



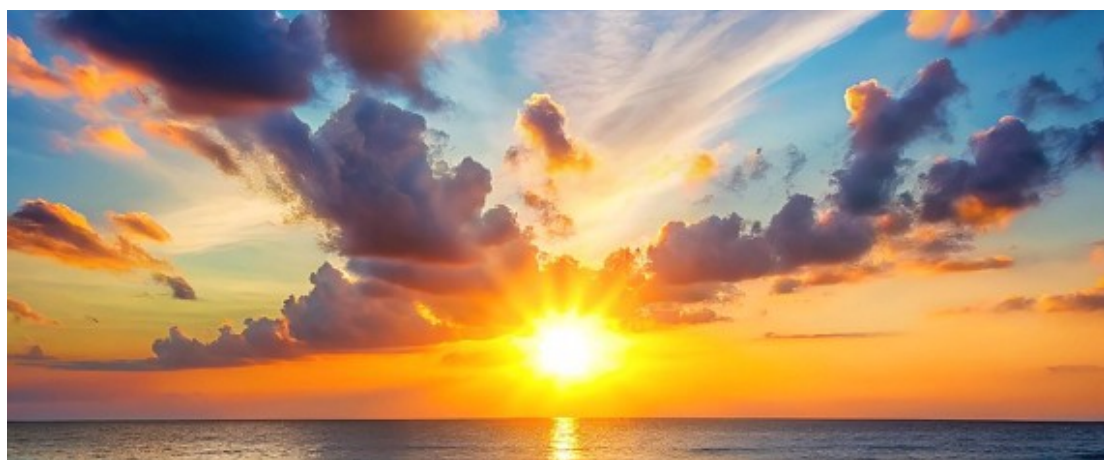
Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the **October 2026** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. As we prepare to begin Workday Student (phase 2) this fall, exploratory discussions for the designing and building process are now underway. 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

The multi-year Workday Student project kicked off on September 21. Once live, starting in Spring 2028, the campus community will use Workday for many student-related activities such as registration, course schedules, grades, tracking progress toward degrees, and student billing - replacing our current student information system, Banner.

We are currently in the Preparation stage of the project, which includes explaining Dickinson's processes for admissions, financial aid, curriculum, advising, student records, and student financials to the Workday team. This gives the team a shared understanding of how the college operates before planning and design begin in greater detail.

The project will move through five stages, with each stage building on the work completed before it:

- **Prepare:** Confirm the scope and introduce Dickinson’s processes and systems to the Workday team.
- **Plan:** Organize the work and begin planning for data conversion, reporting, and configuration.
- **Design and Configure:** Decide how processes will work in Workday and build the system.
- **Test:** Verify that the system supports Dickinson’s processes through multiple rounds of testing and practice.
- **Launch:** Train users, complete final preparations, and support the transition to the live system.

This early work is laying the groundwork for the many decisions ahead. As the project progresses, we’ll share updates and opportunities for campus to learn more about what’s changing and what Workday Student will mean for Dickinson.

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

You spoke - and we hear you...

Thank you again to all who participated in our August 2026 Workday Pulse Survey! Your feedback and responses are very much appreciated and will help to guide us as we begin with Workday Student (phase 2) and continue to refine and update Workday Finance/HCM/Payroll (phase 1).

With any change there are challenges - whether it's just learning about the change, adapting to the change and/or adjusting a previous process to work with the new process or technology. This has been a monumental change for us all - and we are still working through the transition to Workday. ***We have reviewed all survey responses and will use the information shared with us to help with our outreach and training efforts going forward.***

Over the next several weeks, participants may be contacted regarding their responses to gain clarification or to arrange for any needed training to increase knowledge and comfort with using Workday.

For all Workday questions or issues at this time, please contact us at workday@dickinson.edu (717-254-8084) or helpdesk@dickinson.edu (717-245-

1000). *If your inquiry is specific to a departmental process in Finance, Human Resource Services or Payroll, contact information for these offices are shown below to:*

- **Budget or Finance Inquiries:** finops@dickinson.edu or Teams | Budget Officers
- **General Inquiries:** workday@dickinson.edu or helpdesk@dickinson.edu
- **Human Resource Services:** hrservices@dickinson.edu
- **Student Employment:** stuemp@dickinson.edu
- **Training:** workday@dickinson.edu or 717-254-8084

Important Reminder: Individual and departmental training for Workday is ALWAYS available upon request. Please reach out to request this if you would like to get a training session scheduled, either via Teams/Zoom online or live in-person.



