

## Workday News

*Empowering People, Enhancing Processes, Driving Innovation*

Welcome to the **October 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

*This month marks important milestones for the Workday implementation!*

- **Payroll Parallel Testing (PPT)** began in mid-September. PPT allows us to run payroll in Workday alongside our current system to ensure accuracy and confirm that calculations, deductions, and processes are performing as expected.

- **User Readiness Review (URR)** is underway. Nearly 40 colleagues from offices across campus are participating in URR, a hands-on practice run of Workday functions they will use in their daily work. URR feedback helps us to confirm that processes are working as intended and that instructional guides are clear.
- **Customized Workday training materials** will be posted to our [Workday Training Resource webpages](#) later this month, with additional resources posted as they are finalized through go-live and beyond. Training materials include:
  - **Job aids** – short, step-by-step reference guides that walk users through specific tasks in Workday.
  - **Just-in-time videos** – quick tutorials designed to provide support when it's needed.

*As we move closer to our Go-Live date in early December, we continue to progress through the final stages of our Workday implementation, and are grateful for all of the collaboration across campus. Together, we're transforming our technology into a modern system that will support Dickinson well into the future.*



## ***Preparing for the Transition to Workday***

Go-live with Workday requires careful planning. Some very important actions and preparations will take place starting on October 6.

### **What to Expect**

On October 6, we will take a final snapshot of HR-related Banner data to build the final live Workday environment. To support a smooth transition and avoid unnecessary manual rework, please hold off on non-critical HR updates until after Workday goes live. These include changes such as:

- Staff position description edits
- Evaluation requests for position reclassification
- Non-urgent staffing adjustments
- Posting non-critical vacancies
- Student hiring

### **Why Are We Doing This?**

Minimizing the number of changes helps reduce the amount of manual re-entry required later and contributes to a more efficient, accurate system launch. Your cooperation plays an important role in making the transition to Workday as smooth as possible for everyone.



## ***On the Horizon | Workday Training***

*Workday is coming very soon! Training sessions are planned for early December on the following dates. Please search on 'Workday' in EngageD to register!*

- **December 3** – [Getting Started in Workday Live presentation](#) (session option 1)
- **December 3** – [Workday Time Tracking for Managers & Time Keepers](#)
- **December 5** – [Getting Started in Workday for Managers](#) (session option 1)
- **December 8** – [Time Tracking in Workday](#) (session option 1)
- **December 8** – [Recruiting in Workday for Hiring Managers](#)
- **December 10** – [Time Tracking in Workday](#) (session option 2)
- **December 11** – [Getting Started in Workday Financials](#)
- **December 12** – [Getting Started in Workday Live presentation](#) (session option 2)
- **December 12** – [Getting Started in Workday for Managers](#) (session option 2)

Additional training opportunities will be announced as they are planned going forward. Watch Dickinson Today and this monthly newsletter for announcements, and check in Engaged using the Workday key word to search for any other live training options. Remember to check out the dedicated [Workday Training Resource webpage](#) for information available 24/7!

## ***Expense Reports in Workday***



### **Submitting your expenses in Workday is a streamlined business process**

(BP). Expense management in Workday includes ***p-card transactions***, as well as travel, grant, project, program and agency expenses. In Workday, FOAPALs are replaced by Worktags, which are easier to use! Instead of remembering or looking up a long string of numbers, you'll choose the friendly name of the account (like the department name), when coding expenses.

***With Workday's Expense Reports***, submitting and processing expenses becomes a breeze!

- ***Submit expense reports directly in the system***, whether you're on your laptop or mobile. All expense reports and approvals are tracked.
- ***Once submitted, expense reports are routed to various approvers based on the details of the expense.***
- ***Managers review and approve team expense reports within Workday***, increasing efficiency and streamlining the overall approval process.
- ***View the process history and any approval steps*** from the "Archived" section of your Workday Inbox.

**The result?** *A fully tracked process, with all submissions and approvals recorded and managed entirely within Workday.*

Creation Options

Create New Expense Report

Copy Previous Expense Report

Memo

Company

× DC101 Dickinson College

Expense Report Date

09/29/2025

Gift

Grant

Program

Project

Cost Center

× CC10144 Enterprise Applications

Additional Worktags

× Function: FN60 Institutional support

× Fund: FD100 General Operations

OK

Cancel

Submit and track all expenses and p-card transactions in Workday — simple, contained, and fully managed in one place.

## Workday Terminology

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

- Announcements** – Within Workday, these display at the top of dashboards and landing pages within a call-out block of text to inform users of new information.
- Cost Center** – An organizational worktag that functions as a financial account for a department, unit, or business segment that incurs costs but does not directly generate profit. It serves as a foundation for budgeting, expense tracking, and financial reporting, organizing financial data for workflows and approvals, and assigning responsibility for financial outcomes.
- Help Text** – Instructional text appearing at the top of the page for business process steps to guide users through specific transactions. This is particularly relevant for infrequent tasks that users who might not be familiar with, such as Employee Self-Service (ESS) and Manager Self-Service (MSS). It can include hyperlinks to user guides, policy documents and knowledge base.
- Quick Tips** – Customized help text in Workday for select fields to help users complete tasks, marked by a question mark following the text. **Clicking the question mark provides guidance** within the workspace to complete the task.
- Worktags** – a label or attribute used to categorize and track financial, HR, and other business transactions that provide detailed information about a transaction, acting as a dynamic and multi-dimensional "chart of accounts" to organize, classify, and report on data. They replace traditional account number systems, allowing for more intuitive data entry, reporting, and analysis across various departments and functions



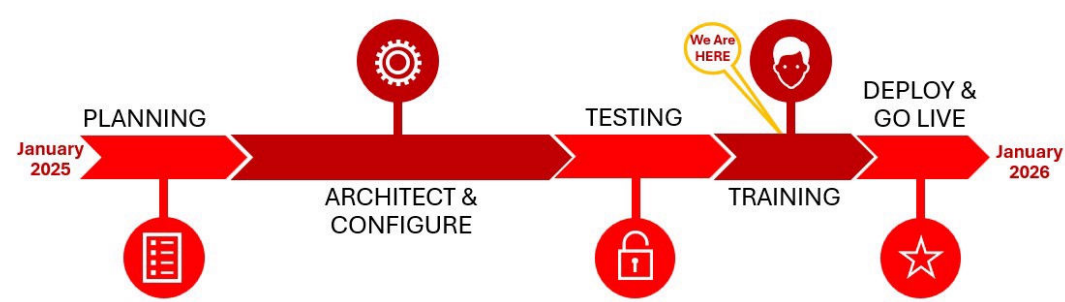


Questions and FAQs?

The transition to Workday naturally prompts many questions. Please visit our FAQs webpage to view the current content - and visit again anytime to see the updates we will continually add as we receive and answer your questions. To submit a question and have it added to the FAQs webpage, simply click to submit to our Workday FAQs online

Reminder: Change Agent volunteers across campus 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).

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? Click the link to reach out to the Workday project team.

Thanks for being part of this exciting transformation!

Learn More About the Workday Tech Transformation!

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