

workday.
Weekly Wrap-up



Greetings,

We are excited to introduce the latest edition of the Workday Weekly Wrap-up, our consolidated update designed to keep you informed about the Workday implementation.

As always, key updates such as scheduled maintenance and other important announcements will continue to be communicated as needed.

Empowering Your Workday Experience

Harness Your Workday Potential with Our Learning Tools

We believe in empowering you with the tools and knowledge needed to excel in Workday. Our Self-Guided **Learning Tools**, including job aids, FAQs, and tutorial videos, are designed to boost your confidence and ensure you navigate the system effectively.

Visit the **Workday Resource Page** to access these valuable tools and start building your expertise today. Your proactive engagement helps us create a more efficient and empowered Workday community.

Self-Guided Learning Tools

Training Videos

Tutorial Videos

Job Aids

FAQs

Knowing the Right Resources

Leveraging Established Policies and Resources for Success

To ensure your Workday-related questions are addressed effectively, it's important to know whether your answers are already available or if you should contact Workday Support. Remember that while Workday is a new system, the underlying processes, policies, and overall procedures remain the same. Familiarize yourself with the updated system, but rely on the existing policies and practices to guide your actions.

Utilize available resources such as the:

- **Travel Policy**

- **Procurement Policy**
- **Delegation Standard Operating Procedure**

These resources often contain answers to common questions and best practices.

If your questions are not answered by the available resources or if you encounter specific issues that require assistance, don't hesitate to sign up for an appointment during our **Office Hours!**

Thank you for your continued engagement and support as we navigate the Workday implementation together. If you have any general questions or need assistance, contact us at workday@hamilton.edu.

If your department or team requires specific training, please fill out the **Workday Training Needs Assessment and Request Form**.

Have a great Workday!

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