

# A Workday Update Is Coming Soon

March 2026  
Volume 2, Issue 3

## Workday News

*Empowering People, Enhancing Processes, Driving Innovation*

Welcome to the **March 2026** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. Workday semi-annual updates begin this month, and will continue each March and September. In this edition, we'll share 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 delivers two major updates (feature releases) each year**, in March and September. These updates are automatic and are included as part of our subscription, ensuring we continuously benefit from new features, security enhancements, and usability improvements. Our next major update will occur on March 14. As part of this release, **Workday may be unavailable from 11:00 p.m. (ET) on Friday, March 13 to 5:00 a.m. (ET) on Saturday, March 14.** As with all updates, the project team reviews new functionality in advance, tests key processes, and communicates changes that may impact users.

For spring 2026, our Technology Transformation continues with the addition of **Finance Adaptive Planning**. This enhancement to Workday provides a tool for modeling financial scenarios and budgetary predictions. Going into the summer months and early fall, we will begin to plan, develop and build the **Student** tenant as part of Workday phase 2, with an ultimate go-live goal for Student in 2028. To explore what happens in these next phases of Workday, please visit the [Workday Project Website](#).

Please let us know if you have questions or find any issues by sending an email to [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu).

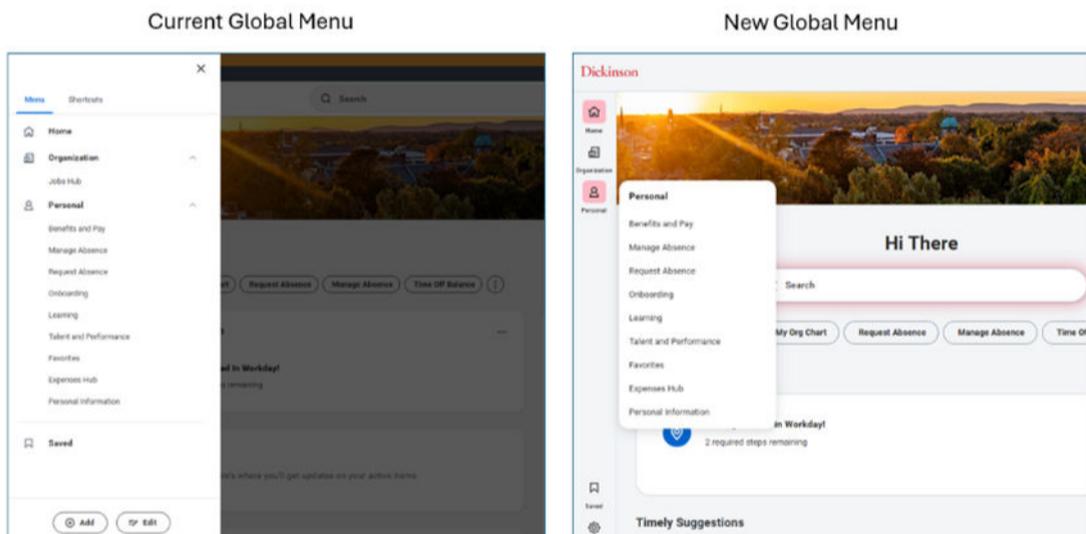
Thank you all for your collaboration across campus throughout our technology transformation to Workday. Together, we're upgrading our technology to create a modern system that will support Dickinson well into the future.

## Workday Spring 2026R1 Feature Highlights

One of the visible enhancements in the March release is an update to the primary menu, also known as **Global Navigation**, along with the addition of an **Employee Directory**.

### Global Navigation

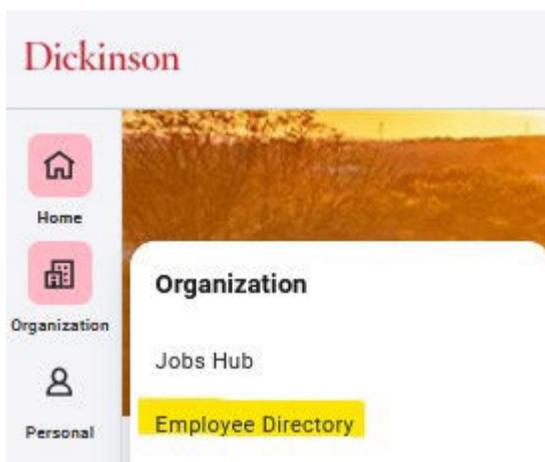
Below is a comparison of the current menu and the new navigation that will be introduced with this update. The new layout moves from the *slide-out panel* to a *pinned sidebar* that remains visible as you navigate throughout Workday. Categories will appear on hover, and customization options are more streamlined, allowing you to re-order categories and manage apps. The updated design reduces clicks and provides more consistent access to frequently used items.



