

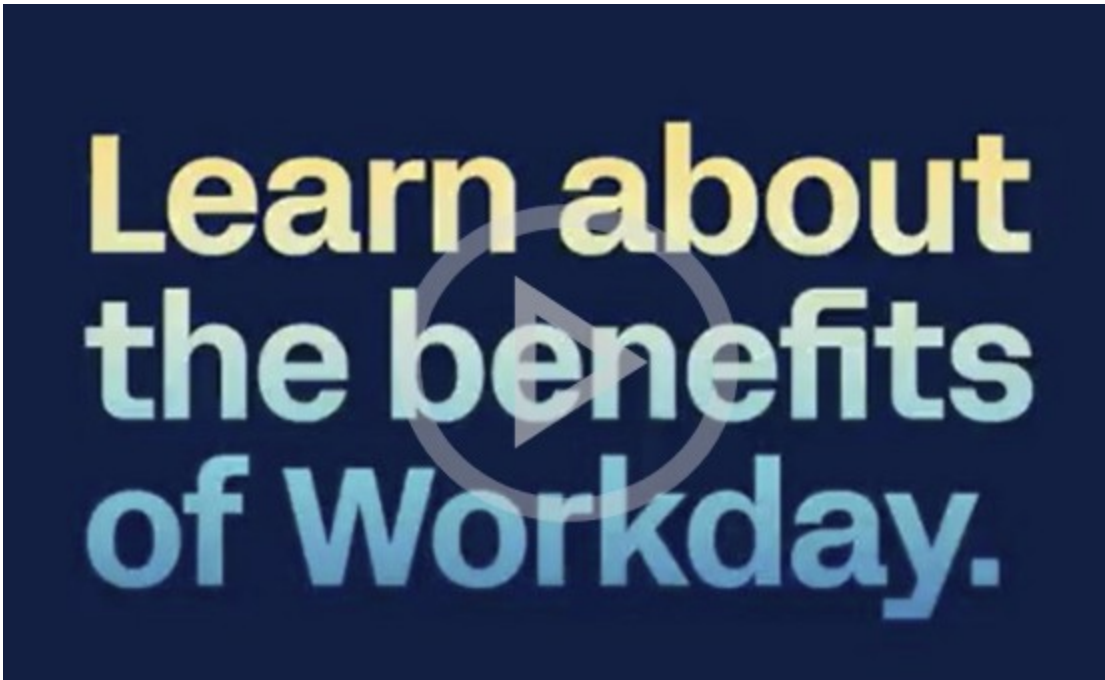
Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **May 2025** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson’s transition to Workday. As we continue our journey toward implementing Workday at Dickinson, we’re making progress in key areas and laying the groundwork for a smooth transition. In this edition, we’ll share updates on our progress, what’s coming next, and how you can stay involved.

To subscribe and receive this monthly newsletter - click the button below.

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Say Hello to Workday!

Workday - plain and simple - is a comprehensive, cloud-based system that consolidates Human Capital Management (HCM), Finance, Payroll, and Student information into a single, inclusive platform. It’s designed to be easy to use, offering tools that make everyday tasks simpler and more efficient. With real-time access to important data, Workday will enable faculty, staff, and students to get the information they need quickly and easily. Its flexibility also means that the system can grow and adapt as our needs change.

Do you want a preview of Workday in action? Start by clicking to watch the video linked above, reviewing our [Workday FAQs](#), or exploring the [Workday Training Resources](#) available on our [Workday webpages](#)!



Workday Project Update

The **Workday** project team continues to make strong progress, and we’re happy to report that we remain on track and are moving forward as planned. This month, our primary focus areas are Unit Testing, Reporting, and Integrations—each a critical building block in ensuring a smooth and successful implementation.

Unit Testing: Verifying Functionality and Design

We’ve officially started **Unit Testing**, a key milestone where we test individual components of the Workday system to confirm they function as designed. Our team has finalized the test scenarios, and many of those who participated in **Functional Alignment Sessions** are now directly involved in developing and reviewing meaningful test cases. Their work on the scenarios is helping us ensure the system aligns with our needs and expectations. During **Unit Testing**, we are:

- Validating core system configurations
- Ensuring test scenarios produce expected results
- Confirming the system reflects documented design decisions
- Identifying any issues from data conversion
- Conducting isolated tests of independent processes

This testing process allows us to uncover and resolve any issues early, supporting the integrity and reliability of the Workday platform before we move into broader testing phases.



