



Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **April 2026** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. Enhancements continue to be added as we complete additional integrations and processes and move toward beginning phase 2 this fall. 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's March update is now live! These twice-yearly updates happen automatically in March and September, and continue to bring improvements to features, security, and overall usability. The project team reviewed and tested changes in advance to keep things running smoothly. The most noticeable change this round is the updated navigation in the Web view and the mobile app. The new pinned sidebar keeps your apps and tasks visible, making it quicker and easier to get where you need to go.

As Workday continues to evolve, we're also continuing to support the campus through **Workday Wednesdays**. Based on the positive feedback we've received, these informal, drop-in sessions will continue throughout the spring. Whether you have a quick question or need help with a task, stop by for assistance. See the dates included in this newsletter or check EngageD for upcoming dates, times, and locations.

Looking ahead, the next big milestone is the launch of Workday **Adaptive Planning** in May. Adaptive Planning is Workday's budgeting and forecasting tool, designed to make it easier to plan, model scenarios, and manage budgets in a more flexible and collaborative way. Our Technology Transformation also includes the addition of **Prism**, an internal tool to support operations with analytics and reporting, which will enhance our current data capabilities in Workday.

During the fall semester, 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.

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.

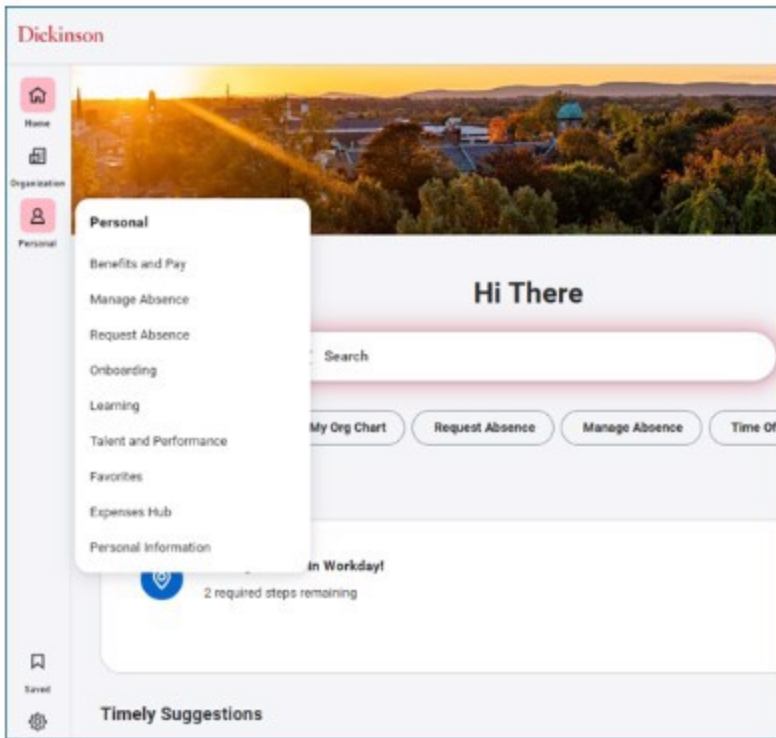
Workday Spring 2026R1 Feature Highlights

The most visible enhancement in the March release is an update to the primary menu, also known as **Global Navigation**. This enhancement is part of Workday's broader model of continuous improvement and reflects their continued investment in user experience.

Global Navigation

Below is a view of the new global navigation introduced with the March 2026 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.

New Global Menu



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.

