • Cost Reimbursable Spend Line Billing Schedule • Cost Reimbursable Spend Line Billing Schedule Status
Grants Management - Miscellaneous Enhancements		Grants Management	Facilities and Administration Agreement Rate for Award Line Report Field	We deliver a new Facilities and Administration Agreement Rate for Award Line report field on the Contract Line business object (secured to the Public Reporting Items domain) that you can use in custom reports to view the rate of the facilities and administration cost rate type on the award contract line as of the effective date.

Ad Hoc Delivery Ticket Requesters	With this release, we enable you to create delivery tickets and capture them without entering a requester. This streamlines the delivery process and enables receiving or delivery staff to complete deliveries without having to reference the requester, enabling you to deliver to departments or general areas.	Inventory	Goods Delivery Tickets	With this update, you can now advance a delivery from a receipt or shipment without specifying a requester on these tasks: • Capture Goods Delivery • Create Ad Hoc Goods Delivery • Create Goods Delivery • Edit Goods Delivery We also update these web services to support goods delivery without a requester: • Cancel Goods Delivery • Close Goods Delivery • Put Goods Delivery • Submit Ad Hoc Goods Delivery • Submit Capture Goods Delivery
Staffing Data Purge	With this release, we continue to deliver new purgeable data types, enabling you to purge data for terminated workers separately from other data. This gives you more flexibility and control in purging, and it helps you support compliance obligations, including data privacy policies.	Personal Data Staffing	Purging Person's ID Data	Workday continues to improve purging terminated worker data by delivering these new purgeable data types that give you more control over what data Workday purges: • Additional Government IDs • Licenses • Other IDs • Passports • Visas You can use the new purgeable data types to specify the types of IDs Workday removes when you purge data. You can still use the Person's ID purgeable data type to purge all IDs for terminated workers.

Staffing Data Purge	With this release, we continue to deliver new purgeable data types, enabling you to purge data for terminated workers separately from other data. This gives you more flexibility and control in purging, and it helps you support compliance obligations, including data privacy policies.	Personal Data Staffing	Purging Worker ID Data	Workday delivers a new Worker ID purgeable data type, enabling you to purge worker IDs for terminated workers.
Staffing Data Purge	With this release, we continue to deliver new purgeable data types, enabling you to purge data for terminated workers separately from other data. This gives you more flexibility and control in purging, and it helps you support compliance obligations, including data privacy policies.	Personal Data Staffing	Purging Social Network Accounts Data	Workday delivers a new Social Network Accounts purgeable data type, enabling you to purge social network accounts for active and terminated workers.
Cancel Draft Receipts	With this release, you can now cancel draft and in-progress receipts, saving you time and effort by eliminating the need to manually cancel receipts created in error.	Procurement	Cancel Receipts	You can now cancel draft and in-progress receipts for unmatched and uninvoiced or unpaid goods or services created in error. We also rename the Close button to Cancel when you approve, review, revise, or view for draft and in-progress receipts. Your users can only cancel receipts when you grant them access on both of these domains: • Process: Receipt/Return - Cancel • Self-Service: Receipt

Cancel Draft Receipts	With this release, you can now cancel draft and in-progress receipts, saving you time and effort by eliminating the need to manually cancel receipts created in error.	Procurement	Edit In-Progress Receipts	You can now access the Revise Receipt task from the related actions menu of in-progress receipts, enabling you to easily edit draft receipts. When you submit or save an edited in-progress receipt for later, Workday now automatically initiates the Receipt business process approval process.
Streamlined Initiation and Checkout for Requisitions	To save you time and effort, Workday streamlines how you create requisitions as well as enables you to mass edit worktags for requisition lines. To help you meet your business needs, we also enable you to optionally hide or require requisition fields as well as configure guided tours for requisition fields.	Procurement	Requisition Initiation Page	To save your users time during the requisition process, we move these prompts to the initiation page of the Create Requisition task: • Deliver-To • Ship-To • Worktags For inventory or par-replenishment requests, we now populate the prompts based on the inventory or par location. For all other requests, we populate the fields based on the Requester worker. Note: We now apply sourcing rules setup on the Maintain Requisition Sourcing Rules report for values that your users select in the prompts.
Streamlined Initiation and Checkout for Requisitions	To save you time and effort, Workday streamlines how you create requisitions as well as enables you to mass edit worktags for requisition lines. To help you meet your business needs, we also enable you to optionally hide or require requisition fields as well as configure guided tours for requisition fields.	Procurement	Notification for Add to Cart	To streamline your shopping experience, when you click Add to Cart on the Create Requisition task, we now display a notification to confirm the addition of items to your cart.

