

Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **December 2025** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. Workday goes live on Sunday, December 14, 2025 for HCM and January 1, 2026 for Finance. In this edition, we'll share updates and important dates for Go Live, what's coming next, and how you can learn more.

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Workday Project Update

Countdown to Workday Go-Live...3...2...1

With just a few days to go before Workday officially launches on December 14, the project now enters its final stretch. Training begins this week and the final review of all training materials is underway. Testing, data validation, and integrations are complete and teams across campus are finalizing details as we transition from Banner to Workday. The focus this month is on training. Live training sessions are scheduled beginning Wednesday, December 3 and continue through Friday, December 12. Department and small group training sessions are available upon request. Online training materials - job aids, videos and recordings from the live sessions - are available by visiting dickinson.edu/workdaytraining.

At this time, our cutover period begins with transitions from our legacy systems into Workday. 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](#).

Thank you to the project team for all of their hard work, and for the patience of everyone involved in this effort. The move to **Workday** is 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, we 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.

WORKDAY LEARNING PATHWAYS

Explore the Workday Learning Pathways to guide your 'Getting Started' journey in Workday!

[View Learning Pathways](#)



Workday Learning Pathways suggest training based on your role at Dickinson to help you get started in Workday! Click the image to view Workday Learning Pathways now.



Workday Go-Live: Training Opportunities Available

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

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

Now through February 25, join weekly open sessions in the HUB Conference Room (lower level) where you can drop in to ask questions and get personalized assistance from 11 a.m. - 1 p.m.

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!



GETTING STARTED VIDEOS

Using Workday to make your day and workflow smoother is easy! Get started on your Workday journey by watching these quick introductory videos.

View Videos

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!



REMEMINDERS

Key Changes

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 few reminders for upcoming changes and dates:

Time Tracking & Time Off: Time tracking in Banner and TimeClock plus is moving to **Workday effective Sunday December 14**. Time off requests will also now be completed and approved within Workday.

Hourly Staff

- **December 13, 2025:** Last day to track time in Banner or TimeClock Plus.
- ▶ **December 14, 2025:** Begin using Workday for time entry.
- ▶ **December 29, 2025 by Noon:** First Workday timesheet submission deadline.

Student Workers in Dining and the Library

- **December 13, 2025:** Last day to track time in TimeClock Plus.
- ▶ **December 14, 2025:** Begin clocking in/out (daily) in Workday.
- ▶ **December 29, 2025 by Noon:** First Workday timesheet submission deadline.

Student Workers (except Dining and Library)

- **December 20, 2025:** Last day to track time in Banner.
- ▶ **January 5, 2026:** Begin clocking in/out (daily) in Workday.

Purchasing Cards:

All Faculty and Staff purchasing card reconciliation will be completed in Workday for January 2026 transactions and beyond, with the owner of the p-card reconciling the transactions.

- **January 10, 2026:** Last day to code and approve December transactions in Wells Fargo.
- ▶ **January 5, 2026:** Begin submitting and approving January p-card transactions in Workday.



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. View the list below to learn the Banner Finance equivalents in Workday Finance. For all [Workday glossaries](#), visit the Workday Training Resources/FAQs webpage!

- **Cost Center** – a department or function within an organization that does not directly generate revenue, but incurs cost. It is used for tracking expenses and managing budgets. Cost Centers are essential for financial management as they help analyze spending and allocate resources effectively. (Cost Center Manager = Banner Budget Officer)
- **Expense Reports** – the output of money from an individual or group to pay for an item or services. You can create your own expense reports. You can also create them on behalf of other workers when delegated.
- **Revenue Category** – An attribute in customer contracts and billing used to search for and report on goods and services you sell. Also a dimension in account posting rule types for customer contracts, billing, and accounts receivable that drives accounting behavior.
- **Spend Authorization** – a budget of expenditures you plan to make for a future purpose. Spend authorizations act as a cost control or expense policy compliance tool. The process of creating a spend authorization is initiated by the worker, not the manager. Managers take actions on spend authorizations after they are submitted for approval.
- **Spend Category** – a way to organize, track, and report on business assets. All trackable items must have a spend category. It is likely that the business asset you want to track is already associated with a spend category. Spend categories are a prerequisite for capitalizing business assets and tracking custodianship. For capitalized business assets, make sure that the spend category has a depreciation profile associated with it. (Banner term = account)
- **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

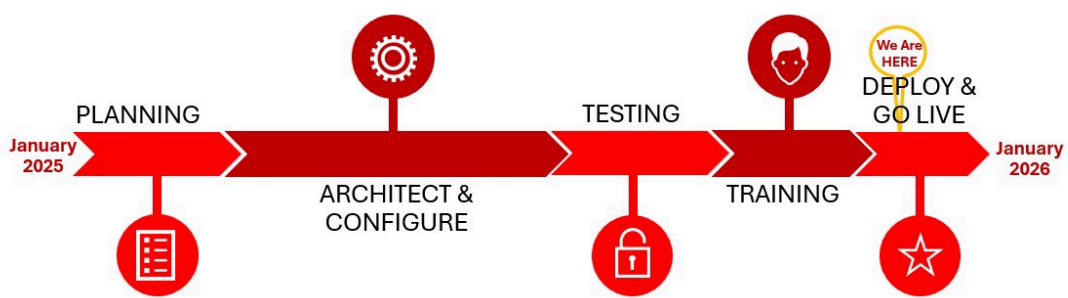


Questions and FAQs?

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 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.

*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!

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