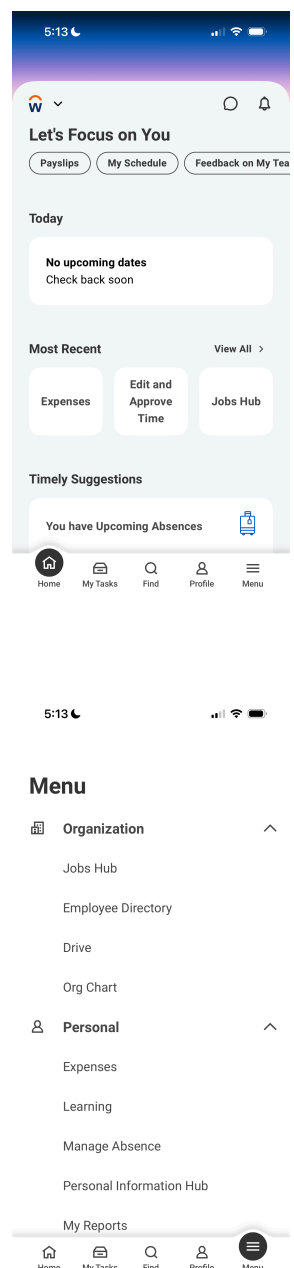
Enjoy customizing your Navigation sidebar and to make your **Workday** flow easily.

Workday Mobile App 2026R1 Update

With the March update, the **Workday Mobile app** also had 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.

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 Wednesdays Return!

Workday provides ability to complete tasks and processes online in a unified platform. We are all still learning about this new technology that went live in December 2025 and January 2026.

Questions? Assistance is available at Workday Wednesday sessions scheduled between April 1 and June 10 in the HUB lower level conference room.

Upcoming session dates and times:

- **April 1 - 15 - 29 | 11 a.m. - 12:45 p.m.**
- **May 6 - 13 - 20 | 11 a.m. - 12:45 p.m.**
- **May 27, June 3, June 10 | 11 a.m. - 1 p.m.**

Drop by at any of these open sessions to get your questions answered or to receive assistance with Workday.

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

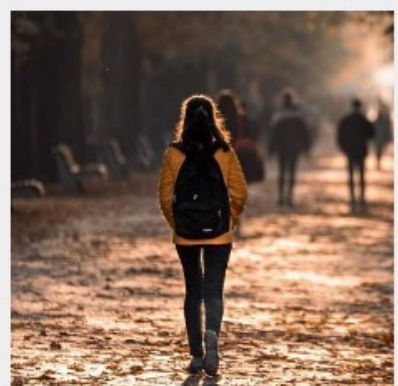
Our training resources include job aids and training videos posted by category on the [Workday Training Resources](#) webpages. In addition to these resources, check-out other learning options below.

- **Live Session Recordings** are available for you to watch at your convenience. All recordings are posted in the [Learning Pathways](#) as well as the topic areas within the [Workday Training Resources online](#).
- **FAQs and Glossaries** are available online 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.
- **The Account Crosswalk Tool** translates your old Banner FOAPAL accounts into Workday equivalents.

WORKDAY LEARNING PATHWAYS

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

[View Learning Pathways](#)