### Workday Navigation Sidebar Customization

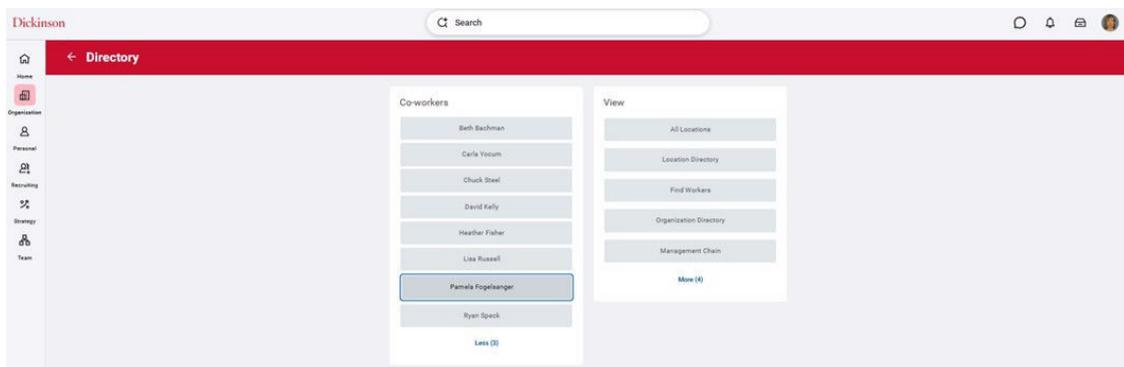
The ability to customize your Workday Navigation comes easily with the 2026R1 release! As you explore the new layout of the **Navigation sidebar** on the left side of your screen, notice the customize option at the bottom of the Navigation bar (the small gear icon at the bottom of the Global Navigation bar). Clicking on the **customize navigation** icon opens the dialogue box to *add, remove or re-order menu items* to the Navigation area or to pin or remove items.

Enjoy customizing your Navigation sidebar and to make your **Workday** flow easily.



### Employee Directory

The **Employee Directory** within Workday has been added to the *Global Navigation sidebar* for your convenience and includes all employees as well as any student worker.



Within the **Employee Directory**, there are built-in search options based on your **View** selections, which include *location*, *find workers*, *organization directory*, *management chain* or *organization chart(s)*. Selecting **Find Workers** provides a search box to look for a specific person, along with contact information easily accessible under **Related Actions**.

Explore these search features to learn more about how this new directory functions! The *FAS Directory* currently found in the **Gateway** is still available for now – but try out the new directory feature available at your fingertips in Workday to experience all that it offers!

These enhancements are part of Workday’s broader model of continuous improvement and reflects their continued investment in user experience. Additional details, documentation, and guidance will be available at [www.dickinson.edu/Workday](http://www.dickinson.edu/Workday) in advance of the release.

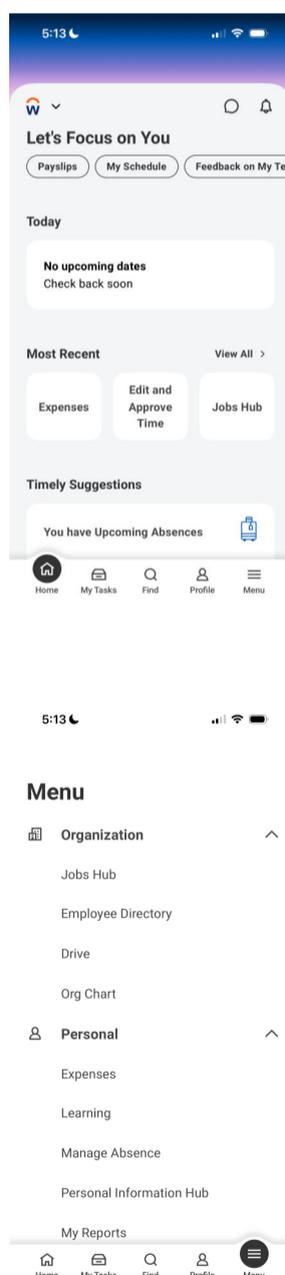
## Workday Mobile App 2026R1 Update

With the March update, the **Workday Mobile app** also has a few changes.

- The **Apps** button on the toolbar area is being replaced by a **Menu** button that provides an expanded list of your apps.
- **Requesting Absence** provides the ability to request multiple time-off entries for the same day, and also the ability to edit individual days in a single request using the **Manage Absence Calendar Experience** on mobile.
- New buttons in your **Manage Absence Calendar**:
  - **Details Per Day** button allows the ability to provide specific details of time-off
  - **Add New** button gives the ability to add a new time-off request for additional day(s) in the same request.
  - This update also allows editing to change the **Date** value of existing time-off entries.

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If you have not yet downloaded the **Workday Mobile app**, simply visit the App store for your Android or iPhone. After downloading the app, when prompted, enter the organization ID, **dickinson**, to begin setting up and using the mobile app.





