



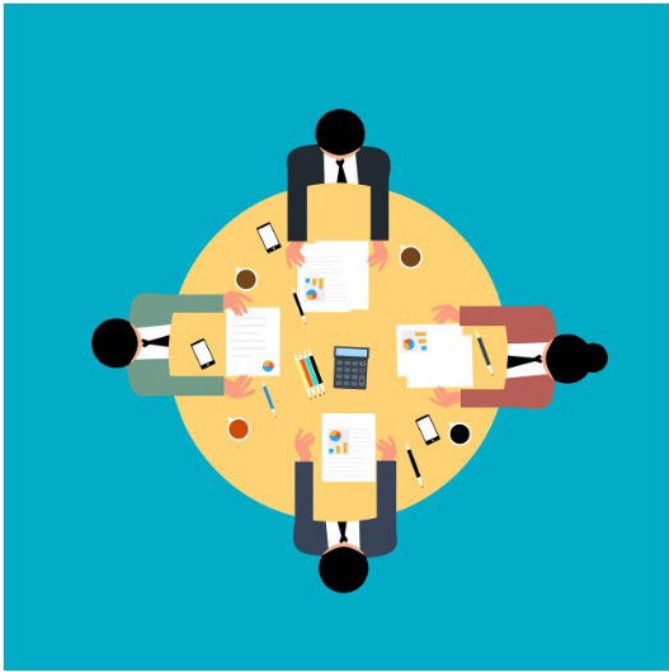
June 2026
Volume 2, Issue 6

Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **June 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 II (Student) 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.



Workday Project Update

The 2025-2026 academic/fiscal year is coming to a close this month, but the work continues as we move closer to finalizing some details behind the scene in **Workday** while getting closer to kicking off the development and build of **Workday Student** this fall.

Workday Wednesdays continue through June 10 as a casual, drop-in opportunity to ask questions, review processes, or build confidence using the system. Sessions are held in the HUB lower-level conference room and are open to anyone needing quick assistance or task support. (See the details for dates and times in this e-newsletter.)

To explore and learn more about the next phase 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 Finance Highlights

Workday Finance tasks and tools continue to be refined and enhanced as we learn more about functionality available.

Manager Operating Balance Report

The **DC FIN Manager Operating Balance Report** (MOBB) has been modified to **EXCLUDE** ledger accounts. As you may recall, a ledger account is a high level label for a specific grouping of revenue or spend categories. For example, if you do not want to view student wages in your MOBB report on retrieval, you could exclude ledger accounts 5031, 5032, and 5033.

Some cost centers also include revenue categories. In many cases, this is important to inform budget decisions. However, some cost centers find that the revenue amounts skew the actual operating amount to spend. This new feature allows you to remove the ledger accounts associated those spend categories as well.

View Report Definition

Instructions This report includes Operating Revenue and Expenses only. Grant financial data is available in the DC FIN Grant Manager Budgetary Balance (GMBB) report.

Company * x DC101 Dickinson College ...

Organization * x Cost Center Hierarchy: All Cost Centers ...

Period * x FY2026 - P11 May ...

Plan Structure * x Parent - Operating Structure ...

Exclude Ledger Account

- x 5031:Federal Work Study (FWS) ...
- x 5032:Community Service (FWS) ...
- x 5033:Institutional Work Study (IWS) ...