Workday Finance Highlights

New Suppliers in Workday

Creating a new supplier in Workday requires collecting information from the supplier, including a completed and signed W9 form along with banking information. Submitting all of this information in Workday, together with a copy of the first invoice makes the payment process run more smoothly.

If the supplier has not provided the W9 or banking information at the time the invoice is received, it is important to request and obtain this from the supplier before completing the [Create Supplier Request](#) in Workday.

Reminder: Gift Manager Balance Report

This report is available to search for any gifts that your department may have available for use - this includes gifts that receive annual endowment allocations or gift amounts that are fixed in total. You can find the worktag by using the online [Banner FOAPAL to Workday Worktag crosswalk](#).

Please see the [Gift Manager Balance Report \(GMB\) job aid](#) for step-by-step instructions. If you still experience issues or have questions, please contact finops@dickinson.edu.

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



Workday HCM Highlights



Workday Time Entry for hourly, non-exempt employees and student workers

You may notice one less worktag field for time entries for hourly, non-exempt employees. We have removed the **Location** *worktag* for Time Entry in Workday. This *worktag* (field) was not needed for Time Entry and was causing issues for cost allocations between payroll and the ledger in Finance for biweekly and student payrolls.



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**

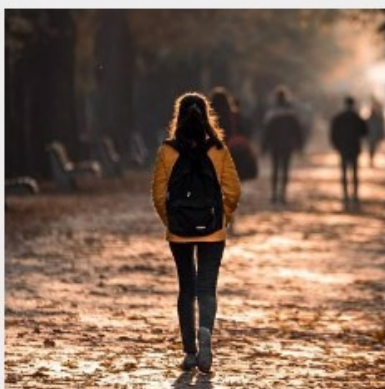
- Click on the **Learning** task option to view your *Learning Dashboard*.
- From your **Learning Dashboard**, you can view your *Learning Transcript* or search learning options available.
- To view any required training, click on the **My Learning** tab for viewing your *Learning Transcript* or the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

WORKDAY LEARNING PATHWAYS

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

[View Learning Pathways](#)



Explore the Workday Learning Pathways created to guide your user-learning experience for Workday. The role-based Learning Pathways, designed for all employees and faculty, enhance your user experience. Following your role-based learning pathway provides you with basic knowledge and skills to complete tasks and processes within Workday! Click the linked graphic above to access your role-based learning pathway.



Workday FAQs

Workday Learning

Question: *I am trying to complete an online course in Workday Learning, but the video is not populating or running for me. How do I access the video?*

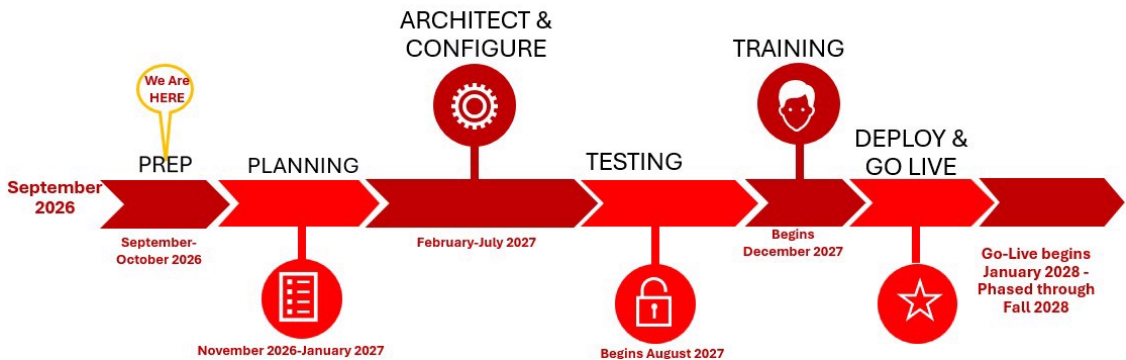
Answer: *This can be very frustrating when a video will not populate or play in your browser. In most cases, we have found that switching to another browser resolves this issue. For example, if you are using the Safari browser, try switching your browser to Google Chrome or Microsoft Edge. This will likely resolve your video viewing challenge.*

Workday Create Supplier Request

Question: *Do I need to provide a W-9 form when submitting my Create Supplier Request?*

Answer: **Yes.** *For the most streamlined process, a completed/signed W-9 form always needs to be provided (uploaded) during the [Create Supplier Request](#) task. This allows your supplier to be created in a finalized format prior to process the submitted invoices. Additionally, providing any banking information along with the W-9 as well as the invoice allows for a speedier initial process overall!*

Workday Student Phase 2 began in September!
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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