Workday

Is Coming Soon

June 2025
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Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the *June 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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Workday Project Update

During May, our Workday project team completed a major milestone: **Customer Confirmation Sessions (CCS)**. These sessions ensured that the final designs of our business processes align with the needs of each functional area.

What's a Customer Confirmation Session?
It's a walk-through of system configurations and business processes that have been built in Workday for specific workstreams. **CCS** allows stakeholders to preview how Workday will support their work and provide input before testing begins.
Sessions included demonstrations of tasks and processes in key areas:

- **Finance**: Budget, Endowment, Business Assets, Customer Accounts, Supplier Accounts, Expenses, Projects, Gifts, and Grants
- **Human Capital Management (HCM)**: Recruiting, HCM Core, Benefits, Compensation, Time Tracking, Absence, Talent, Learning, and Payroll

With **CCS** complete, the project now moves into **End-to-End Testing**—a phase where the full system is tested from start to finish to confirm that processes are connected, functioning properly, and ready for go-live this winter.

We're also building our **Change Agent Network (CAN)**—a team of volunteers from across campus who will help guide their colleagues through the transition to Workday. Want to stay in the loop and support your department? Read more about CAN below.

Getting Started with Mobile

Stay Connected On-the-Go with Workday Mobile!

Workday Mobile gives you the flexibility to stay up to date and manage important tasks from anywhere—whether you're on campus, working remotely, or on the move. With easy access to reports, dashboards, and other HR, payroll, and benefits information, Workday Mobile helps you stay productive wherever you are.

What Employees Can Do with Workday Mobile:

- **Look up team members** – Quickly access employee profiles to find contact information or organizational details.
- **Stay on top of tasks** – Receive timely notifications and take action on approvals, requests, and other tasks.
- **Submit expenses** – Upload receipts and submit expense reports directly from your mobile device.
- **Complete training** – Access and complete required learning right from your phone or tablet.

What Supervisors Can Do:

- **Manage teams remotely** – Review and take action on employee time, absences, and requests even while away from your desk.
- **Access team info anytime** – View individual and team calendars, compensation details, and performance management records.

Workday Mobile is available through the **Apple App Store**, **Google Play Store**, or by using a **mobile browser**. Its secure design ensures that your data remains protected while giving you full access to the features you need.
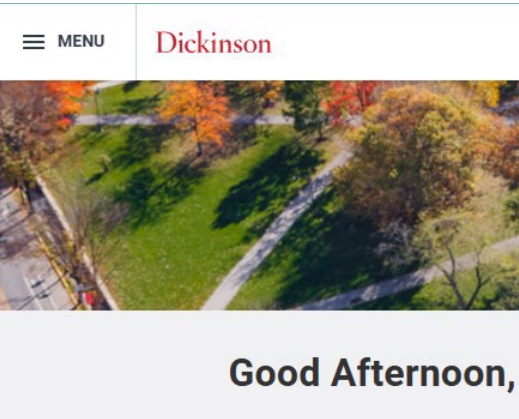
Open Enrollment

Completing Open Enrollment in **Workday** will be a breeze. Starting with the next benefits cycle in **May 2026**, Open Enrollment will take place directly in Workday.

When the time comes, you'll receive a notification from **Human Resource Services** prompting you to begin. The process will guide you through reviewing and selecting your benefits, including options like **medical, dental, vision**, and **flexible spending accounts**.

Once you've completed your selections, Workday will provide a summary showing your elections. We'll share more details and support resources as we get closer to Open Enrollment. Additionally, at any time throughout the year, you can view a **Total Rewards summary** that provides a snapshot of your compensation and benefits under the **"Pay"** section in your Workday dashboard.

Payroll

Workday makes it easy to access and manage your **payroll information**—whether you're at your desk or using a mobile device. With Workday, you'll be able to:

- View and print payslips
- Access your pay history
- Clock in and out, and submit timesheets
- Request and manage time off

All of this is available through Workday's secure platform, designed to support both desktop and mobile access.

Terminology: Payroll and Time Entry

Payroll entries for time off and time worked within Workday is quick and easy, based on your role at the college. Here are just a few related words you may come across when learning about payroll and time entry.

Time Block:
A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.

Time Calculation:
A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. Example: You could create a time calculation to convert regular hours into overtime hours automatically if a worker works more than 40 hours in a week.

Time Clock Event:
A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external time clock. Workday matches time clock events to form time blocks, which workers can edit and submit.

Time Entry Calendar:
A set of self-service pages that workers use to enter, edit, and submit time, when using calendar based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.

Time Off:
The rules that apply to a specific type of time off, including eligibility rules, whether adjustments are allowed, and limits that differ from the time off plan.

Time Period Schedule:
A time period schedule defines which dates are available for entry at a given time and defines which dates are paid in which pay periods. They can line up with pay periods, or, in more complex scenarios, they can be paid on a lag.

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 - February 2026) on Change Agent activities*

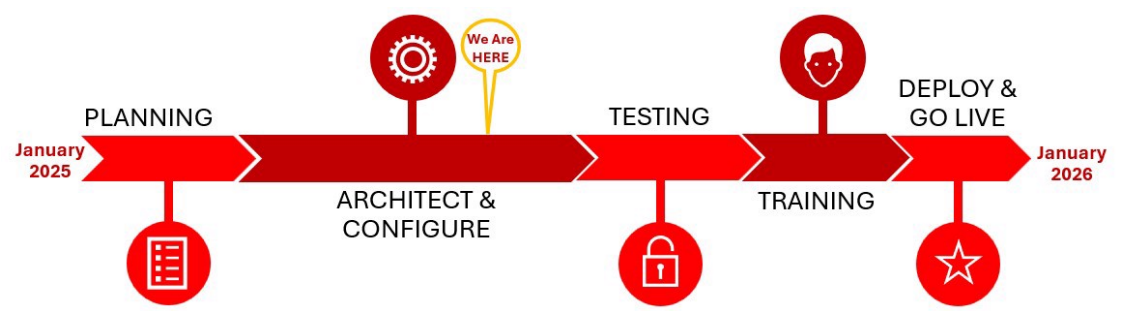**Who Should Volunteer?** You don't need to be a Workday expert, we're looking for:

- 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're grateful to everyone who has already stepped up to be part of this important effort. Your involvement will help ensure a smoother transition and stronger campus-wide understanding of what Workday brings!

We still have some open CAN spots - 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...

PLANNING · ARCHITECT & CONFIGURE · TESTING · TRAINING · DEPLOY & GO LIVE

January 2025 — January 2026

We Are HERE

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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