—SPS ALERT—

SPS Alert 274:

Workday Release and Enhancements to the Request Compensation Process

Release Date: 9/16/2026

ALL SPMS/CPBI(5) HR Support Roles ONLY

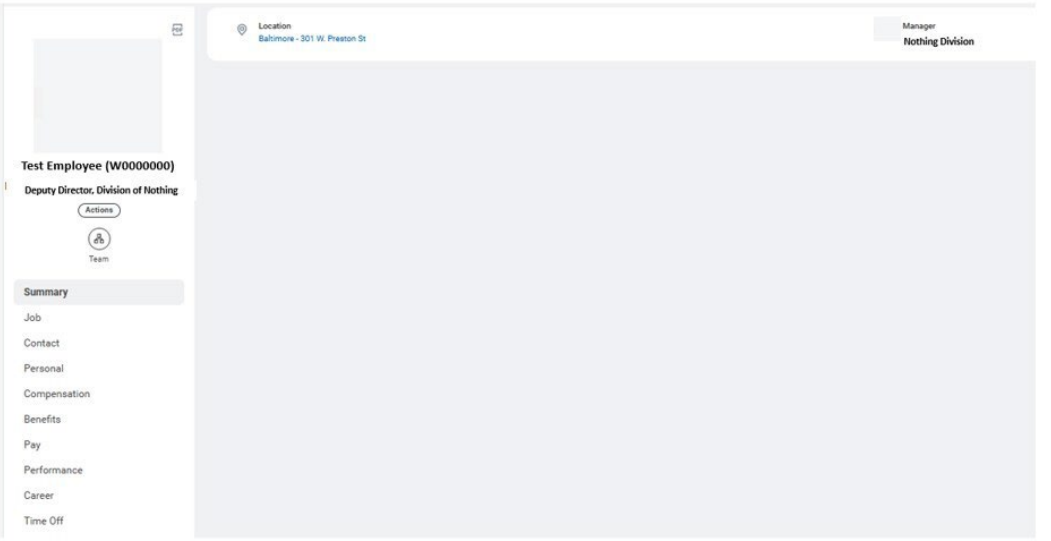
NEWS

SPMS ONLY

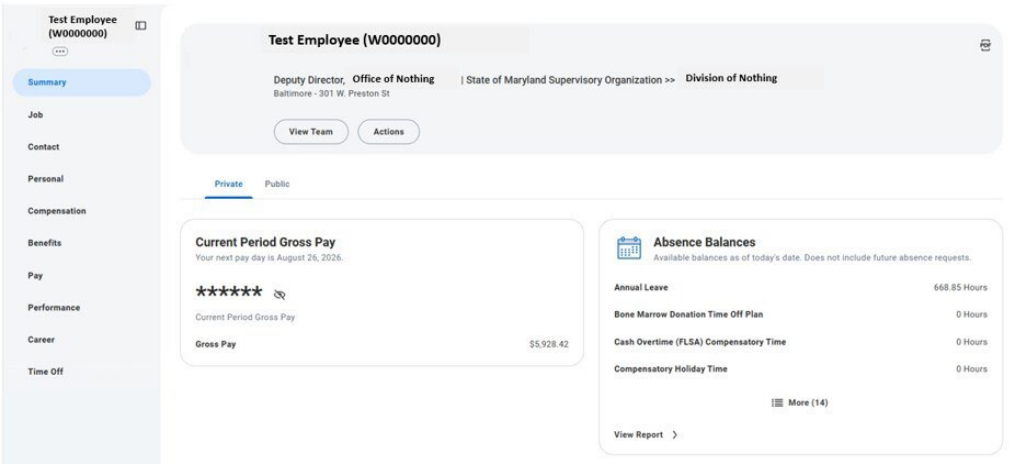
- **Coming Soon – Workday Release 2026R2**

On September 19, 2026, Workday will release its' semi-annual update: Release 2026R2. With this release, users may notice differences in how screens are laid out and/or arranged. (See example Employee Profile below)

Current:



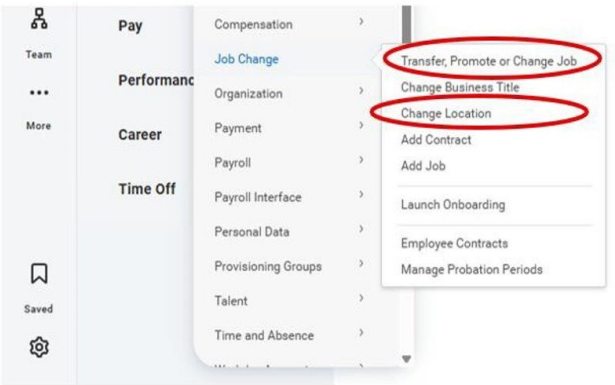
New:



- **Enhancements to the Change Job Process**

There will be a new look and path to process Change Job transactions.

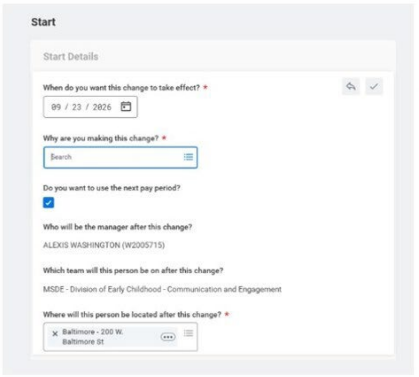
****It ONLY affects Transfers, Promote, or Change Job, Request Transfer and Change Location in Job Change***



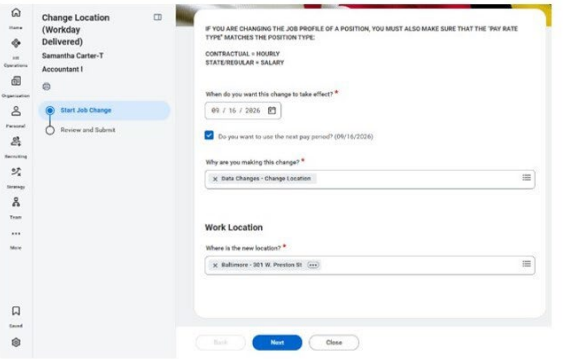
Note: *Workday is implementing Templates for Change Job. This means that you may not see* all unnecessary fields for that transaction. *Compensation and Change Org assignments will* still be triggered if needed.

1. ***Transfers, Promote, or Change Job:*** **Before,** starting the transaction required a ***START***, the **Effective Date, Reason, Sup Org** and **Employee**. **Now**, there are no separate pages, ***no START button***, all information is requested at the start of the transaction, before clicking on ***NEXT***.

Before

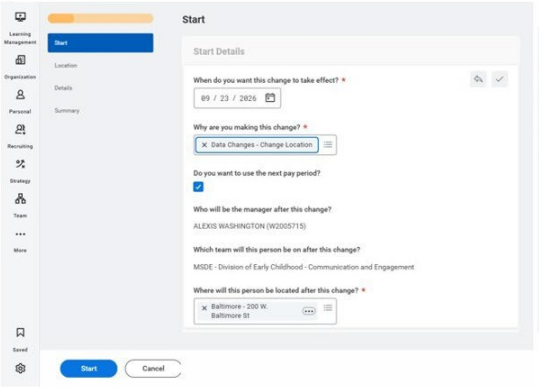


Now



2. ***Change Location:*** **Before,** starting the transaction required a ***START***, and manually bypassing fields that did not need to change. **Now**, only the location field is available to change.

Before



Now

