Workday

Workday Is Live

January 2026
Volume 2, Issue 1

Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **January 2026** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. Workday is now live for HCM and Finance as of January 1, 2026. In this edition, we'll share updates and information, about what's coming next, and what you can now do in Workday!

To subscribe and receive this monthly newsletter - click the button below.

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Workday Project Update
Workday is Live!

As the campus community starts using Workday, the project team continues to adjust, tweak and fine tune areas within the platform to provide a smooth, seamless user experience for all.

This spring we begin the process to implement **Finance Adaptive Planning**. Starting in the fall 2026 semester and continuing through 2028, we begin the planning and implementation process for **Workday Student**. To explore what happens in the next phases of Workday, please visit the Workday Project Website.

During our transition to Workday, please let us know if you have questions or find any issues by sending an email to helpdesk@dickinson.edu.

We are grateful for all of the collaboration across campus throughout our technology transformation to Workday. Together, we're upgrading our technology to create a modern system that will support Dickinson well into the future.

Workday Trivia
Did you know in December

- 700 individuals logged into Workday from a desktop.
- 246 individuals logged into Workday from a mobile phone.
- 4 individuals logged into Workday from a tablet.

Each number represents a single user, not repeated log-ins. These insights allow us to better understand how the Dickinson community works in Workday, and where to focus future enhancements!

Student Workers & Workday Time Entry
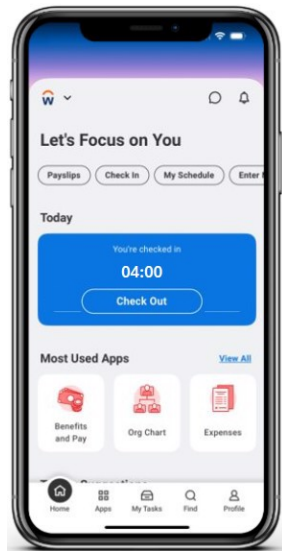
Starting with the spring 2026 semester, all student workers enter their time directly into Workday.

- **Dining Services** - student workers use the Workday kiosk to check-in/check-out.
- **Library** - student workers use the Workday kiosk to check-in/check-out
- **All other student workers** check-in/check-out using the ***Workday mobile app***!
  View the Student Worker Job Opportunities and **Time Tracking in Workday** videos in the Student Worker Learning Pathway.

Download the Workday Mobile App!

The **Workday mobile app** is a great resource to download to your mobile device. **Many tasks - *time entry, requesting time off, learning and more* - can be completed on your mobile phone.** If you have not already downloaded this awesome app - **please visit the app store for your iPhone or android device** and enjoy the convenience gained through this app.

When prompted, enter organization ID: **dickinson**
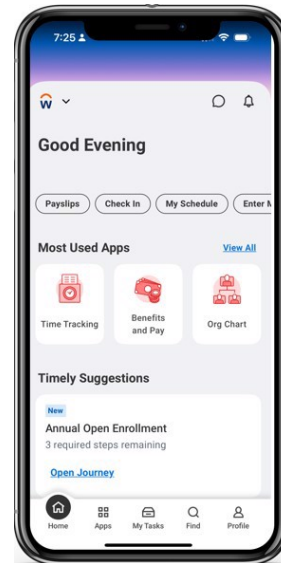
Workday Training Resources

*Our training resources include job aids and training videos posted by category on the **Workday Training Resources** webpages. in addition to these resources, check-out other learning options below.*

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.
The January 14 session will be in HUB 204 sideroom..

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!)

Live Session Recordings
Can't attend an in-person session? No problem! Recordings are available for you to watch at your convenience and will continue to be added as training sessions occur. All recordings are posted in the **Learning Pathways** as well as the topic areas within the **Workday Training Resources online**.

FAQs and Glossaries
Get familiar with Workday's terminology using easy-to-read glossaries that explain common terms and system language. Workday Glossaries are located on the **Workday FAQs** webpage.

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!

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 Training for Student Employee Supervisors

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

January 8 – Workday Training for Student Employee Supervisors (10 a.m.)
January 8 – Workday Training for Student Employee Supervisors (2 p.m.)

Watch Dickinson Today, Engaged, and this monthly newsletter for future training sessions.


