

Workday News

Empowering People, Enhancing Processes, Driving Innovation

Welcome to the ***November 2026*** edition of our Workday monthly e-newsletter, your source for updates and insights about Dickinson's transition to Workday. As we begin the planning stage of Workday Student (phase 2) this month, we review the scope of the project and establish the overall project management tools and processes. 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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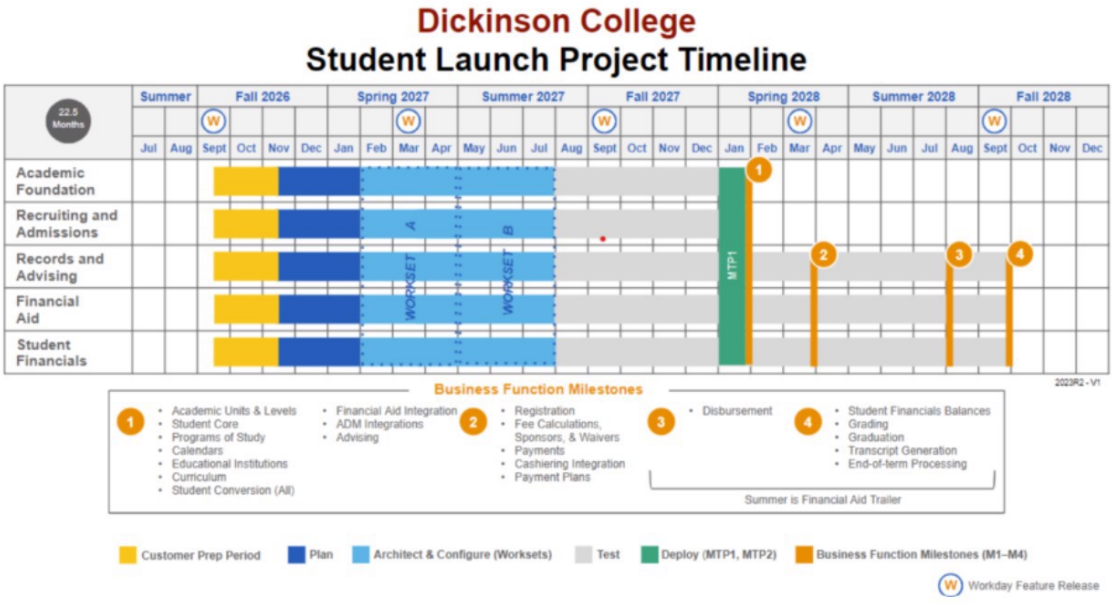
Workday Project Update

As we support Workday HR, Finance, and Payroll, we continue to learn from feedback provided by the campus community. Following the August pulse survey, individual conversations and focus groups were held in October to better understand employee experiences and concerns. These discussions helped identify improvements opportunities for communication, training, and support.

We'll apply these lessons-learned as we prepare the campus for the next phase: Workday Student. The system will launch in stages throughout 2028, beginning with foundational student and academic information in January. Registration and student account functions

will follow in the spring, financial aid disbursement in the summer, and grading, transcripts, and graduation functions in the fall.

The timeline below shows the planned project phases and key launch milestones. We encourage faculty and staff to keep these dates in mind as you plan your work, recognizing that learning new processes and preparing for the transition to Workday Student will take time. Training and other preparation activities will take place ahead of key milestones, so it's important to leave room for learning alongside other commitments.



For now, campus teams are focused on sharing Dickinson's processes and preparing for detailed planning and design. We'll continue to share updates as the project progresses.

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.