Streamlined Initiation and Checkout for Requisitions	To save you time and effort, Workday streamlines how you create requisitions as well as enables you to mass edit worktags for requisition lines. To help you meet your business needs, we also enable you to optionally hide or require requisition fields as well as configure guided tours for requisition fields.	Procurement	Cart Preview	We now display a preview of your requisition lines when you click on your cart in the Create Requisition task. This enables you to easily view items in your cart and then continue shopping or checkout, without navigating away from these pages: • Add from Templates and Requisitions • Request Non-Catalog Items • Request Project-Based Services • Search Catalog • Select from My Procurement Favorites
Streamlined Initiation and Checkout for Requisitions	To save you time and effort, Workday streamlines how you create requisitions as well as enables you to mass edit worktags for requisition lines. To help you meet your business needs, we also enable you to optionally hide or require requisition fields as well as configure guided tours for requisition fields.	Procurement	Requisition Checkout Page	You can now manage your requisition from a single page on the Create Requisition task, streamlining your checkout experience. At the bottom of the checkout page, we display these new buttons: • Cancel, Continue Shopping, Edit Address, Save for Later, and Submit. When click the new Edit Address button and edit these values, Workday populates the changes on all of your requisition lines: • Deliver-To • Ship-To Address • Alternate Address Also, on the Goods and Services requisition lines, we now: • Display the Order-From Connection prompt only when the selected supplier has an order-from connection. • Move the Unit of Measure prompt to the Quantity column and remove the Unit of Measure column for simplicity and clarity. • Reorder columns for improved functionality and usability. For example, we move the Unit Cost and Quantity columns up for easy entry.

Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Web Services for Supplier Contract Types	We update these web services to now support supplier contract types for both participant companies and catalog items: • Get Supplier Contract Type • Put Supplier Contract Type
Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Multi-Participant Type Supplier Contracts with Catalog Items	Workday updates the Maintain Supplier Contract Types task so that you can now select both the Allow Catalogs and the Multi-Participant check box at the same time. This enables you to create a supplier contract type that supports catalog items for participant companies.
Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Create Purchase Order from Supplier Contracts	Workday now supports Multi-Participant type supplier contracts on the Create Purchase Order from Supplier Contract task. This enables you to create purchase orders directly from multi-participant supplier contracts, streamlining procurement for participant companies. Note: To use the task for multi-participant supplier contracts, your user must have access to the participant companies on the contract.

Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Web Services for Procurement Documents	We update these web services to now support supplier contracts for both participant companies and catalog items on transaction documents: • Import Supplier Invoice • Put Requisition Template • Submit Purchase Order • Submit Purchase Order Change Order • Submit Requisitions • Submit Supplier Contract • Submit Supplier Contract Amendment • Submit Supplier Invoice
Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Multi-Participant Supplier Contracts with Catalog Items	You can now create supplier contracts for participant companies and catalog items on these tasks: • Change Supplier Contract • Create Supplier Contract • Edit Supplier Contract In the Contract Type prompt, you must select a type that you set up with these options on the Maintain Supplier Contract Types task: • Allow Catalogs • Multi-Participant When you create the contract, you can add this item information for participant companies: • Catalog items on the Goods Lines tab. • Supplier catalogs in the Catalog Item Pricing section.
Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Multi-Participant Supplier Contract Amendments with Catalog Items	With this update, you can amend supplier contracts set up for both participant companies and catalog items on these tasks: • Create Supplier Contract Amendment • Edit Supplier Contract Amendment

Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Procurement Transactions for Participant Companies and Catalog Items	Workday now supports catalog items associated with participant companies and multi-participant supplier contracts on requisition templates as well as on these transaction documents: • Change Orders • Backorders • Purchase Orders • Requisitions • Supplier Invoices • Supplier Invoice Adjustments When requesters add catalog items to their shopping cart, we also now support catalog items associated with participant companies and multi-participant supplier contracts. Note: On the Supplier Invoice Workbench report, you can't search for contract lines by participant companies.
Multi-Participant Type Supplier Contracts	Workday expands functionality for participant companies by enabling supplier catalogs for multi-participant supplier contracts. You can now better manage and negotiate a contractual agreement for multiple companies and catalog items in 1 place.	Procurement Supplier Contracts	Participant Companies Report Field	We deliver a new Participant Companies report field on the Supplier Contract Abstract business object (secured to the Public Reporting Items domain) that you can use in condition rules and custom reports.

Supplier Contract Reporting	You can now build custom reports for supplier contracts, giving you flexibility for your business needs. Also, we improve how you search for supplier contracts as well as enable you to create and save search filters.	Procurement Supplier Contracts	Find Supplier Contract Report	We enhance the Find Supplier Contracts report so that you can now: • Copy the report to create a custom supplier contract report. • Create and save filters for the report. For simplicity, we also remove the Include Alternate Contracts check box from the report. Instead, we now always display applicable alternate lease-type supplier contracts for searches. This reduces the need to filter, making it easier to search for contracts.
Supplier Contract Reporting	You can now build custom reports for supplier contracts, giving you flexibility for your business needs. Also, we improve how you search for supplier contracts as well as enable you to create and save search filters.	Procurement Supplier Contracts	Supplier Contract Specialist Prompt	For efficiency, we add a new Contract Specialist prompt on the Find Supplier Contracts report, enabling you to filter contracts by role and responsibility.
Supplier Contract Reporting	You can now build custom reports for supplier contracts, giving you flexibility for your business needs. Also, we improve how you search for supplier contracts as well as enable you to create and save search filters.	Procurement Supplier Contracts	Order-From Connection Prompt	To help you better select order-from connections, we now filter order-from connections by supplier categories in the Order-From Connection prompt on the Find Supplier Contracts report.
Supplier Contract Reporting	You can now build custom reports for supplier contracts, giving you flexibility for your business needs. Also, we improve how you search for supplier contracts as well as enable you to create and save search filters.	Procurement Supplier Contracts	Company Prompt	Now, you must select a company or company hierarchy from the Company prompt on the Find Supplier Contracts report to search for supplier contracts.

