

# Workday News

*Empowering People, Enhancing Processes, Driving Innovation*

Welcome to the **July 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.

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## Project Status: Preparing for End-to-End Testing

The Workday implementation team is entering an important phase of the project—**End-to-End (E2E) Testing**, which is scheduled to begin at the end of this month.

During E2E testing, we will test the entire lifecycle of key business processes in Workday from start to finish. This includes not only the steps that happen within Workday itself but also how data flows between Workday and other systems that Dickinson relies on, such as third-party vendors and internal campus systems.

*The goals of E2E testing are to:*

- **Confirm that business processes function as expected**
- **Validate that data integrations are working properly**
- **Ensure that security settings and user permissions are correct**
- **Evaluate usability from an end-user perspective**

Additionally, we'll soon begin preparing for **Payroll Parallel Testing**, which will begin later this summer. ***During Payroll Parallel Testing, we will run several test payroll cycles in Workday and compare the results to what our legacy system produces.*** This is a critical step in ensuring accuracy before Workday goes live.

Stay tuned for more updates as we approach these important milestones!



**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.

## Workday Journeys

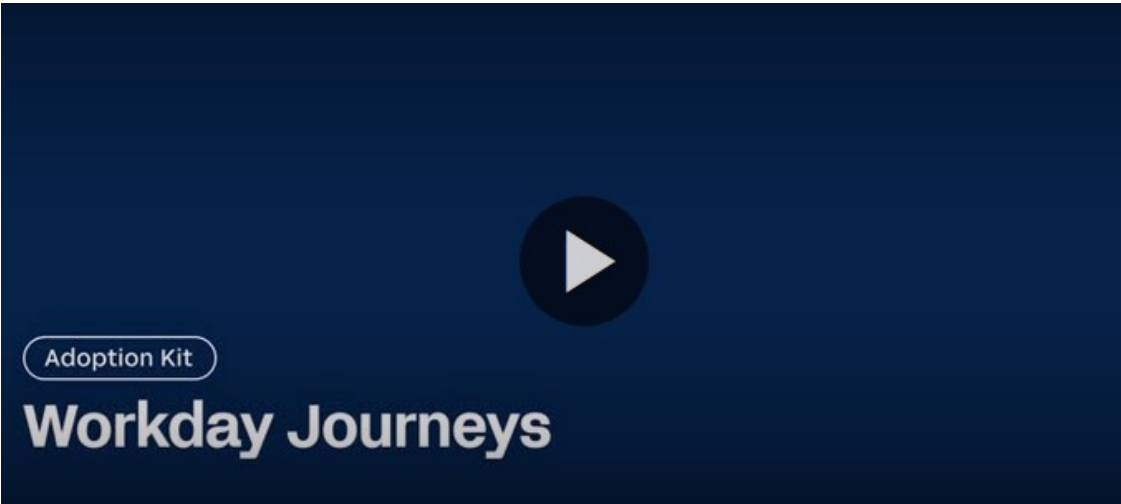


Click and view the video below to learn a bit more about journeys!

**Journeys** in Workday create paths to guide users through processes impacting tasks and responsibilities via job aids, videos, steps and suggestions, along with **Custom Cards**. Journeys may be a great way to incorporate training into staff development plans.

- **Journey Paths** - lead Workday users through tasks, training or processes with steps designed to streamline the direction of the Journey.
- **Custom Cards** - provide information on the users Workday dashboard for more personalized communications and notifications.

Journeys provide tools and opportunities to support professional development, and can be customized based on roles within **Workday**. Metrics from dashboards or reports include completion rates, visual analytics and more. ***Watch for your first Workday Journey on your dashboard when we go live in December!***



# Organizational Charts in Workday

One helpful feature coming with Workday is interactive organizational charts that are available through self-service.

Today, Dickinson doesn't have an easy, centralized way for employees to view org charts across the college. That will change with Workday. As soon as the system goes live, employees will be able to view dynamic org charts that display reporting relationships in real time, based on up-to-date information from Human Resources.

