

# Workday 2025R1 Agency Release Notes

Prepared by:

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**OKLAHOMA**  
Office of Management  
& Enterprise Services

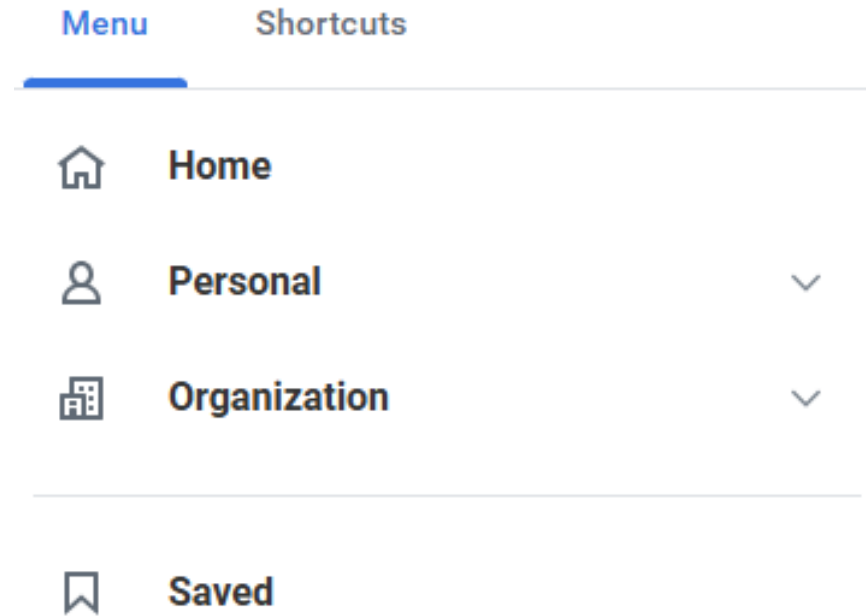
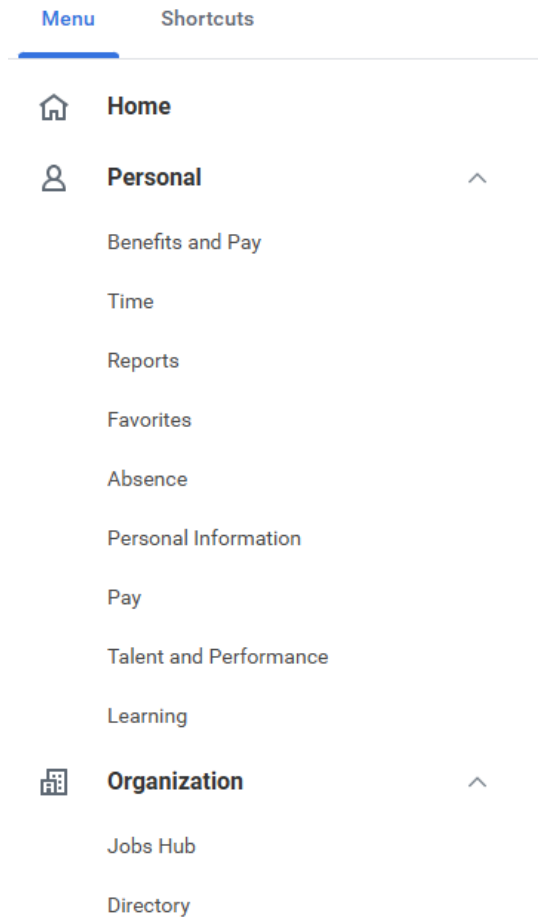
# Workday 2025R1

- Workday released its biannual updates on March 15.
- Most impacts are minimal and only change the look/feel of Workday@OK.
- Please review this list of changes and disseminate it throughout your agency as you see fit.

# Workday 2025R1 items – 1

Functional area	Release item title	Release item description
General	Global Navigation Menu Categories Opt-out and Configuration	The global menu now sorts items by category.
General	Saved in Global Navigation Menu	Workday has delivered a new Saved menu option that centralizes all saved items and favorites in Workday into a single globally accessible location.

# Workday@OK menu items



# Saved items

## Saved

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### Shortcuts

Shortcuts appear in your global menu for quick access. Up to max of 10.

