



August 2026  
Volume 2, Issue 8

# Workday News

*Empowering People, Enhancing Processes, Driving Innovation*

Welcome to the **August 2026** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. This month marks the beginning of discussions for development of Workday Student (phase 2) this fall. Enhancements and refinements for Workday phase 1 continue as we move forward with the Workday project. The fall 2026 Workday semi-annual update release (2026R2) is coming on September 19. 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

Our **Workday** project team continues to work tirelessly as we move closer to starting phase 2 - the **Workday Student** phase. The quieter summer months provided time to focus on finalizing some behind-the-scenes phase 1 details for HCM, Finance and Payroll processes.

**Phase 2** kicks off during the month of 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 this month 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](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.*



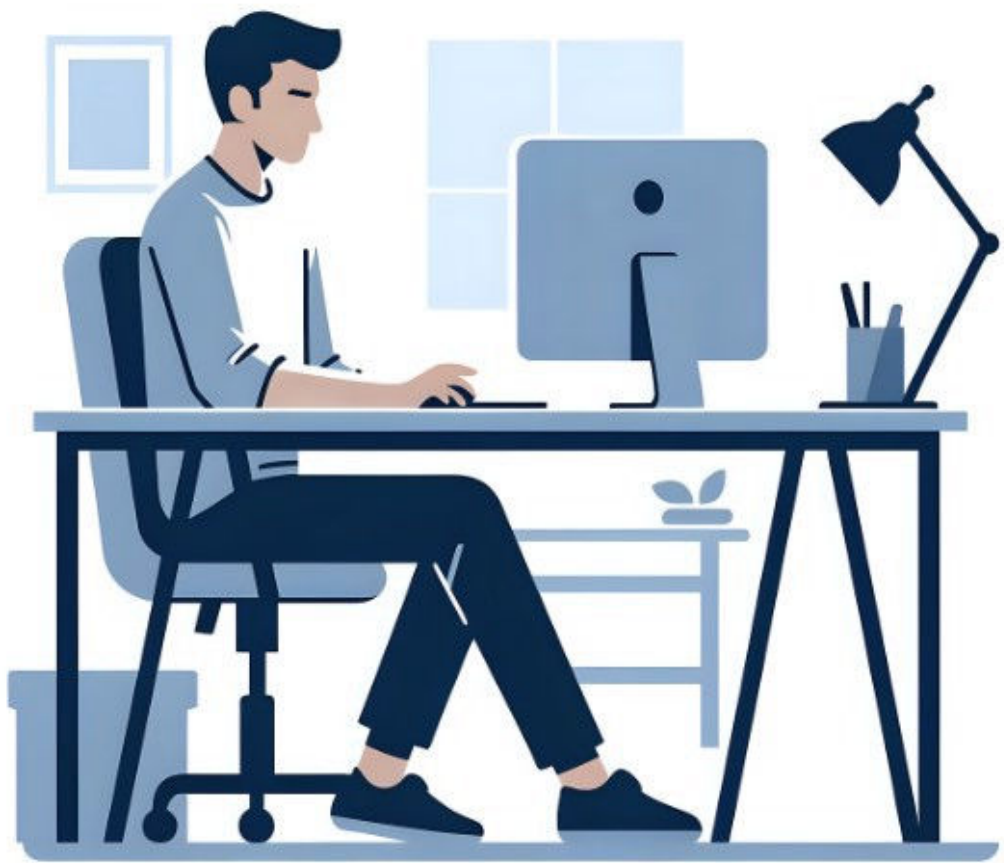
## **Workday Finance Highlights**

### **FY27 Budget Load Delay**

The FY27 budget will be loaded into Workday in multiple phases. The FY26 budget closeout processes take place from July 1 through late August/early September, and require devoted time and attention. *Please be patient as our Financial Operations team of experts are completing this fiscal year-end process in Workday for the very first time!*

Please check the Budget Officers TEAMS announcements for the latest budget load schedule and phase updates.

## **Workday HCM Highlights**



## ***Annual Performance Appraisal Reminder***

This is a friendly reminder to complete your annual performance appraisal in **Workday** this year for the review period of July 1, 2025-June 30, 2026. Anyone who received a Workday notification earlier this spring - who has not yet completed their online review in Workday - is asked to finish by the completion deadline of Friday, August 14.

