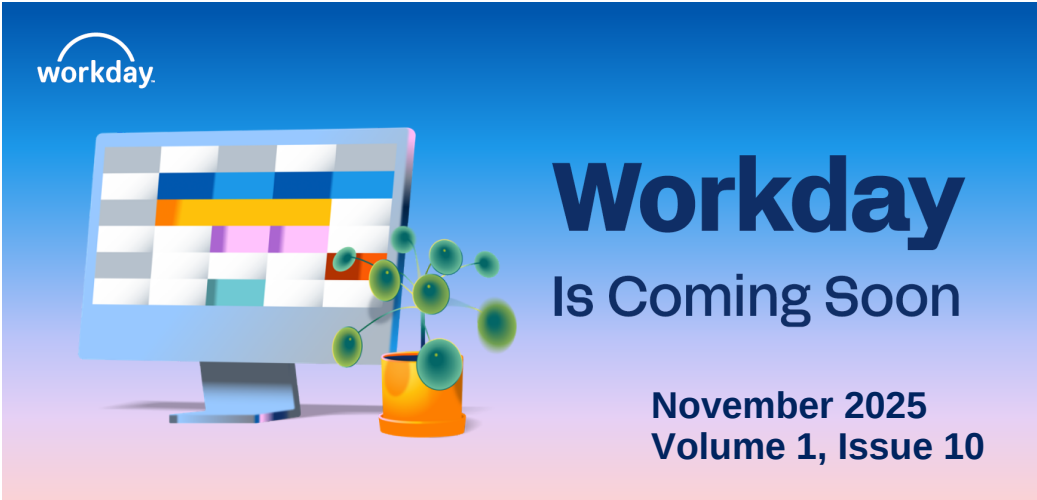




## Workday News

*Empowering People, Enhancing Processes, Driving Innovation*

Welcome to the **November 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.



### Workday Project Update

#### **Where We Are Now: Countdown to Workday Go-Live**

With just a few weeks to go before Workday officially launches on December 14, the project is entering its final stretch. Testing and data validation are complete, training opportunities are underway, and teams across campus are preparing for the transition from Banner to Workday.

The focus this month is on readiness. Functional leads and project team members are reviewing final configuration settings, validating integrations, finalizing training materials, and confirming that reports, security roles, and business processes are working as expected.

In early December, we'll begin our cutover period, when the college transitions from our legacy systems into Workday. During this time, some systems and transactions may be paused to ensure a smooth transition. For a list of key cutover dates and details about what to expect, visit the [Workday Project Website](#).

We're grateful for the hard work and patience of everyone involved in this effort. The move to **Workday** marks a major milestone in modernizing our administrative systems, simplifying processes, improving access to data, and creating a more connected experience for employees across campus.

*As we move closer to our Go-Live date in 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.*



### **Key Changes to Know**

When Workday is live, some of the things we do every day will look a little different and will be more streamlined. Here's a quick look at five of the bigger changes you can expect:



**1. P-Card reconciliation moves to Workday.**

All P-Card transactions will now be reconciled through Workday Expenses by the card owner.

**2. Student time entry gets simpler.**

Student workers will no longer fill out weekly timesheets. Instead, they'll clock in and out each day right from their phones using the Workday app. Students won't be able to edit their time entries, so managers will make any needed corrections in Workday.

**3. Invoices and payment vouchers get a new home.**

Invoices and payment vouchers will now be entered as a Supplier Invoice Request in Workday. These requests automatically route to the right approvers—no separate emails or paper forms needed.

**4. Worktags replace Banner FOAPAL codes.**

Say goodbye to remembering long strings of numbers. Workday uses Worktags, which are plain-language labels that make it easier to tag and track financial transactions.

**5. Time off requests**

You'll now request time off in advance directly through Workday. No more need to enter time after it's taken. Leave balances update in real time with no delays.



### **Preparing for Workday Go-Live: Training Opportunities Ahead**

It's time to start exploring the many ways you can get ready! Training opportunities are designed to meet a variety of learning preferences and schedules — whether you prefer to read, watch or work with someone. Here's what's coming your way:

**Job Aids**

Dickinson developed step-by-step instructional guides to walk you through specific tasks in Workday. These resources will be easy to reference whenever you need a refresher. Access job aids at [dickinson.edu/workdaytraining](http://dickinson.edu/workdaytraining)

**Short Video Clips**

Quick videos offering practical tips and demonstrations to help you learn on the go.

**In-Person Learning Sessions**

Guided sessions to help you gain deeper understanding and hands-on experience in Workday. [Register through EngageD](#). Just search using the keyword “Workday.”  
(Remember to click sign-in at the top right corner of your EngageD webpage!)

**Recordings**

Can’t attend an in-person session? No problem! Recordings will be available for you to watch at your convenience.

**Workday Wednesdays**

Beginning December 3, join weekly open sessions where you can drop in to ask questions and get personalized assistance.