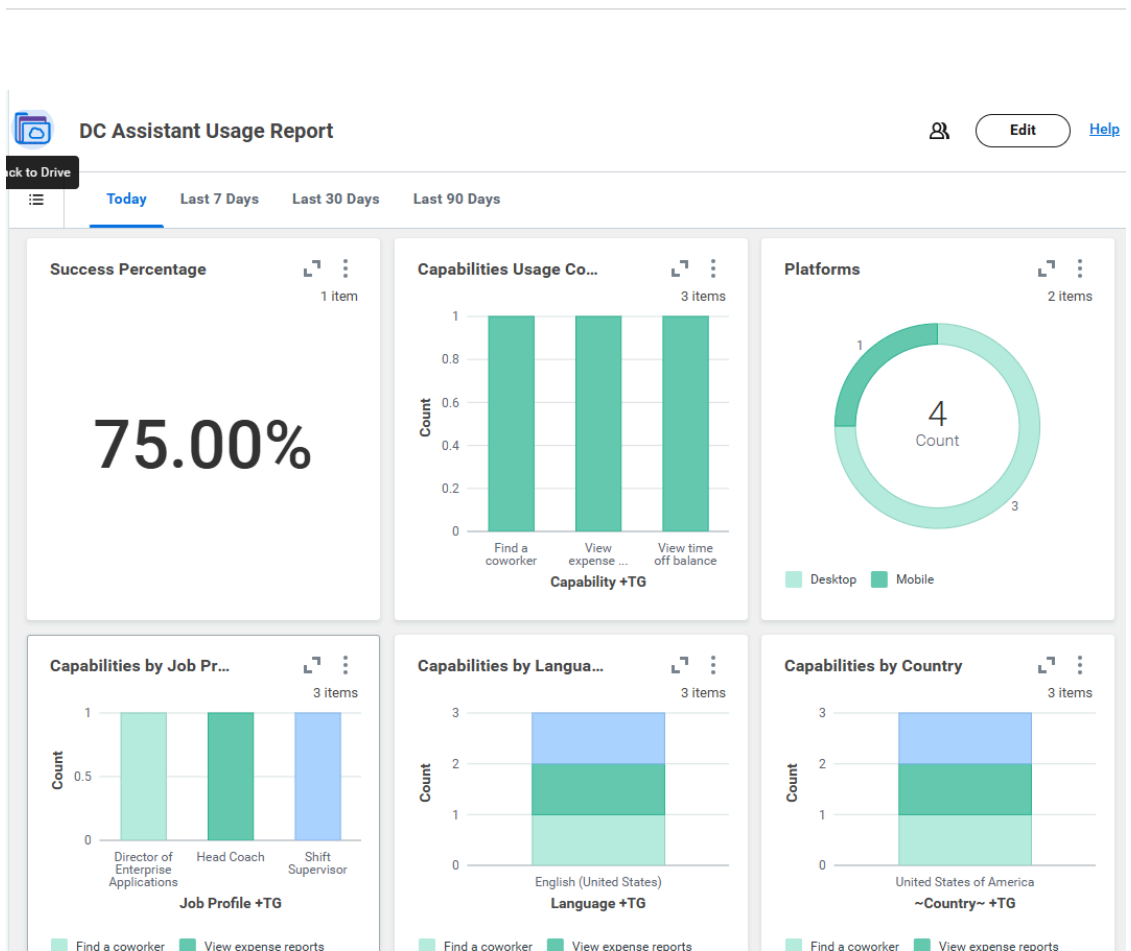
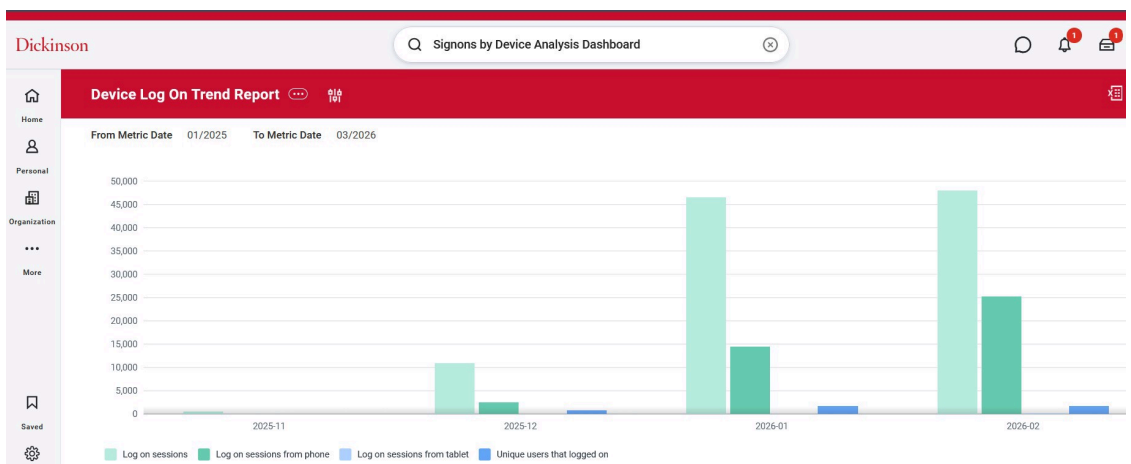
Workday Learning Pathways suggest training based on your role at Dickinson to help you get started in Workday! Click the image to view Workday Learning Pathways now.