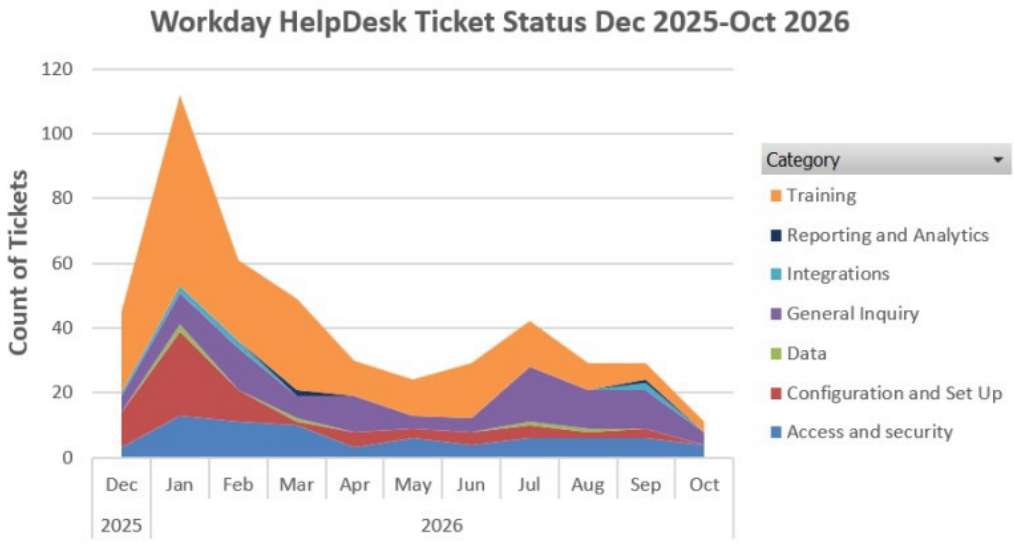
Thank you all for your collaboration across campus throughout our technology transformation to Workday. Together, we're upgrading our technology to create a modern system that will support Dickinson well into the future.

Workday Change Management

Change Management for the Workday project provides awareness and knowledge through communication, outreach, and training for the campus community.

To guide this work, we review Workday Helpdesk tickets and requests for assistance each month to identify where additional guidance or support is needed. We also keep the campus informed through this monthly Workday News e-newsletter with updates on the technology transformation project. Subscribers receive the e-newsletter, and we also post it online under the Workday Communications webpage.

Since December 2025, we have offered both in-person and virtual training opportunities. Upon request, we currently offer 1:1 and departmental training and have posted all previously recorded training sessions online for availability 24/7. Workday Wednesdays, which offered open office hours for assistance from February through August 2026, are currently on hiatus as we prepare for Workday Student. During the first 10 months following the launch of Workday HR, Finance, and Payroll, we received 461 HelpDesk tickets. We resolved 457 tickets, two are pending, and two are open at this time. We currently average 20-30 HelpDesk tickets per month (about one or less per day).



A Workday Pulse Survey offered during the month of August 2026 provided an overview of the adoption level of Workday on campus, and is now in the analysis and follow-up stage. We held individual discussions and focus groups with those who provided open-text comments to more deeply explore the feedback during the month of October. These follow-up discussions provided insight into change-management processes to guide us as we continue our transition to phase 2 with Workday Student.

During the spring semester of 2027, we will begin looking for Change Agent Network (CAN) volunteers to assist with communications about **Workday Student** as we approach testing and training in preparation for the 2028 launch. Watch for announcements and invitations or contact workday@dickinson.edu if you would like to volunteer! Volunteers can help with testing and learn about Workday Student functionality before we begin the phased go-live process in 2028.

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 & Reminders

Adaptive Planning coming for FY2028

Coming soon in preparation for budget planning in FY2028, adaptive planning is a new part of Workday that will be rolled out for cost center managers and their designees to assist in this annual process. Watch for an announcement with details about this Workday enhancement from the Budget Office and in the Budget Officers TEAM.



Spend Authorizations & Miscellaneous Payment Requests

As of January 2026, cash advances and payment vouchers formerly processed through the Cashier's Office are now processed in **Workday** as **spend authorizations** and **miscellaneous payment requests.**

- Cash Advances are now **Spend Authorizations**. Click the link to view the **Create Spend Authorization** job aid.
- Payment Vouchers are now processed as **Miscellaneous Payment Requests**, requested via email to accounts payable. For student reimbursements, please also attach a completed **Student Reimbursement Form**.

For any questions relating to spend authorizations or miscellaneous payment requests, please email the Accounts Payable Office for assistance at accountspayable@dickinson.edu.