[+ Add Shortcut](#)

Name	Type
<a href="#">List Tasks Available On Mobile</a>	Task
<a href="#">Functional Areas</a>	Task
<a href="#">Extract Worker Security Group and Role Assignments</a>	Report

### Favorites

Saved Business Objects, Reports and Custom Reports

Title	Type
<a href="#">Extract Worker Security Group and Role Assignments</a>	Business Object

### Learning

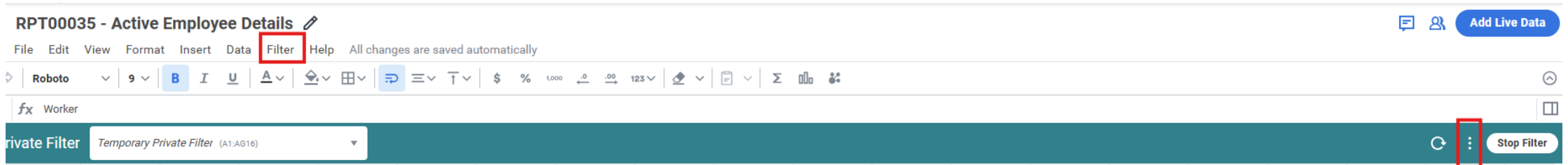
Saved Lessons, Courses & more

Title	Type	Duration
<a href="#">Project Management Foundations</a>	Digital Course	4 hours

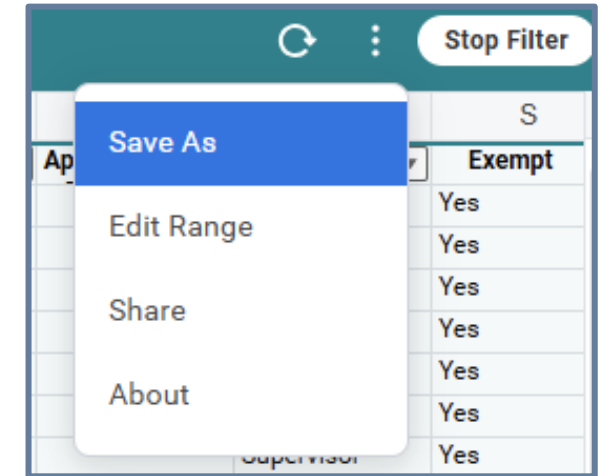
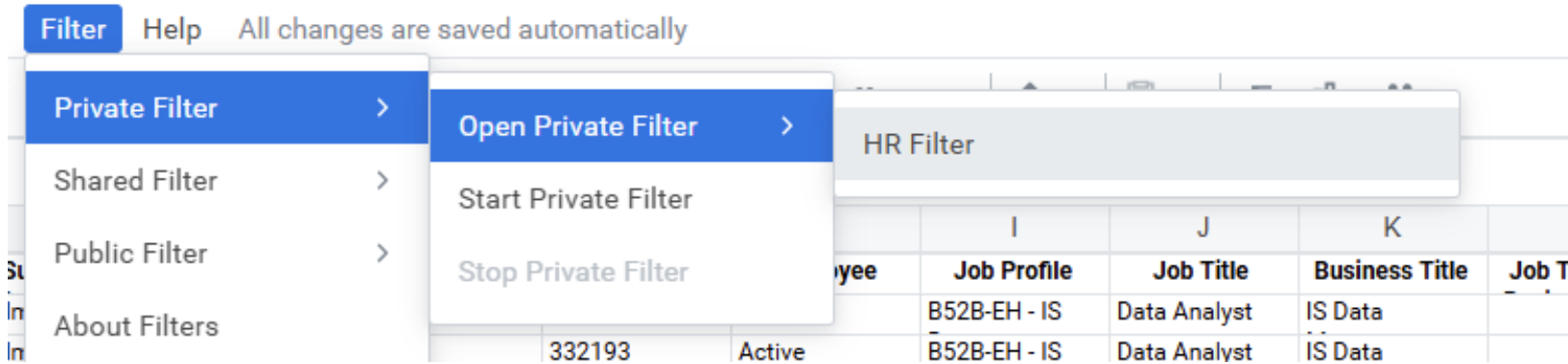
# Workday 2025R1 items – 2