## **Workday Trivia**

**Did you know...We have had**

- 217 Workday HelpDesk Tickets since December 15 through February 28.
  - 109 for Workday Training Assistance (50.23%)
  - 81 for Technical Assistance (37.33%)
  - 27 for General Inquiries (12.44%)

### ***Thank you for your questions!***

*Your inquiries are helping us to refine Workday and identify areas where more training is needed. These insights allow us to better understand how the Dickinson community works in Workday, and where to focus future enhancements!*



## **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.

### **Live Session Recordings**

If you were unable to attend the live or virtual sessions offered December through February, recordings are now available for you to watch at your convenience and will continue to be added as future 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, search for by name - no need to memorize numbers!**

## 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.

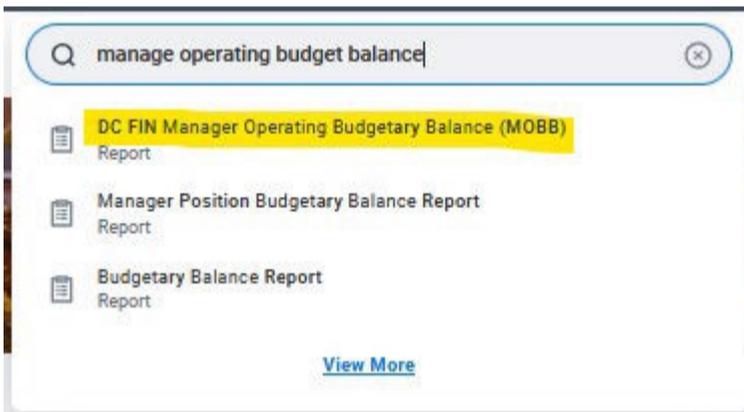
## Workday Manager Operating Budgetary Balance Report

Workday makes viewing your budget information easy for cost center managers (formerly called budget managers). Viewing the **new DC FIN Manager Operating Budgetary Balance Report (MOBB)** for OPERATING budget information without all of the extra details included in the MBB report.

### To view, simply:

- Type in the key words **'manage operating budget balance'** in the Workday homepage search box.
- Click on **DC FIN Manager Operating Budgetary Balance** to open the report task
- *Complete all areas indicated by a red asterisk*
- *HINT: for the Plan Structure - select **Parent - Operating Structure***
- Click **OK** to view your budget areas.

Staff who are not currently in the role of Cost Center Manager, but who need the ability to view budget information in their current role, should reach out to Financial Operations at [finops@dickinson.edu](mailto:finops@dickinson.edu).



### Here are some tips for getting the most out of the MOBB Report!

Just as you can do this for the MBB report - You can also set up your own custom operating filters and schedule your own MOBB Report via the job aids linked below. By doing this and saving these parameters within the MOBB, you will have an easy way to view your desired report information. Scheduling your own MOBB report to arrive in your task box is another time-saving, convenient option. Check out these options to save a few steps viewing your budget report.

- [Workday MBB How to Build Your Operating Filter](#)
- [Workday MBB How to Schedule Your Own MBB Report to Your Task Box](#)



## FAQs: Student Workers Time Entry

**Question:** My student worker forgot to submit time for approval - and/or - I FORGOT to edit/approve my student workers time as well for the pay period that closed on Saturday ... and it is now Tuesday. I missed the payroll deadlines yesterday. I am unable to submit them now in Workday. **How can I submit the student's worked hours to payroll now for the previous payroll period?**

**Answer:** During payroll processing there is a lock out period for several days to allow payrolls to process through Workday. Once the lock out period is lifted, the student's time can be edited/entered and approved for processing retroactively. To enter/edit or approve time:

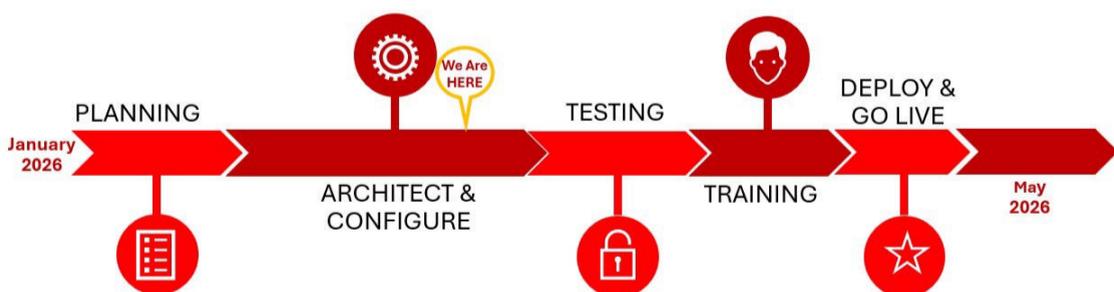
- Go to the **Manager Insights HUB**
- Expand **Time and Scheduling** in the left side menu
- Click on the report called **Edit and Approve Time**
- Enter the date and review/view criteria for the missed time entry/approval
- For View, select **By Period Schedule** to next select **Dickinson Student**
- Click **OK**

Complete your edit/review and approval to submit for payroll processing . The [Time Tracking | Management - Review, Edit and Approve Time Submissions job aid](#) guides this process.

The transition to Workday naturally prompts many questions. Please remember to visit our FAQs webpage to view the current content anytime. Updates will happen continually 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](#).

## Where are we on the Workday implementation journey?

**Spring 2026 we continue by adding Workday Adaptive Planning.**



## 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!](#)