Key Changes

Workday Finance is live now, and some of the things we do every day look a little different and are more streamlined. Here's a few reminders for upcoming changes and dates:

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 through the* Create Expense Report *task.*

Transactions may take several days to appear in Workday from the date of the transaction.

🔴 **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.*

Invoices:

▶**January 5, 2026:** *Begin to submit Supplier Invoice Requests into Workday via* Create Supplier Invoice Request. *If the supplier/vendor is new,* Create Supplier Request *must be submitted along with a completed W9 form prior to submitting the invoice for processing.*

Expense Reports:

▶ **January 5, 2026:** *Begin to submit Expense Reports into Workday via the* Create Expense Report *task.*
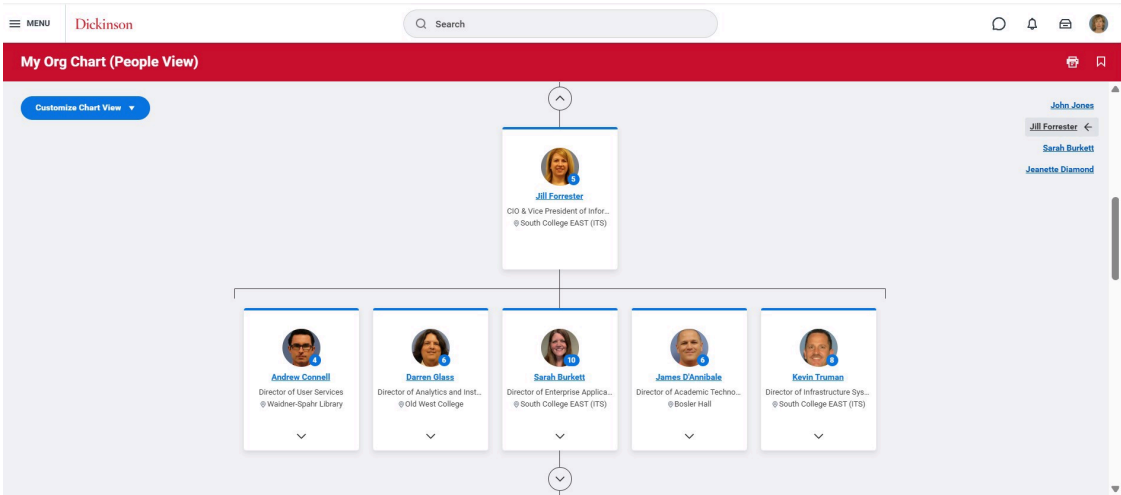
Workday Organizational Charts

Workday makes viewing Dickinson's organizational charts a snap!
For a quick view of the college's org chart in Workday, simply ...

- Type in **org chart** in your Workday dashboard (homepage) search box
- Click on **My Org Chart** (or the desired org chart view option available)
- *Navigate throughout the org chart to view the desired departments or divisions using the navigation arrows! (snapshot above)*


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...
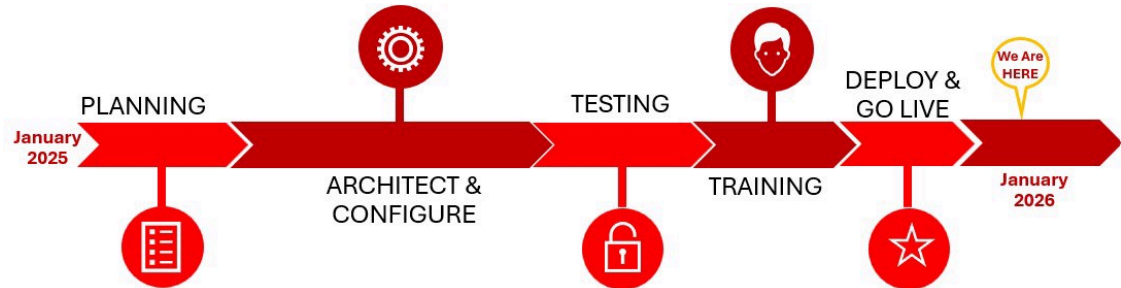
Stay Connected!

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!

Learn More About the Workday Tech Transformation!