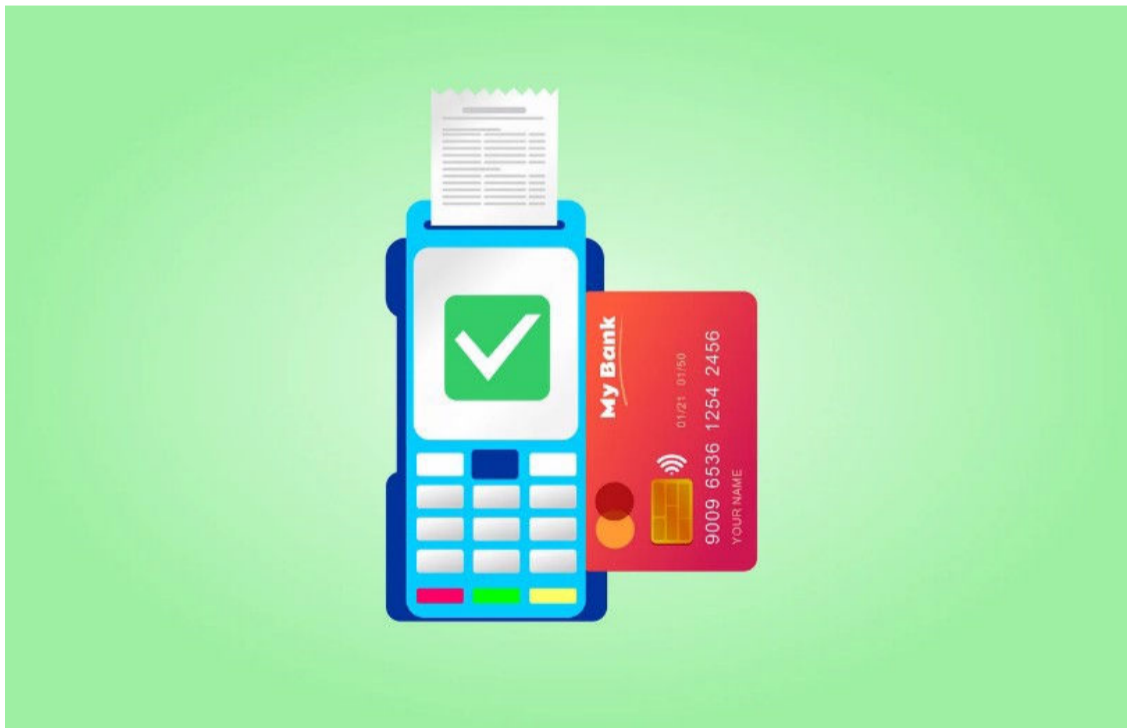
Worktags

Cancel OK

As a reminder, the Worktags field on this parameters entry window is where you **INCLUDE** only specific worktags. Some common uses for operating review include the entry of FD100 (to view ONLY fund 100 operating transactions for your cost center) or specific spend or revenue categories (for example if you only want to view supplies spending, you enter the supplies spend categories).

Every combination of parameters can be saved as a specific filter - so you save yourself entry time!

For assistance with the **MOBB report**, or any other questions related to Workday Finance functions, please email finops@dickinson.edu.



Workday Expense Reports: Pcard coding and submission

Pcard purchase transactions in Workday have streamlined the process for completing reconciliation/expense reports and approval all in one app! To keep your budget and finance reports up to date throughout the year, **please code and submit your pcard transactions in a timely manner**, preferably within two weeks of when they appear in Workday. *Although Workday does not have a set deadline - keeping your items coded and submitted promptly helps to keep your budget on track.*

New Job Aid: Re-assigning Pcard Transactions

If you have transactions on a department pcard that need to be reassigned to another individual for coding and reconciliation - you may find the new [re-assigning pcard transactions job aid](#) helpful to guide you through the task!

As the fiscal year nears the end on June 30, it will become increasingly important to code and submit your expense reports promptly to keep all expenses within the appropriate fiscal year.

Workday HCM Highlights

Open Enrollment 2026

Human Resource Services offered open enrollment (OE) from May 11 through May 25 for our 2026 inaugural process. The simplified **Workday** process allowed for all steps of the OE process to be laid out as a **Workday Journey** that guided each employee through making any changes or adjustments to benefit selections and (if desired) signing up for flexible spending (FSA) for either health or dependent expenses that will become effective on July 1, 2026.