Workday Dashboards and Discovery Boards

Workday Dashboards and Discovery Boards enable users access to interactive visualizations and actionable insights in real-time for HR and financial data.

Workday's Dashboards provide a snapshot of key business metrics and actionable items for decision-makers. They are pre-configured pages that capture related reports, tasks, and announcements into one visual resource.

- **Purpose:** provide consistent, guided experiences to monitor performance and key performance indicators (KPIs).
- **User Experience:** designed for end-users, such as managers and executives, to have a clear, easy-to-understand view of specific data points.
- **Content:** based on pre-existing custom or delivered reports and worklets (role-based mini-applications in Workday).
- **Interactivity:** ability to drill down into reports for more detailed information and directly perform tasks.
- **Structure:** designed to present data consistently every time to ensure a single "source of truth."



Discovery Boards are built within Workday Drive, as agile data analysis tools for interactive, real-time data exploration.

- **Purpose:** allow quick, ad-hoc analysis and answers to business questions by manipulation of real-time data.
- **User Experience:** feature user-friendly drag-and-drop interface to create custom visualizations
- **Content:** captured using indexed data sources for quick processing to feature unique visualizations, such as heat maps, waterfall charts, and KPI boxes.
- **Interactivity:** allows manipulation to view different data layouts and visualizations, filtering, and customized colors to highlight insights.
- **Structure:** offers flexible workspace for data discovery, collaboration, and sharing ability with individuals or security groups.

Dashboards and **Discovery Boards** are powerful tools within Workday. While some dashboards may already be available through Global Navigation, Discovery boards are accessed exclusively through Workday Drive.

More information and guidance on using these resources will be shared in future issues of Workday News.



FAQs: Time Entry for Close Downs and Delayed Opening

Question: Dickinson occasionally needs to close down or have a delayed opening. As an hourly staff member, **how can I submit my worked hours and also the close down non-worked hours to payroll** in Workday?

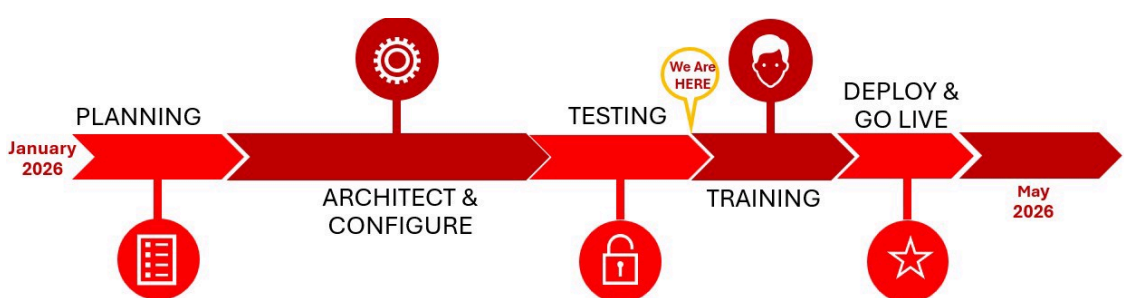
Answer: **Entering your time for a Close Down** may involve multiple separate time entries for the same day. Entries for worked hours and/or others for **Emergency Close Down (did not work) hours, Emergency Close Down (hours worked), Holiday Hours (worked)** - depending on your role, the reason for the closure and your responsibility or obligation(s) - can be entered for the same day if needed.

- Go to the **TIME** option under **Personal** from your Global Navigation sidebar
- Under **Enter Time**, select the appropriate week from the options shown, and on the Enter Time calendar, select the date.
- In the pop-up **Enter Time** box, enter your hours by selecting the appropriate **time type** and entering the **number of hours**. This may require more than one entry on the individual date(s) shown.
- Add your comment(s) in the **comment** box.
- Click **OK**

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!

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