*Employees who completed an introductory review (within the past six months) on or after January 1, 2026, will not be expected or asked to complete an annual review at this time.*

For assistance or questions about the performance review process in Workday, please contact [hrservices@dickinson.edu](mailto:hrservices@dickinson.edu).

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## ***Automated Email Notifications from Workday App***

Emails from [dickinson@myworkday.com](mailto:dickinson@myworkday.com) are not phishing emails.

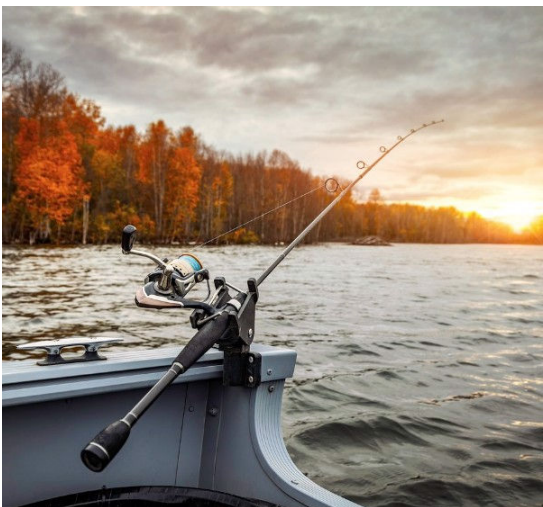
They do not have the external caution message, but may seem to come at an unexpected moment. Sometimes internal maintenance or processes cause an automated Workday notification email to drop into your inbox - and sometimes the notification message may come to you simply to alert you of a change that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

When you receive this type of notification email from [dickinson@myworkday.com](mailto: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.

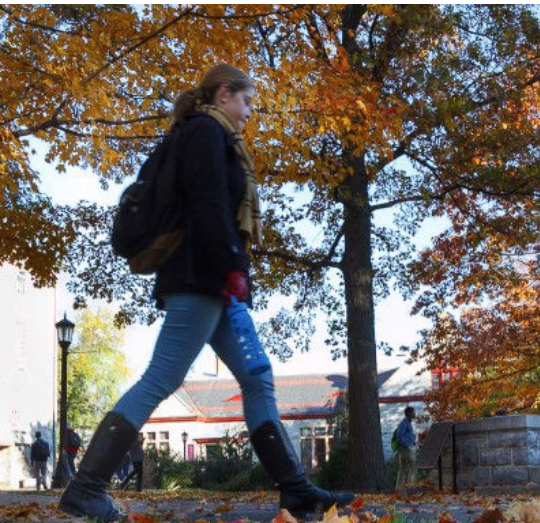
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**Delegating in Workday**

Taking time off or being out of the office sometimes means trusting others to complete a task on your behalf. 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**



**Hiring Student Workers this fall?**

All student employee hiring will be processed through Workday. If you have not already done so, **please schedule a Microsoft Teams meeting with Heather Dunn** to discuss job postings and the student employee hiring process.

*Please review your Workday Task List daily and complete or approve any outstanding items in a timely manner.*

As you navigate the new hiring process, please do not hesitate to reach out to **Human Resource Services** with any questions. We are happy to assist you and provide support along the way.



**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: Learning Assignments***



To see the status of your required training in **Workday**, search on key word: **Learning**

Click on the **Learning** task option to view your *Learning Dashboard*. **From your dashboard**, you can view your *Learning Transcript* or search learning options available. To view any required training, click on the **My Learning** tab for viewing your *Learning Transcript* or the *Recommended for You* courses to complete based on your role and responsibilities.



## **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. See the additional FAQ below for examples of when Workday automatically converts and when you need to convert the amounts before entering them into Workday.

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

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## Workday Expenses in foreign currency

**Question:** My expense report includes items with foreign currency transactions. How do I submit this successfully? Are any currency conversions needed in Workday?

