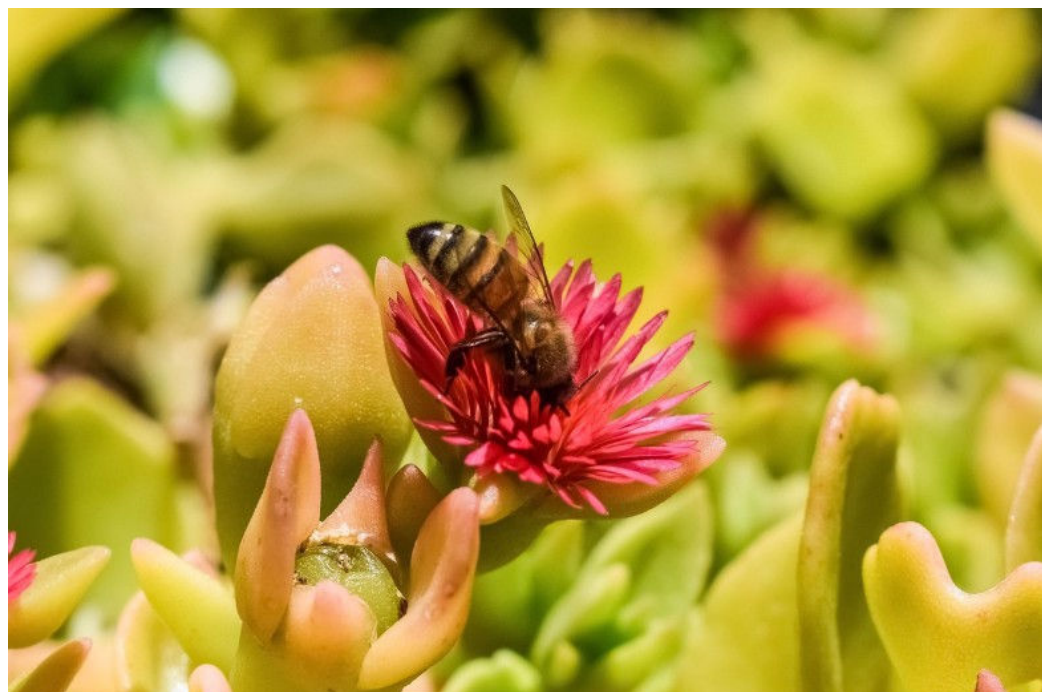




July 2026
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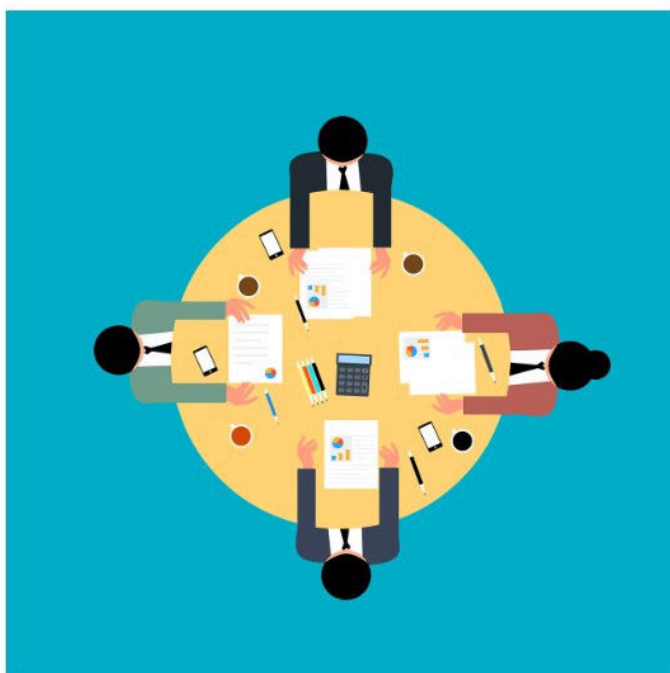
Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **July 2026** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. Discussions have begun for the development of Workday Student this fall. Enhancements and refinements for Workday Finance, HCM and Payroll will continue as needed going forward. The fall 2026 Workday release is coming in 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.

Subscribe



Workday Project Update

We begin the new fiscal/academic year this month, finishing up the final adjustments for Workday Finance, HCM and Payroll, while preparing for exploratory calls to get started with **Workday Student** (phase 2).

Phase 2 kicks off this fall beginning in early September with many rounds of discussions for the architecture and building process of the Workday Student tenant. The technical aspects of Student will impact processes related to admissions, financial aid, registrar's office, academic advising and more. Additional information will be shared in future Workday News issues as well as the Workday Project Website!

Workday Wednesdays resume in early August as a casual, drop-in opportunity to ask questions, review processes, or build confidence using the system. The August sessions will meet in HUB side room 202 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 our progress and 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 Finance Highlights