Expense Reports, P-cards & Coding | Keeping budgets up to date

Expenses happen throughout the year. For some cost center areas this is a daily occurrence while for others it is much more sporadic. ***It is important to complete expense reports in a timely manner (within 2 weeks of an expense) in order to have an accurate view of available funding***. For assistance with completing expense reports, please view the job aid(s) shown below or reach out to Finance with questions at finops@dickinson.edu.

- Create Expense Reports
- Create Expense Report | DFRF, Endowed Chair, and R&D funds

To look up and convert Banner codes to Workday Worktags, please click the link to visit the Banner FOAPAL to Worktag online crosswalk tool.

Workday HCM Highlights



Student Employee Pay Period & Timesheet Reminder

Time sheet deadlines and pay dates are set by the student payroll schedule and must be followed without exception. Late submissions will not be processed and will automatically be deferred to the next pay period.

- Students must submit their hours in Workday by **noon on Monday after the pay period closes**.
- Supervisors must approve submitted time by **2:00 p.m. on Monday after the pay period closes**.

Timesheets that are not submitted and approved by 2:00 p.m. will not be processed. Workday locks all timesheets for payroll processing immediately after the deadline, and no edits can be made once they are locked. Timesheets will reopen after payroll is completed, typically on Friday of the same week, and will remain open for two months.

Students cannot access past timesheets, but supervisors can. Once timesheets reopen, supervisors may correct, submit, and approve the late time. These hours will be paid retroactively in the next scheduled payroll.

Resource for Approving and Editing Time for Student Employee Supervisors

Below is a resource that may assist you with approving and editing student time. Please review these materials carefully and use them as your first point of reference when navigating the process.

- Time Tracking Management: Review, Edit & Approve Time



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 Pathways for Faculty

Question: ***Is there a Workday training resource or guide designed specifically for faculty members****?*

Answer: ***Yes*** *. By popular demand there is a newly created pdf available online under the Workday Learning Pathways for Faculty that is downloadable, containing bookmarks and links to job aids and videos that will likely be the most frequent tasks or processes used by faculty in Workday. For your convenience, click the link to this new resource shown below:*

Workday Learning Pathways for Faculty

Workday Training Resources

Question**: Am I able to do an online search for specific Workday training resources (i.e. job aids or videos)** ***?***

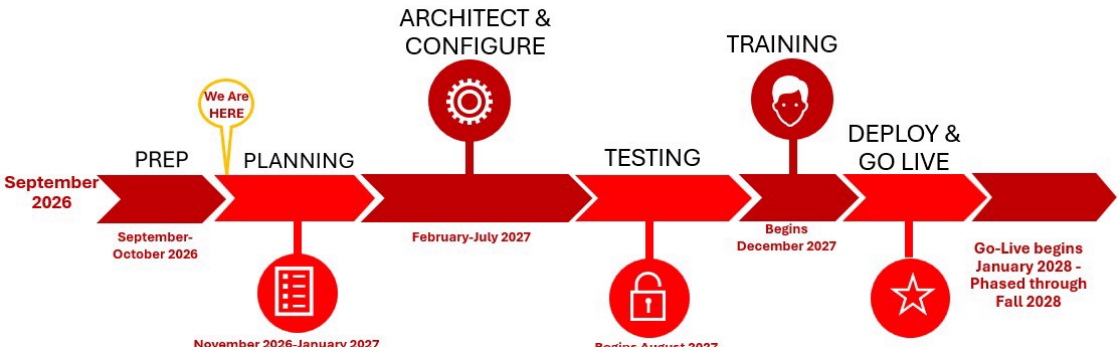
Answer: *At this time, all job aids and videos can be found by viewing the Workday Training resources found at www.dickinson.edu/workdaytraining. We are currently working on creating a new Sharepoint site for all Workday Training that will be more easily searchable and user friendly for all of our training resources. For easy access at this time, the job aids and videos are sorted in our webpages by category:*

- *Workday Finance and Adaptive Planning*
- *Workday HCM (Human Resource Services: benefits and other areas)*
- *Payroll*

Take a moment to view the training resources available by visiting the main ***Workday Training*** *webpage - or by viewing the* ***Workday Learning Pathways****!*

Where are we on our Workday Student Phase 2 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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