

Workday 2026 R2

Release Highlights: What You Need to Know



PREPARATION GUIDE

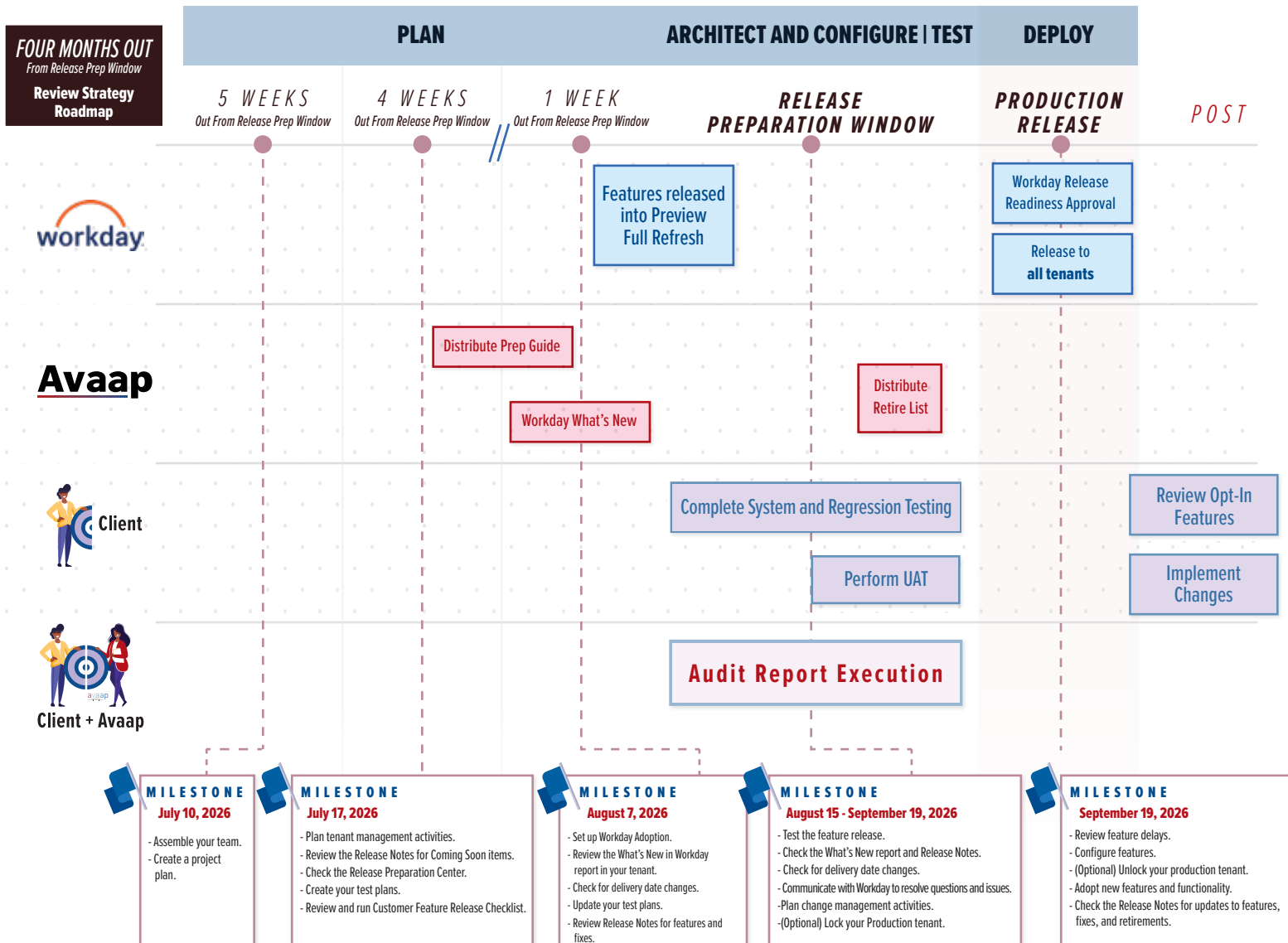
WORKDAY FEATURE RELEASE 2026R2

Whether this is your first Workday release or your tenth, release planning can be stressful. Avaap is happy to provide release tips and checklists to enable you to be well-prepared for the next release and here to provide you with further guidance as you navigate through the release process. Please contact your AMS Account Manager with any questions.