Delegating in Workday

Summertime brings the opportunity to take some time off and go on vacation for many. If you are planning to be away and need to delegate a task or two to a peer, you may find this new job aid useful. Click the link below to view and learn how to set-up and delegate tasks, while you plan for your escape this summer or beyond!



[Delegating in Workday
Job Aid](#)



Workday Wednesdays this spring

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 in January 2026.

Questions? Assistance is available at Workday Wednesday sessions scheduled this month through June 10 in the HUB lower level conference room.

Upcoming session dates and times:

- **June 3 & June 10 | 11 a.m. - 1 p.m.**

Drop by either 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 Tip: Adding your Name pronunciation

Cómo se dice...?
Cómo se dice tu nombre?

How do you say...?
How do you say your
name?

Did you know you can add your name pronunciation in Workday? Instructions are found on the Workday website in the [Add Name Pronunciation to Employee Profile](#) job aid.

This feature allows you to include a phonetic spelling and a recording, allowing colleagues and students to learn how to say your name correctly! It's a small step that can make a big difference in helping our campus community feel more connected and respectful. You can update this at any time in your Workday profile.



Workday FAQs

Workday Expenses for research travel overseas

Question: For research travel overseas supported by R&D, there are expenses to be reported in US currency and in foreign currency. **How do I change currency for individual expense items - or should I just include the individual amount converted into US dollars?**

Answer: All expenses submitted for reimbursement in Workday (Create Expense Report), should be submitted in US dollars.

If conversion is needed, the [R&D Expenses & Narrative Repots webpage](#) instructions indicate that you can visit this website for the exchange/conversion rate: <http://www.x-rates.com/>

Workday Pcard Receipts - Missing Receipts

Question: How should I go about submitting expenses for reimbursement in Workday if I am missing a receipt?

Create Expense Report

Expense Report Information

Expense Report For * Employee:

Creation Options * Create New Expense Report
 Copy Previous Expense Report

Memo *

Company * X DC101 Dickinson College

Expense Report Date * 05 / 18 / 2026

Instructions

Please refer to Dickinson's Expense Policy [here](#)

Helpful Tips:

- Receipts are required for all purchases. If you do not have a receipt please complete [this form](#).
- Alcohol is not permitted when charging to a Grant.

Dickinson College

Purchasing Card Missing Receipt Form

Employee Name: _____

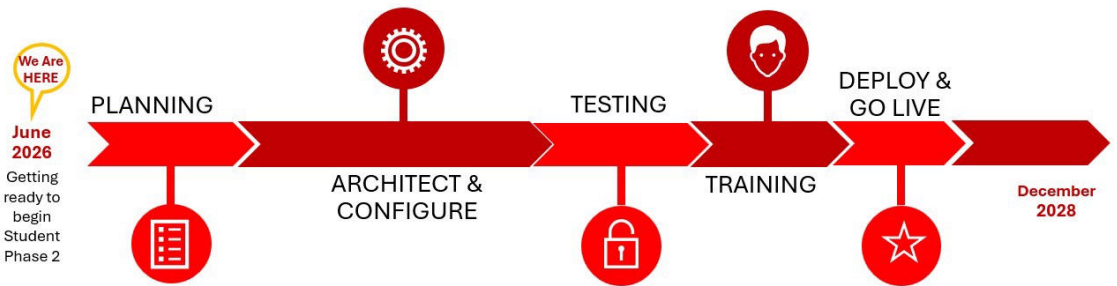
Transaction Date	Merchant Name	Amount	Reason for Missing Receipt

Please attach this form in place of a receipt on your expense report transaction.

Answer: Receipts are required for all purchases to request a reimbursement. Navigate to the **Create Expense Report** task in Workday. On the right side of the webpage under **Helpful Tips**, click on **'this form'** link to complete the online replacement form for missing receipts. Save the created missing receipt form as a pdf to upload into Workday as part of the **Create Expense Report** 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? 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!](#)

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