

## Workday News

*Empowering People, Enhancing Processes, Driving Innovation*

Welcome to the **September 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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## ***Workday Project Update***

As we move into September, the **Workday** project team continues to make steady progress toward our December go-live. End-to-end testing continues through September 12, and we've brought in key staff from departments across campus to help validate real-world scenarios and ensure processes work smoothly. Next up is payroll parallel testing, where payroll will be run in both systems to validate results and build confidence before transition.

August was a milestone month for collaboration. We hosted Workday consultants on campus for a three-day "testing sprint," working side-by-side to tackle complex scenarios, resolve issues in real time, and learn together. (See the picture below!) The energy and productivity from those sessions set a strong pace for the weeks ahead.

As part of our Change Management efforts, we launched the **Change Agent Network (CAN)**, bringing together colleagues from across campus to help prepare the community for the transition. At the same time, the project team is developing job aids and training materials to guide faculty and staff step by step through everyday tasks in Workday. Together, these efforts form the foundation of our change strategy and will help ensure users feel confident on day one.

As the fall semester begins, we're encouraged by the progress and grateful for the collaboration across campus. Together, we're building a modern system that will support Dickinson well into the future.



### Preparing for Workday: User Readiness Review (URR)

As we get closer to our December go-live, ensuring that departments and employees are fully prepared to use Workday is critical. That's where the **User Readiness Review (URR)** comes in. The **URR** is a structured process where users verify that they are able to perform key tasks in Workday, including HR, Time & Absence, and Finance functions. The goal is to confirm that staff understand the system, know the correct procedures, and can confidently execute their day-to-day responsibilities once Workday goes live.

#### What to Expect

- **Change Agent Network (CAN) Participation** – CAN members will review workflows, access rights, and job aids.
- **Hands-On Practice** – Users will have the opportunity to perform test transactions and use Workday tools in a controlled environment.
- **Verification of Knowledge and Processes** – Teams will confirm they understand key processes, such as submitting and approving time-off requests, submitting invoices for payment, or updating personal information.
- **Feedback Opportunity** – URR sessions allow users to provide input on the system before go-live.

The **URR** is a key step in making sure that Workday supports your work effectively from day one. With the guidance of your CAN members and the support of the project team, we're confident every department will be ready to succeed.



#### 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.

On the Horizon

- **September 10 (Directors Group Meeting)** – Live Workday demo for directors
- **September 12** – End-to-End Testing concludes
- **September 15** – Payroll parallel testing begins
- **September 26** – Finalization of the first batch of job aids
- **October 13** – User Readiness Review with Change Agent Network

Time Off with Workday



Planning time away from work should be clear, convenient, and reliable. With our current system, there is no standard way to request leave, time off is entered into Banner after it is taken, and balances aren't updated until submission by the manager by the 15th of the month.

With Workday's Absence Management, that's all changing!

- **Submit requests directly in the system**, whether you're on your laptop or mobile. All requests and approvals are tracked.
- **See your time-off balance update immediately upon submission**, giving you confidence in how much time you actually have left.
- **View a clear, shared absence calendar** making team scheduling and planning easier for everyone.
- **Managers get a real-time dashboard**, automated reminders, and seamless workflows freeing them from manual tracking and guesswork.

The result? A smoother, more transparent approach that puts clarity and control into the hands of our employees and managers alike.

Manage Absence

Today

<>September 2025

Switch Worker

Actions

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

31

Sep 1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

Oct 1

2

3

4

Request Absence

Back

View Your Requests and Balances per Plan as of date

Balances

Requests

Balances as of

09/01/2025

Community Service

8 Hours

Emergency Day

8 Hours

Family and Medical Leave (FMLA Qualifying Health Self/Family; 480)

0 Hours

Floating Holiday

24 Hours

Short Term Disability (Full Pay)

0 Hours

The absence calendar displays your absence requests in a monthly format. Absence requests that have been submitted but are still pending review are grey and approved absences are green. You will also be able to view your absence (leave) balances in the right panel.



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## Workday Time-Off Terminology

As we transition to Workday, it's helpful to familiarize yourself with some key terms related to time off and leave management. Understanding these terms will make it easier to navigate the system and take full advantage of its features.

- **Time Off** – Short-term time away from work with a clear start date, end date, and quantity of hours. Examples include a single vacation day or a half-day for personal errands.
- **Leave of Absence** – Extended time away from work with a clear start date and an expected end date. This might include medical leave, family leave, or other longer-term absences.
- **Time & Absence** – The Workday module where employees can record working hours and request time off, including vacation, sick leave, or other absences. It allows for comprehensive tracking and management of employee attendance and leave balances within a single platform.
- **Annual Time Off** – The paid vacation days an employee accrues each year, which can be used for planned personal or vacation time.



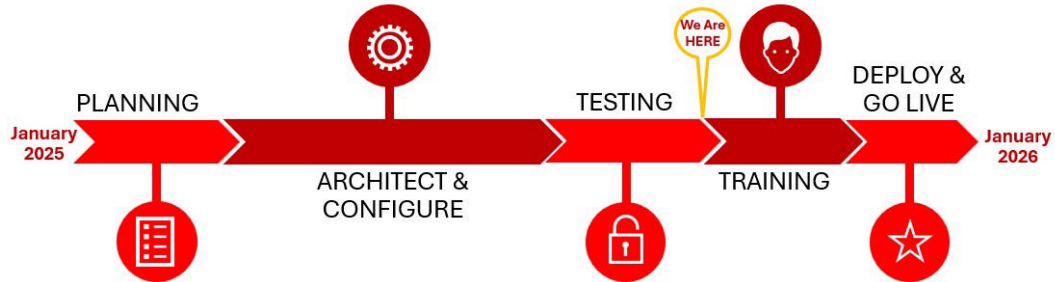
## Questions?

**Change Agent volunteers** across campus will act as liaisons to share information and feedback with the campus community this fall. Don't hesitate to reach out to your **CAN member** with questions, concerns, or ideas, they're here to help you navigate the transition successfully, or reach out to the project team at [workday@dickinson.edu](mailto:workday@dickinson.edu).

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## 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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