

Workday Is Coming Soon

August 2025
Volume 1, Issue 7

Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **August 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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Project Status: End-to-End Testing

This summer our team worked to finish the design and testing of our new Workday system. **End-to-End (E2E) Testing** began at the end of July and continues through September 12. We will complete testing in just a few weeks which will ensure that our design works as intended.

As a reminder, 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*

We are launching a Change Agent program this month which provides a team of early adopters and champions of this project who can support their teams and departments in adoption. Meet your Change Champions in the article below... Keep your eyes open for more communications and training coming soon!



UNIT TESTING

Testing the individual aspects within each functional workflow



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 Agents Network



Workday Change Agents will assist our Change Management Team by:

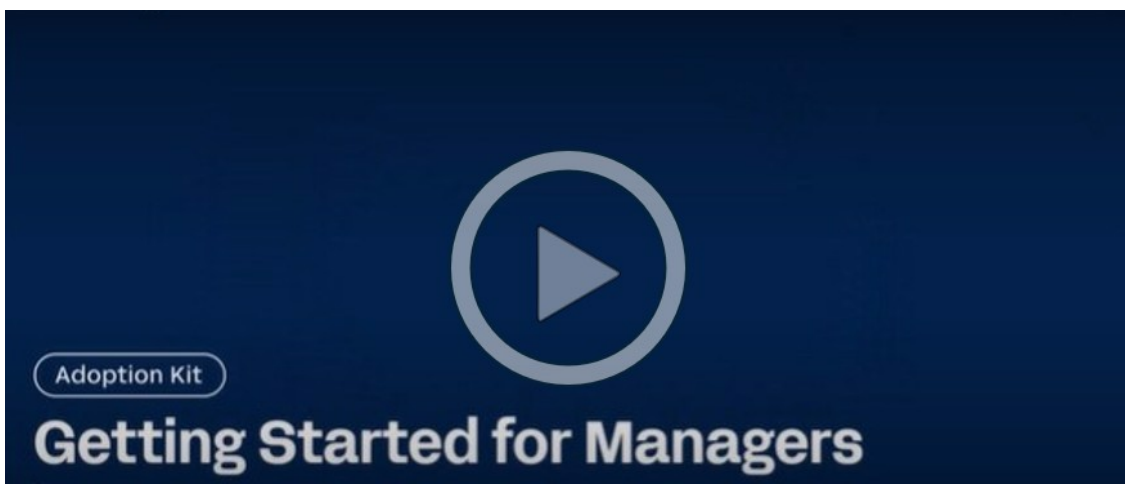
- Acting as liaisons to understand concerns and gather information on change impact(s)
- Assisting with outreach and transparent communications to build understanding of change impacts
- Sharing information related to the benefits and/or challenges of change(s) happening
- Supporting and reinforcing new processes through outreach to increase adoption and effectiveness of changes.

Watch for updates and outreach from any of the Change Agent volunteers listed to the right!

Meet the Workday Change Agents

Change Agent volunteers across campus will act as liaisons to share information and feedback with the campus community this fall.

- Alyssa Akers, Dining Services*
Asuncion Arnedo, Spanish
Angie Barone, Admissions
Katelynn Bias, Financial Aid
Meridith Brozik, Library
Andrew Connell, User Services
Sheri Davis-Cordell, Education Studies
Cindy Derr, Facilities Management
Kelly Ellis, Economics & Data Analytics
Carla Emig, Financial Aid
Beth Graham, Wellness Center
Dan Guerrisi, Financial Aid
Mary Hair, Dining Services
Laurie Henry, Campus Life
Arika Hunt, Planned Giving
Josh Israeloff, Dining Services
John Joyce, ADS & SOAR
Mike Kiner, Facilities Management
Kahlil Bashir, Dining Services
Emma Kay Krebs, Registrars Office
Katie Landis, Associate Provost's Office
Susan Morrison, Facilities Management
Jennifer Oswald, Office of CASE
Mary Padgett, International Studies & IBM
Stacey Rohrer, Music
Katie Schweighofer, WGRC
Carol Shaffer, Human Resource Services
Marian Strait, Athletics
Leslie Swartz, Facilities Management
Aislinn Thomas, Marketing & Communications
Andrea Van Volkenberg, Public Safety
Leah Walker, Enrollment Management
Polly Willey, Payroll
Kelly Winters-Fazio, English
Sonya Wright, Dining Services
Carla Yocum, Enterprise Applications