Correct Move Worker (Supervisory)	In 2020R1, Workday enables you to correct individual Move Worker (Supervisory) events in the mass Move Workers (Supervisory) business process so that you can change effective dates on individual workers within a mass process.	Staffing	Correct Move Worker (Supervisory)	Workday enables you to correct the Move Workers (Supervisory) business process so that you can correct individual worker effective dates. You can initiate a correction by selecting Business Process > Correct from the related actions menu of the event.
Correct Move Worker (Supervisory)	In 2020R1, Workday enables you to correct individual Move Worker (Supervisory) events in the mass Move Workers (Supervisory) business process so that you can change effective dates on individual workers within a mass process.	Staffing	Corrected and Effective Dates for Move Workers	We add new Corrected and Effective Date columns to these grids on the Move Workers (Supervisory) business process and the Change Organization Assignments subprocess, helping you track date corrections in mass business processes: • Confirmation View • Event View • Rescind Business Process
Populating Eligible for Rehire on Termination	This release enables you to populate whether an employee is eligible for rehire during a termination based on the primary termination reason, reducing data errors and increasing efficiency.	Staffing	Populating Eligible for Rehire	With this update, we deliver a new Eligible for Rehire column on the Maintain Termination Categories task. This column enables you to configure a default Eligible for Rehire value based on the employee's termination. Workday populates the value during a termination after you select a termination reason, reducing manual effort and improving data accuracy.
Staffing - Miscellaneous Enhancements		Staffing	Job Classification Fields	Workday renames the Job Classification field on the Hire business process to Additional Job Classifications, improving clarity and providing consistency with other staffing business processes. Workday also renames the Job Classification field on job profiles to Job Classifications.

Absence - Miscellaneous Enhancements		Time Off and Leave	Child's Date of Death	With this release, we update these web services to enable you to record a worker's child's date of death: • Get Payees • Get Workers • Request Leave of Absence You can use the date when recording associated time off.
Absence - Miscellaneous Enhancements		Time Off and Leave	Disable Absence Calendar Balance Totals on Worklets	With this release, we add a Disable Absence Calendar Balance Totals check box on the Time Off section of the Edit Tenant Setup - HCM task. This update enables you to hide available balances from your workers on the Absence and Time Off worklets.
Accessible Absence and Time Off Calendars	Workday updates the Time Off and Absence calendars, improving the visual design to enable accessibility with assistive technologies such as keyboards or screen readers.	Time Off and Leave User Experience	Month Picker Pop-Up	Workday updates the Time Off and Absence calendars with a new way to navigate between months. Now, when users select a month, they can quickly jump between months using a new menu, providing a better navigation experience. This new menu is also compatible with screen readers and keyboards, enabling users on assistive technology to quickly and easily navigate between months.
Accessible Absence and Time Off Calendars	Workday updates the Time Off and Absence calendars, improving the visual design to enable accessibility with assistive technologies such as keyboards or screen readers.	Time Off and Leave User Experience	Time Off and Absence Calendars	Workday updates the Time Off and Absence calendars, providing all users with improved visual contrast. We also update these calendars so users on assistive technology can easily tab through fields and navigate the tasks in a more accessible way. Users can now request time off and leaves of absence using their keyboards.

Worktags in Time Tracking	Workday updates how you set up worktags in Time Tracking, adding consistency across Workday applications. We also provide more control over how worktags populate during time entry so workers can more quickly and accurately select them.	Time Tracking	Time Entry Templates	We also deliver an Enable Default Values for Related Worktags check box on these tasks so that you can control whether related worktag default values populate during time entry: • Create Time Entry Template • Edit Time Entry Template We deliver this check box automatically enabled. If you disable this check box, related worktag default values will not populate during time entry. Disable the check box if your organization requires workers to positively report their worktag values. We also update time entry templates with these new tables: • Additional Worktags • Primary Worktags During time entry, Workday: • Displays each primary worktag as its own prompt and in the same order you define in the grid. • Groups additional worktags in a single Additional Worktags prompt. If you've already defined worktags on time entry templates, we move the first 10 worktags you defined into the Primary Worktags table. The remaining worktags are on the Additional Worktags table.
Worktags in Time Tracking	Workday updates how you set up worktags in Time Tracking, adding consistency across Workday applications. We also provide more control over how worktags populate during time entry so workers can more quickly and accurately select them.	Time Tracking	Time Web Services	With this release, we update these web services to respect related worktag defaulting: • Import Reported Time Blocks • Import Time Clock Events • Put Reported Time Blocks • Put Time Clock Events