Functional area	Release item title	Release item description
General	Manager Insights Hub	Workday has enhanced the Manager Insights Hub. Workday has added buttons for hiring and staffing tasks, and a new card for viewing in-progress hire events. This allows managers to view all hiring- and recruitment-related activities within the Manager Insights Hub.
General	Worksheets Saved and Shared and Private Filters	<p>You can now save the private filters you create in a workbook so that you can reuse them. You can also share filters and collaborate on customized views of data with anyone who has access to the workbook without impacting the work that others are doing.</p> <p>Workday has enhanced data filtering in workbooks by enabling you to maintain customized, private filters of data and share those filters with others, enhancing data analysis and collaboration within Worksheets.</p>

# Private and Shared Filter tools



## etails



# Workday 2025R1 items – 3

Functional area	Release item title	Release item description
HR	Enhanced Offboarding Resignation User Experience	Enhanced offboarding experience – changes have been made to the “submit resignation” view.

When is your last available day of work? \*

MM/DD/YYYY

Reason for Resignation \*

Additional Reasons for Resignation

# Workday 2025R1 items – 4

Functional area	Release item title	Release item description
HR	Hire Employee Task Redesign	Hire employee task redesign – cards have been added to the panel for more visibility.

**Initiated From**  
Job Application - JR41783 Server Operations Support (C1158112) on 02/05/2025

**Hire Date \***  
03/10/2025

**First Day of Work**  
03/10/2025

**Reason \***  
x Hire Employee > New Hire

**Position**

**Jim Halpert**

**Worker Information**

Pre-Hire  
Jim Halpert

Home Phone Number  
+1(405) 123-5678

Home Email Address  
jimh@gmail.com

Home Address  
12149 N Main Street  
Nowhere, OK 73100

# Workday 2025R1 items - 5

Functional area	Release item title	Release item description
Learning	Hide Inactive Learning Content from Global Search	If you mark any learning content as inactive, that content won't display for you in the global search results.

# Workday 2025R1 items – 6

Functional area	Release item title	Release item description
Payroll	Additional Payroll Data on Benefits and Pay Hub	Employees are now able to update withholdings from the Benefits & Pay hub.
Payroll	Payroll Calculation Errors	Workday has consolidated error message instances on payroll calculation tasks to increase efficiency.
Time & Absence	Enter Time by Type Comments	When your users enter time by type, they can now enter comments for each day in a vertically expandable field. Workday has removed the table format for better accessibility.

**Comments 0 of 3**

Time Type      090\_0900000000\_090 Non-IS Projects

Position        (empty)

Worktags        (empty)

Wed, 3/12 (: 2)

Thu, 3/13 (: 2)

Fri, 3/14 (: 2)

# Workday 2025R1 items – 7

Functional area	Release item title	Release item description
Payroll	Assign Costing Allocation Redesign	<p>Workday has delivered a new display for the Proposed Costing Allocations tab that enables you to:</p> <ul style="list-style-type: none"><li>• Add, edit, remove and sort ranges of costing allocations by start date or end date.</li><li>• Copy costing allocations of a specified date range.</li><li>• Workday has also updated the display of the Existing Costing Allocations tab, where you will see:<ul style="list-style-type: none"><li>• Existing costing allocations for the specified costing criteria.</li><li>• An empty grid when a worker doesn't have any costing allocations.</li></ul></li></ul>

# Assign Costing Allocation

## Assign Costing Allocation

### Costing Criteria

Effective Date 03/12/2025

Position Restrictions 0400001700001

**Proposed Costing Allocations**


Existing Costing Allocations

 Add

Click here to sort	
07/01/2024	06/30/2025
07/01/2023	06/30/2024
07/01/2022	06/30/2023



Copy Costing Allocation





Start Date \* 07/01/2023 

End Date 06/30/2024 

> Costing Allocation Attachments

### Costing Allocations

Costing Allocation Details 1 item 

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	*Cost Center	*Fund	*Bud Ref	*Program
 		Company: 090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV Cost Center: 090_3000000 OPM Administration Fund: 090_90000 Employer Benefits & Taxes	Bud Ref Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>