Getting Started in Workday for Managers

Managing tasks and responsibilities will be simpler with Workday. Its streamlined design makes workflows and business processes more efficient, helping managers save time and stay organized. Check out the video above for a quick preview, and see the tips below for getting started in Workday as a manager.

Key Tasks for Managers in Workday:

- **Learn the Basics:** Understand navigation of Workday's interface, which includes dashboards, menus, and search functions.
- **Review Team Org Chart:** View your team's organizational chart structure for accuracy.
- **Utilize My Team Management Dashboard:** Access tools for managing time, scheduling, time-off requests, onboarding progress, and team learning activities.
- **Approve Time Off:** Discover how to review and approve time-off requests for team members.
- **Check Personal Information:** Review your personal information and position details for accuracy.
- **Review Benefits:** Explore your benefits for current elections and employee costs.
- **Manage Time and Absence:** View your personal absence balances and learn how to enter time, request time off, and report absences.

Benefits of Using Workday for Managers:

- **Improved Team Management:**
Workday provides tools for streamlined team management, including time tracking, absence management, and onboarding.
- **Enhanced Visibility:**
Managers gain increased visibility into their team's activities, such as time-off requests, learning progress, and onboarding status.
- **Streamlined Processes:**
Workday automates many HR processes, such as time-off approvals and onboarding, saving managers time and effort.
- **Centralized Information:**
Workday provides a central location for accessing employee information, including personal details, job information, and performance data.
- **Improved Communication:**
Workday facilitates communication through notifications and alerts related to tasks, events, and approvals.

Curious to explore the training resources already available online to you?
Check out the [Workday Training Resources](#) webpage on our Workday website!

Business processes are the definition, arrangement, and execution of tasks, to-do items, and notifications that occur when a worker initiates a transaction.

Streamlined Business Processes in Workday

Business Processes (BP) in Workday simplify workflow into an efficient series of tasks for various organizational functions for ease of task completion.

What’s Changing: Submitting Expense Reports

One of the everyday processes that will see improvements with in Workday is how employees submit expense reports.

Current Process:

Today, submitting an expense report involves several manual steps. Employees must download an Excel form from the Dickinson website, fill it out, collect physical or electronic receipts, get a supervisor’s signature (often by printing the form), and then submit it to Accounts Payable by email or in person. This process can be time-consuming, error-prone, and hard to track.

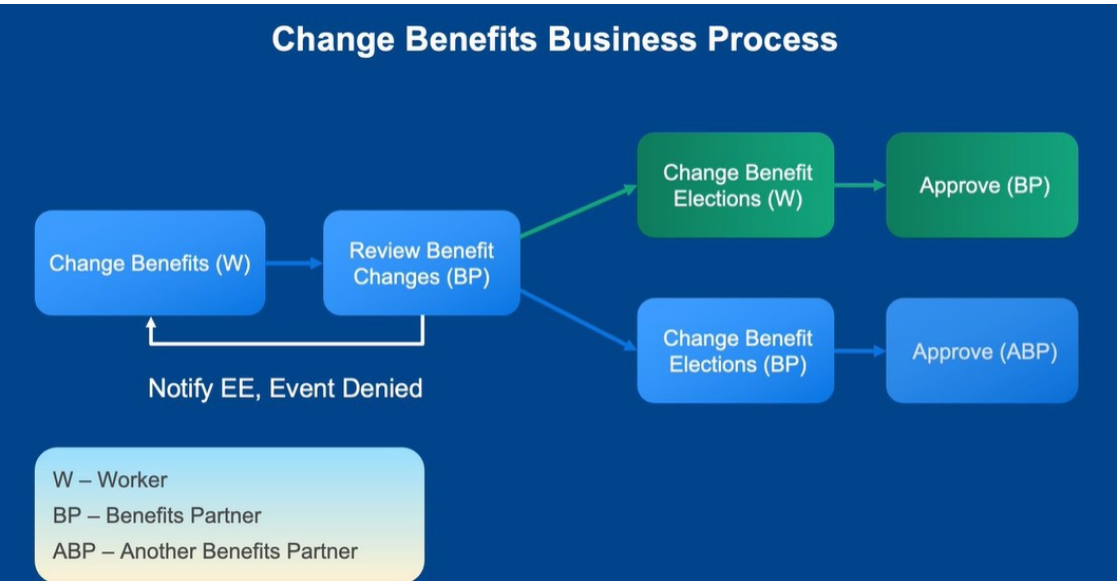
What’s Changing with Workday:

