

A Workday Update Is Coming Soon

September 2026
Volume 2, Issue 9

Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **September 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 our Workday Student (phase 2) planning and development. 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!

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Workday Project Update

Over the summer, the Workday team continued to provide support for the Finance, Human Resources, and Payroll functions. As campus has gained experience using Workday in day-to-day operations, the team has addressed issues, refined processes, and continued learning more about the system and its capabilities. This work will continue as we move into the next phase of the Workday project.

In mid-September, the college will begin implementing Workday Student. This multi-year project will eventually replace Banner as the college's core student information system. It will support important academic and administrative functions, including academic records, course and section management, registration, grading, degree audits, and student financials.

Students will use Workday to manage many aspects of their academic experience, including viewing their academic records, course schedules, grades, advising information, and student account information, as well as registering for courses.

Faculty will use Workday Student to access course and roster information, enter grades, and view information about their advisees and students' academic progress.

The implementation will take two years, and these functions will not move to Workday all at once. The work this fall will focus on reviewing Dickinson's current processes, learning about Workday Student's capabilities, and beginning system configuration.

and data migration. The first phase of Workday Student will go live in January 2028. Additional information and opportunities to participate will be shared as the project gets underway.

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 Pulse Survey

*Thank you to all who completed the **Workday Pulse Survey** during the month of August. Your feedback is highly appreciated. We are reviewing responses at this time and will be following up on comments, concerns and questions.*

...and the winner is...

*The randomly selected winner of the **\$25 Denim Coffee gift card** for completing this survey is.... **Peter Sak**, professor of geosciences. **Congratulations Peter!!!***



2026R2 Workday Release - Saturday, September 19

Workday will undergo its Fall update **early Saturday morning, September 19**, and will be unavailable to all users **from midnight to 3:00 a.m.** This scheduled update is part of Workday's regular release cycle and includes system enhancements and improvements. The 2026R2 Workday Release includes several enhancements:

- Managers will be able to view their direct reports from a new **My Team Card** and **view insights** related to direct reports directly from their Workday homepage, along with any overdue development items for their team.
- A new **Daily Briefing** card will consolidate items on the Workday homepage currently shown as *Awaiting Your Action*, *Timely Suggestions* and *Recommended for You* sections.
- Updates to the visual appearance for components of My Tasks, My Conversations and the Notifications page provide a more compact style, rounded edges, updated icons and buttons, as well as some background adjustments for a more user friendly view.
- The **View Profile** page has changed to provide a more accessible way to view your information. It includes a new **profile header** with your location and contact information, a **collapsible side menu** for navigation, a **Private tab** for personal information like annual rewards, recent pay and absence balances, and a **Public tab** where you can see how your profile looks to others in the organization.

Workday Finance Highlights

FY27 Budget

The FY27 budget was loaded into Workday in multiple phases. The fiscal year-end budget closeout processes take place from July 1 through late August/early September, and require devoted time and attention. If you have any questions related to your FY27 budget or need assistance, please reach out directly to the budget office or send an email to finops@dickinson.edu.



Please check the [Budget Officers TEAMS](#) announcements for the latest budget load schedule and phase updates.

Workday HCM Highlights



Required Workday Learning

Required training for faculty and staff is assigned in **Workday Learning**. To view your training status, select **Learning** from your **Personal** menu. This will redirect you to your Learning Home page, which displays your required training items. More information can be [found here](#). Required learning may include, but is not limited to, the following:

- **Protecting Our Community series of courses**
 - *Title IX and You: Faculty and Staff* (annually)
 - *Mosaic Prevent Discrimination and Harassment Together* (biennially)
 - *Protecting Our Community* (new employees)
- **Information Security and Awareness series of courses** (annually)
- **Active Intruder/Assailant Awareness** (annually)

To check the status of your required training in **Workday** and confirm that you are up to date, search on key word: **Learning**

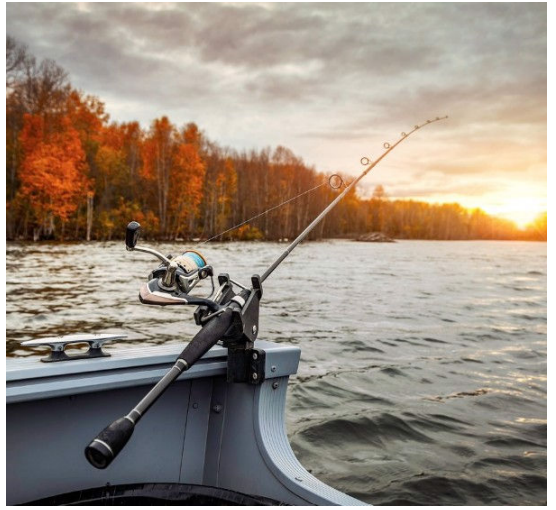
- Click on the **Learning** task option to view your *Learning Dashboard*.
- From your **Learning Dashboard**, you can view your *Learning Transcript* or search learning options available.
- To view any required training, click on the **My Learning** tab for viewing your *Learning Transcript* or the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

Questions? Please reach out to hrrservices@dickinson.edu for assistance with Workday Learning.

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, fall or beyond!

Delegating in Workday Job Aid



Hiring Student Workers this fall?

All student employee hiring is 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 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.*

- **Departmental or 1:1 Training is available upon request.** Please email workday@dickinson.edu to schedule training sessions.
- **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 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](#) instructions indicate that you can visit this website for the exchange/conversion rate: <http://www.x-rates.com/>

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?

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

1.30 USD

Currency exchange for shuttle expe...

Expense Line

PDF

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: ▾

Sabbatical Research

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

PDF

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

País ARGENTINA

Fecha Check In: 09/04/26 Fecha Check out: 10/04/26

Subtotal 486,731.00

LOJAMIENTO Y DESAYUNO

Foreign Currency Conversion entered in \$ US Dollars

Foreign Currency Receipt Amount

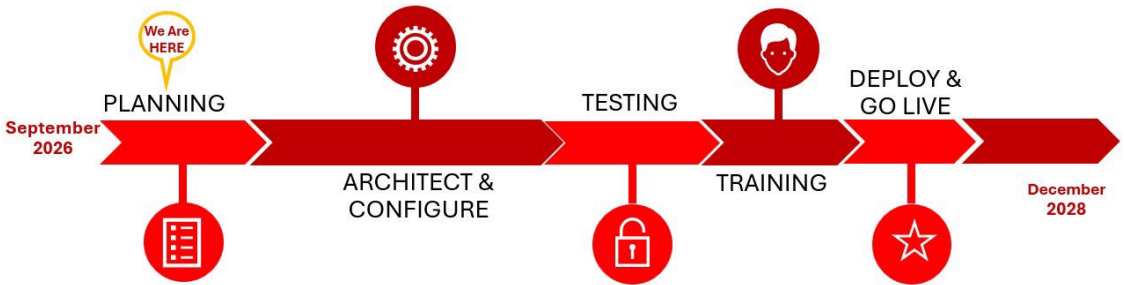
Answer: Foreign currency transactions in Workday that are charged on your college p-card as a company paid expense will automatically convert within Workday's **Create Expense Report** process. In the first snapshot above, you see the automatic currency conversion that happens when using a college p-card.

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/>

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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