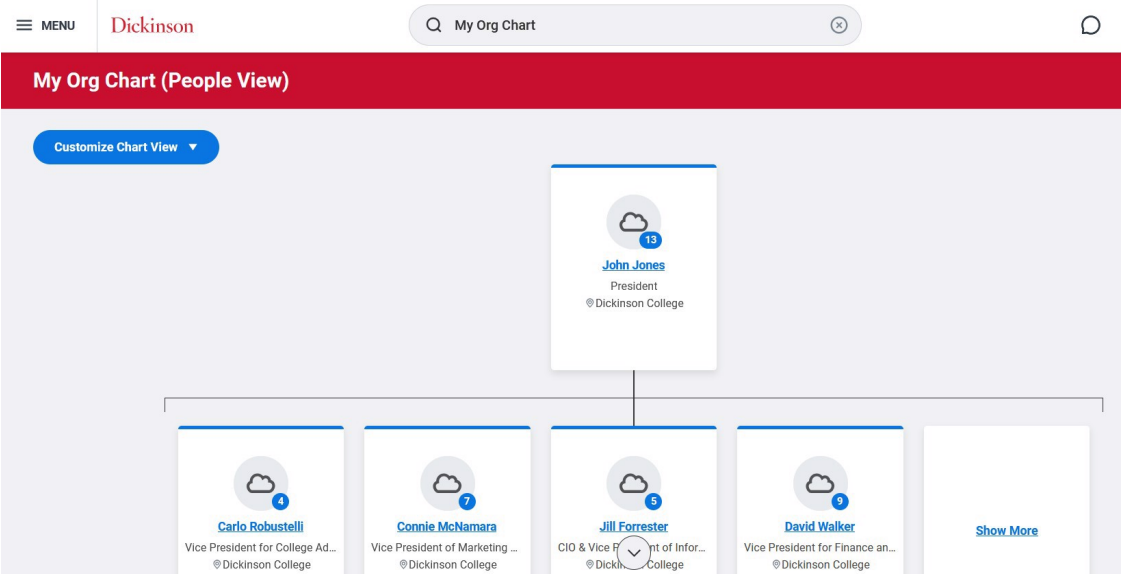
With Workday's org chart feature, you'll be able to:

- See who reports to whom at a glance
- Explore reporting structures by clicking through different levels of the organization
- Quickly find contact information for colleagues and managers
- Access this information anytime via desktop or mobile

Whether you're new to Dickinson and trying to understand how departments are structured, or you simply want to know where a colleague fits in the organization, Workday's self-service org charts will make it much easier to find the information you need.

We'll provide more guidance and demonstrations on how to use this feature as we get closer to go-live!

*For a partial sneak peak of an org chart in Workday, see the snapshot below.*



## Terminology: Position Management & Staffing

Position management and staffing have several terms in Workday related to this HCM function. Here are just a few that you may come across when learning about them.

### Organization Security Group:

A security group whose members are any workers assigned to that organization.

### Position Restrictions:

The attributes and conditions that apply to an unfilled position within a supervisory organization that uses the position management staffing model. Example: Job profile, location, qualifications and worker type.

### Staffing Model:

A structure that defines how jobs and positions are created and filled in a supervisory organization. Workday supports two kinds of staffing models - job management and position management.

### Staffing Organization:

An organization category that includes supervisory organizations, matrix organizations, or retiree organizations.

### Work Schedule Calendar:

A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays and time entry options.



**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 August, 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.

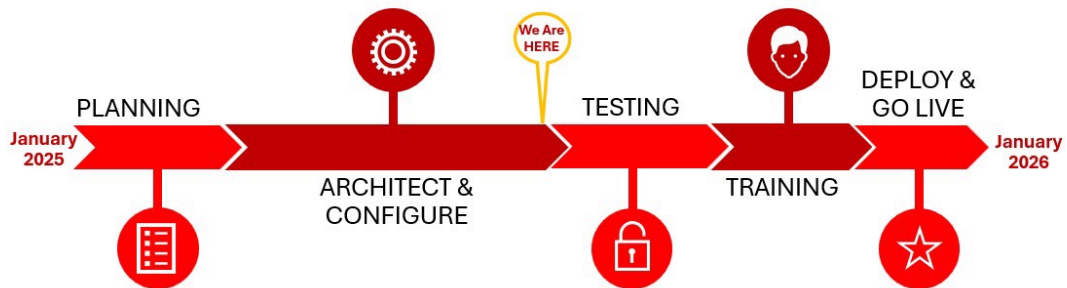
***We're grateful to everyone who has already stepped up to be part of this important effort. Your involvement will help ensure a smoother transition and stronger campus-wide understanding of what Workday brings! We will invite all CAN Volunteers to a kick-off meeting in mid-August. Date to be announced soon.***

**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...***



## Stay Connected!

Visit our Workday [project website](#) for the latest updates.

Have questions? Reach out to the project team at [workday@dickinson.edu](mailto:workday@dickinson.edu).

Thanks for being part of this exciting transformation!

**Learn More About the Workday Tech Transformation!**

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