Dickinson

Q my expense reports

Home

Organization

Personal

Recruiting

View Expense Report

EXP-10002484 Shuttle/New Zealand

Pay To Employee:

Status Paid

Personal 0.00 USD

Company Paid 131.55 USD

Prior Balance Applied 0.00 USD

Cash Advance Applied 0.00 USD

Reimbursement 0.00 USD

Total 131.55 USD

Header

Attachments

Business Process

Expense Lines

2 items

Sort By: ▾

Wed, Mar 11

Taxi/Ride Share Shuttle/NZ 218.29 NZD

Taxi/Ride Share Currency exchange for shuttle expe... 1.30 USD

Expense Line

SuperShuttle Receipt.pdf Uploaded by

Comment (empty)

Credit Card Transaction 03/11/2026 SUPERSHUTTLE/CUSTOM 218.29 NZD

Charge Description SUPERSHUTTLE/CUSTOM

Expense Date 03/11/2026

Expense Item Taxi/Ride Share

Total Amount 218.29

Currency NZD

Currency Rate 0.596683311192

Converted Amount 130.25

Converted Currency USD

Memo Shuttle/NZ

## Foreign Currency Conversion Transaction

30 items

Sort By: ▾

Travel Meals Sabbatical Research 11.53 USD

Fri, Apr 10

Travel Meals Sabbatical Research 4.49 USD

Travel Meals Sabbatical Research 13.02 USD

Lodging Sabbatical Research 352.19 USD

Taxi/Ride Share Sabbatical Research 48.27 USD

Taxi/Ride Share Sabbatical Research 2.70 USD

Train/Subway Sabbatical research 23.30 USD

Expense Line

Hotel Rosario.pdf Uploaded by

Comment (empty)

Expense Date 04/10/2026

Expense Item Lodging

Total Amount 352.19

Currency USD

Memo Sabbatical Research

Gift (empty)

Grant (empty)

Program PG10273 R&D College Supported Research

Project (empty)

Agency (empty)

B

COD 006

FACTURA

Pto Vta: 0009 Comp. Nro:00020549

Fecha de Emisión: 10/04 /2026

Cuit: 30-70726942-8

Ingresos Brutos: 021-317699-4

Inicio de Actividades: 01-MAY-10

Usuario: ROSITOL

Reserva: 79602 Copias: 1

Pais ARGENTINA

Fecha Check In: 06/04/26 Fecha Check out: 10/04/26

Subtotal 486,331.60

Foreign Currency Conversion entered in \$ US Dollars

Foreign Currency Receipt Amount

**Answer:** Foreign currency transactions in Workday that are charged on your college p-card as a company paid expense will automatically convert within Workday's Create Expense Report process. In the first snapshot above, you see the automatic currency conversion that happens when using a college p-card.

If submitting an expense report for transactions paid on a non-college credit card or with cash/check (using your own funds) - convert the currency to US dollars and change the currency type to US dollars in the expense report before submitting for reimbursement. This is shown in the second snapshot above.

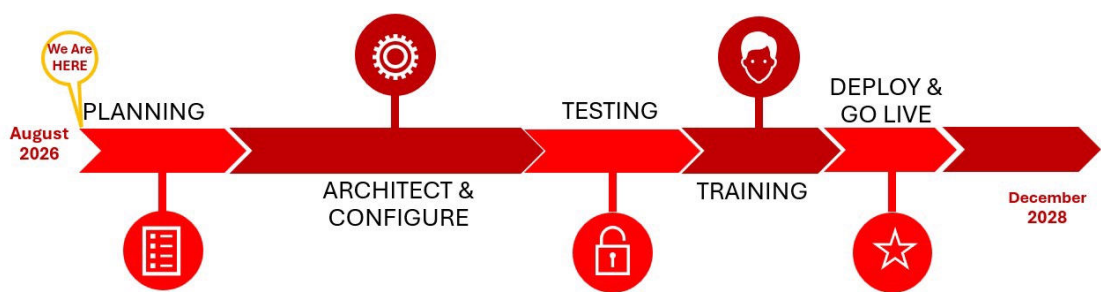
Online currency conversion tools can be found by searching or using this site: <http://www.x-rates.com/>

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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!**

**Unsubscribe**