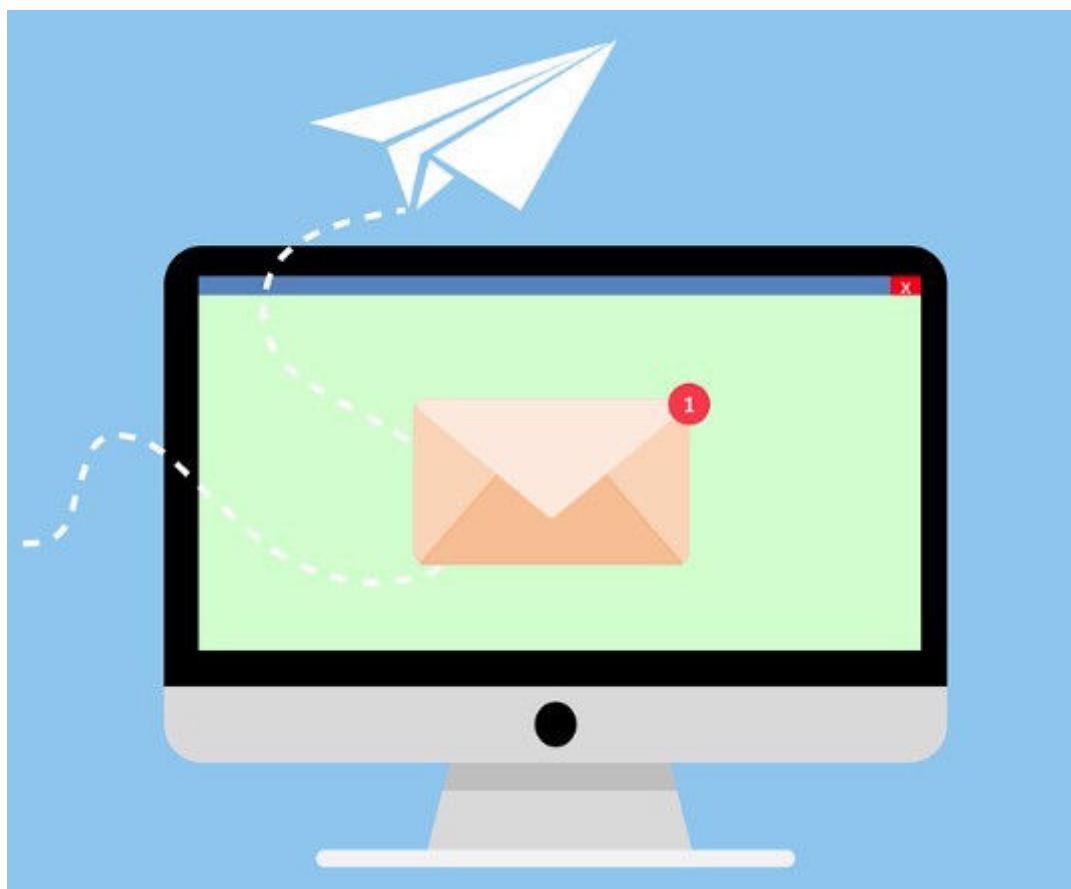
Finance FY26 Year-End Reminder

Wednesday, July 22 is the last day for supplier invoices to be submitted and approved for FY26.

FY27 Budget Load Delay

The FY27 budget will be loaded into Workday in multiple phases. While the complete timeline is still being finalized, updates will be shared throughout the process. Please check the Budget Officers TEAM announcements for the latest budget load schedule and phase updates.

Workday HCM Highlights



Automated Email Notifications from Workday App

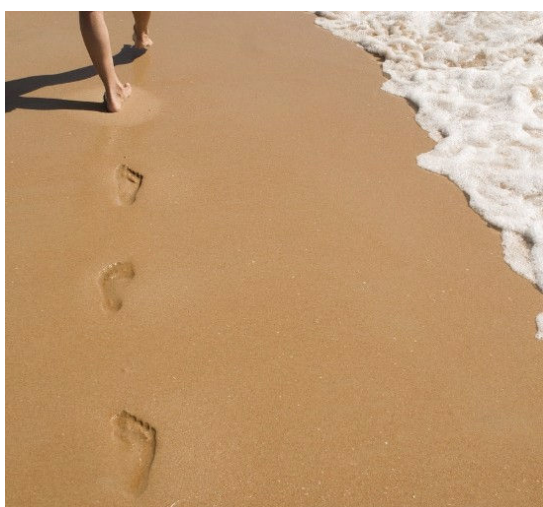
Emails from dickinson@myworkday.com are not phishing emails.

They do not have the external caution message, but may seem to come at an unexpected moment. Sometimes internal maintenance or processes cause an automated Workday notification email to drop into your inbox - and sometimes the notification message may come to you simply to alert you of a change that has occurred for you or a staff member that you supervise.

When you receive this type of notification email from dickinson@myworkday.com, please click on the provided link to view the notification message in Workday OR go to Workday and look at your notifications! The mystery of content and context will then be solved.

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

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!

Upcoming Workday Wednesday sessions HUB Sideroom 202:

**August 5, 12 and 19
9 a.m. - 11 a.m.**

Drop by 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 Tip: Team Learning Assignments



To see your team's status for required training in Workday, search on key words: **My Team's Learning Assignments**

Filter the report to view completion status for your team. **If Completion Status** is *blank* or **In Progress and Overdue** is Yes, you can see a list of who should be reminded to do their training.



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

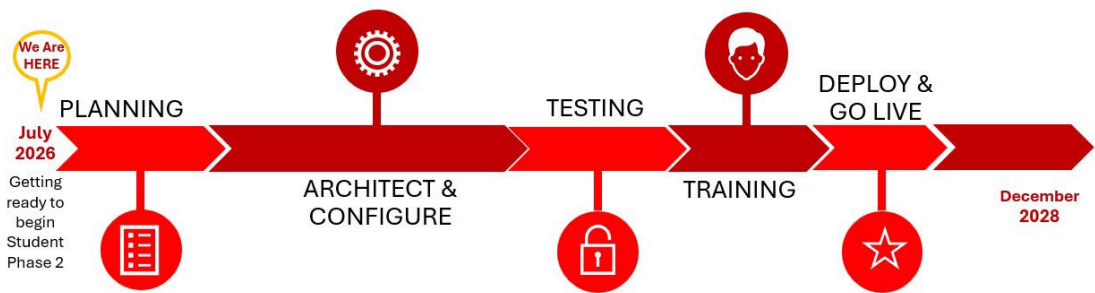
Please attach this form in place of a receipt on your expense report transaction.

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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