KEY DATES

- 2026R2 Feature Release Documentation: **August 7, 2026**
- 2026R2 Preview Refresh/Release: **August 15, 2026**
- Release Preparation Window: **August 15 - September 19, 2026**
- Production Release: **September 19, 2026**

RELEASE PROJECT PHASES



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RELEASE CHECKLIST 2026R2 CUSTOMER FEATURE

These are the activities to perform in your Production tenant prior to the feature release. Resolve these items to reduce exceptions when your tenant converts to the latest release. *Complete this section prior to when the feature release is delivered to your Preview tenant. (By August 14, 2026)*

CHECKLIST ITEM	COMMENTS	STATUS
✓ Activate all pending security changes before upgrading to the next Workday release.		
✓ Run the Business Process Exception Audit. (Business Process Administrator)	Resolve any identified critical Business Process exceptions.	
✓ Run the Business Process Policy View Audit. (Security Administrator)	Resolve any Business Process policy view issues.	
✓ Run the Business Process Definitions with Integration Steps using Deprecated Fields Audit. (Business Process Administrator)	Resolve any Business Process issues.	
✓ Run the Organization Exception Audit. (Organization Administrator)	Resolve any identified organization issues.	
✓ Run the Security Exception Audit. (Security Administrator & Security Configurator)	Resolve any identified critical report exceptions.	
✓ Run the Custom Report Exception Audit. (Security Administrator & Report Writer)	Resolve any identified critical report exceptions.	
✓ Run All Custom Reports with "Do Not Use" Items. (Setup Administrator)	Update invalid report values.	
✓ Run the Calculated Field Exception Audit. (Security Administrator)	Resolve any identified critical calculated field exceptions.	
✓ Run the Condition Rule Exception Audit. (Business Process Administrator)	Resolve condition rule exceptions.	
✓ Run the Condition Rules using Deprecated Fields. (Business Process Administrator)	Update invalid condition rules values.	
✓ Run the Unfilled Assigned Roles Audit. (Business Process Administrator & Organization Administrator)	Resolve any role issues.	
✓ Run the Integration Exception Audit.	Review and resolve any issues.	

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PREVIEW TESTING 2026R2

Activities to complete in your Preview tenant after it is updated with the feature release. **(August 15, 2026)**

CHECKLIST ITEM	COMMENTS	STATUS
✓ Review the Coming Soon post on Community, which includes feature considerations for the next release.		
✓ Review the Features post on Community for the next release once they're available.		
✓ Run the Business Process Exception Audit. (Business Process Administrator)	Resolve any identified critical Business Process exceptions.	
✓ Run the Business Process Policy View Audit. (Security Administrator)	Resolve any Business Process policy view issues.	
✓ Run the Business Process Definitions with Integration Steps using Deprecated Fields Audit. (Business Process Administrator)	Resolve any Business Process issues.	
✓ Run the Organization Exception Audit. (Organization Administrator)	Resolve any identified organization issues.	
✓ Run the Security Exception Audit. (Security Administrator & Security Configurator)	Resolve any identified critical report exceptions.	
✓ Run the Custom Report Exception Audit. (Security Administrator & Report Writer)	Resolve any identified critical report exceptions.	
✓ Run All Custom Reports with "Do Not Use" Items. (Setup Administrator)	Update invalid report values.	
✓ Run the Calculated Field Exception Audit. (Security Administrator)	Resolve any identified critical calculated field exceptions.	
✓ Run the Condition Rule Exception Audit. (Business Process Administrator)	Resolve condition rule exceptions.	
✓ Run the Condition Rules using Deprecated Fields. (Business Process Administrator)	Update invalid condition rules values.	
✓ Run the Unfilled Assigned Roles Audit. (Business Process Administrator & Organization Administrator)	Resolve any role issues.	
✓ Run the Integration Exception Audit.	Review and resolve any issues.	

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POST-FEATURE RELEASE WD 2026R2 PRODUCTION

Activities to perform in your Production tenant after it is updated to the latest version of Workday. **(September 19, 2026)**

CHECKLIST ITEM	COMMENTS	STATUS
✓ If you locked all accounts during the update (best practice), be sure to unlock all user accounts.	Select the unlock user accounts option from the Manage User Accounts task.	
✓ Activate sessions for Workday Accounts if user sessions were terminated during the update.	Access the Manage Workday Maintenance Window task to activate the sessions.	
✓ Re-enter any configuration changes that were made in your Sandbox Preview tenant.		
✓ Rerun audits from the first two checklists.	Resolve audit issues.	
✓ Review the Retired Functionality Reference for the next Workday release when it becomes available.	Make note of any upcoming retirements and corresponding required actions.	



The bi-annual update is a great opportunity to ensure you're getting the best value from your Workday system.

Connect with **Debbie O'Laughlen** to discuss your post-production support needs.

Avaap

IF YOU WANT TO GO FAR GO TOGETHER

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