**Glossaries**

Get familiar with Workday’s terminology using easy-to-read glossaries that explain common terms and system language. Dates and times can be found in EngageD.

**Account Crosswalk**

Curious how your current Banner FOAPAL accounts will translate in Workday? Soon, you'll be able to use our new Account Crosswalk tool to easily look up your Workday equivalents.

**Pro Tip: In Workday, there’s no need to memorize codes — just search by name!**



***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!



***Workday Terminology | Workday Worktags Crosswalk***

*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. The Workday Worktag Crosswalk snapshot below provides a preview of how to determine the Banner Finance equivalents in Workday Finance.

- **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

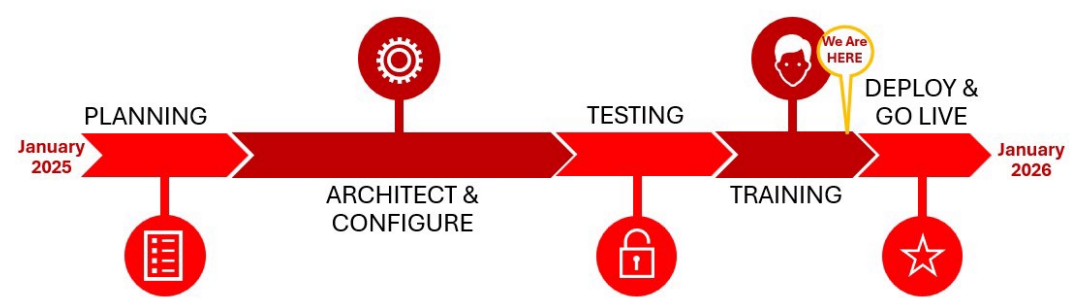
| Workday Worktag               | Definition                                                                                                                                                                                                                                                        | Banner                                                                                                                                                               |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company                       | The legal entity for recorded business transactions and financial reports. Much of the time, this will be Dickinson College.                                                                                                                                      | N/A                                                                                                                                                                  |
| Cost Center                   | The Cost Center worktag represents “where” revenue or costs are being recorded. Cost Centers are generally college departments. Typically, a cost center has employees and on-going expenses. Cost Center Hierarchies are used to group cost centers by Division. | <b>Organization code</b> (e.g., 601050 is Financial Operations)                                                                                                      |
| Gift                          | The Gift worktag is used to track donor contributions and amounts available to spend within donor restrictions.                                                                                                                                                   | <b>Account code</b> (all begin with “53”, e.g. 53101 is contributions – general)                                                                                     |
| Grant                         | The Grant worktag identifies activities funded by an external party. Grant worktags have defined start and end dates.                                                                                                                                             | <b>Fund code</b> (all begin with a “22”, “23”, or “24”, e.g. 22% is federal grants, 23% is state and local government grants, and 24% is grants from other entities) |
| Program                       | The Program worktag defines why you are collecting or spending the funds, whether to instruct students, provide student services, etc.                                                                                                                            | <b>Program code</b> (three digit number associated with the fund and organization code, e.g. 100 is instructional)                                                   |
| Project                       | The Project worktag is used to identify a specific event or project that has a defined start and end date. An example is a capital building project.                                                                                                              | <b>Fund code</b> (all begin with “92”, e.g. 920025 is Undesignated Capital Projects)                                                                                 |
| Agency                        | The activity code is an optional field, which can be used to report multiple projects within a single funding source or to track a single project across multiple funding sources.                                                                                | <b>Fund code</b> (all begin with an “8” e.g. 810600 is Dickinson Faculty Club)                                                                                       |
| Spend Category                | The Spend Category worktag is used to provide insight into the College’s expenses. This is required for all expense transactions. The related Ledger Account will default.                                                                                        | <b>Account Code</b> (e.g., 70061 is Supplies – General)                                                                                                              |
| Revenue Category              | The Revenue Category worktag is used to provide insight into the College’s revenue. It is required for all revenue transaction journal entries. The related Ledger Account will default.                                                                          | <b>Account Code</b> (e.g., 70061 is Supplies – General)                                                                                                              |
| Fund                          | The Fund is used to group related activities for financial statement and budget management purposes. It will always default based on the related worktags.                                                                                                        | <b>Fund Code</b> (e.g., 110100 is General Operations)                                                                                                                |
| Ledger Account                | Used to classify revenues and expenses for financial statement reporting. For revenues and expenses, the appropriate ledger account will default based on Revenue Category or Spend Category.                                                                     | <b>Account Code</b> (e.g., 70061 is Supplies – General)                                                                                                              |
| Foundational Data Model (FDM) | A multi-dimensional data structure used for accounting and financial reporting, containing elements known as Worktags                                                                                                                                             | <b>Chart of Accounts</b>                                                                                                                                             |



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 form](#). **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!](#)