Reporting: Data Access in Workday

Reporting is another major area of focus. We’re currently:

- Reviewing reports in use today
- Identifying which of those can be replaced by Workday’s delivered reports or built-in analytics
- Determining where custom report will be needed

This process helps us streamline our reporting strategy, reduce redundancies, and ensure that users will have access to accurate, actionable data from day one.

Integrations: Connecting the Dots

Our team is also actively engaged in integration discovery sessions. These sessions help us identify and document the systems that will need to connect to Workday and partners (e.g. benefits vendors) that we send data to on a scheduled basis. We’re gathering detailed specifications and working closely with partner vendors to ensure a smooth transition. Early engagement with these partners is essential so they can support configuration, testing, and eventual go-live.



Putting Workday to the Test ~ Before You Do!

From unit testing to user readiness, we’re rigorously testing every aspect of the system to deliver a reliable and user-friendly experience at launch. The many rounds of testing that will occur before go live are described below:



UNIT TESTING

Testing the individual aspects within each functional workstream



E2E TESTING

Testing the represent “Lifecycle” scenarios to identify potential issues and gaps in the configuration



PARALLEL PAYROLL

Validating same period processing against Banner (legacy system)



USER READINESS

Final validation and feedback that the configurations meet expectations.



Change Agent Network ~ Volunteers Needed!

*Big changes are coming with Workday and we want to make sure every voice is heard and every department is supported. That's where you come in! In late summer, we're launching a **Change Agent Network (CAN)**, a team of volunteers who will help keep their colleagues informed and ready for the transition to Workday. **CAN members come from all areas of campus to communicate, advocate, and act as liaisons throughout our Workday launch.** They will play a crucial role, helping the campus community prepare Dickinson for Workday.*

CAN volunteers will:

- Represent their colleagues and others to relay Workday information and impacts
- Attend CAN meetings to stay informed and share identified impacts of change(s)
- Communicate key messages to their campus contacts and colleagues
- Share feedback with the Workday Change Management Team
- Provide support and assistance with planning during the transition
- Spend about 1-4 hours per month (August 2025 - December 2026) on Change Agent activities

Who Should Volunteer? You don't need to be a Workday expert, we're looking for:

- Good communicators and trusted team members
- People who are curious, collaborative, and positive about change
- Anyone who wants to play a meaningful role in shaping the future of campus systems.

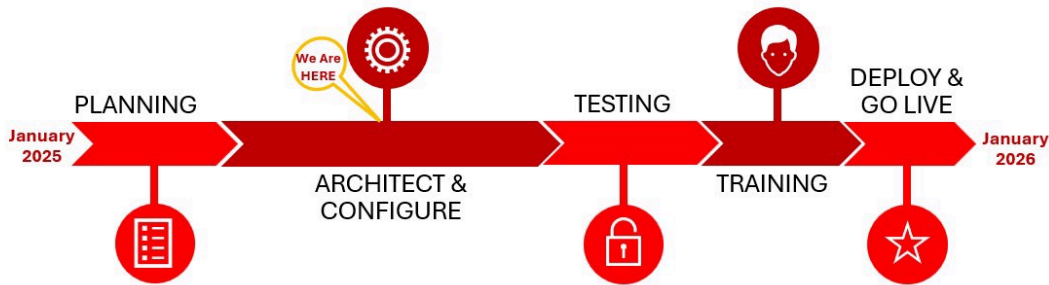
We'd love to have you on board!

Interested in becoming a Change Agent Network (CAN) Volunteer?

Click below to let us know of your interest!

I am interested in being a CAN Volunteer!

Where are we on the Workday implementation journey?
See the timeline below!



Stay Connected!

Visit our Workday [project website](#) for the latest updates.
Have questions? Reach out to the project team at workday@dickinson.edu.
Thanks for being part of this exciting transformation!

Learn More About the Workday Tech Transformation!

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