In Workday, the expense reporting process will move online. Employees will be able to:

- Create and submit expense reports directly in Workday from a computer or mobile device
- Attach digital receipts directly to the report
- Route the report automatically to their manager for approval—no printing or emailing required
- Track the status of submissions in real time

This new process is faster, easier to use, and provides greater visibility and accountability for both employees and approvers. It also helps reduce errors and shortens the time it takes to process reimbursements.

Step-by-step guides will be available later this fall to help you get comfortable with submitting expenses in Workday. Other BP examples include hiring, onboarding, performance reviews, compensation changes, and terminations. *For a visual of the **Change Benefits BP** workflow see the graphic below.*



Terminology: Finance

Finance in Workday is a bit different than Banner for terminology and processes. See below for the translation of the Banner terms to the new Workday words! Here are just a few that you may come across when learning about them.

Fund:

A fund in Banner is still called a fund in Workday. A fund represents a high-level source of money, categorized by restrictions and reporting requirements, and is a key element in financial accounting and reporting.

Cost Center:

Organization from Banner is now called a Cost Center in Workday. Cost Centers are specific areas within an organization, such as a department or section, that is responsible for managing and tracking expenses.

Account:

An account typically refers to a ledger account, representing a specific natural account (i.e. cash, inventory or revenue) used for recording debits and credits in the general ledger within Workday Finance

areas. Ledger accounts are organized into hierarchies for financial reporting. They are used to track budget and actual accounting information.

Revenue Category:

A Revenue Category is a classification used to group and categorize the various types of revenue generated by an organization. It's a "worktag" (a type of Workday identifier) that provides a more granular view of revenues received and services/products provided, beyond what's captured by the broader ledger account.

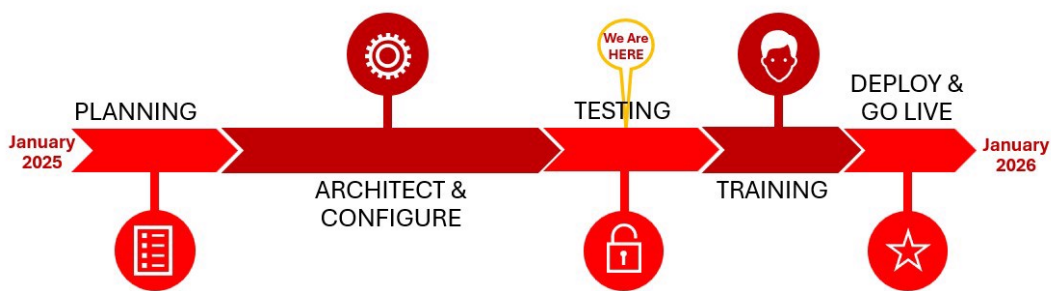
Spend Category:

A spend category is a classification used to group and manage different types of expenses. It's a way to categorize purchases for better tracking, analysis, and reporting, often replacing or aligning with traditional general ledger (GL) numbers.

Worktag:

A worktag is essentially a label or identifier used to categorize and classify financial and HR transactions. They provide a way to tag, describe, and track various aspects of business events, enabling more granular reporting and analysis. Worktags are used across different business processes, including financial transactions like expense reports, purchase requisitions, and payroll, as well as HR-related activities.

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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