

# Hamilton

## ENTERPRISE MODERNIZATION



### workday® *Weekly Wrap-up*



Greetings,

As campus buzzes back to life with the return of students and staff, we're energized by the momentum we're building together with Workday. With the new academic year upon us, it's the perfect time to ensure everyone is prepared and up to speed with our systems.

This newsletter is packed with important **updates**, **resources**, and **opportunities** to help you and your team make a smooth transition into the fall semester.

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## Getting Ready for the Return

### Workday Support for Returning Staff Members and Students

To help everyone stay up-to-date, consider integrating Workday training into your daily routine. For example, start off each day by reviewing a different **job aid** or incorporate watching a **tutorial video** during regular meetings. This approach keeps information fresh and relevant while fitting into your existing schedule.

We can also arrange **small group office hours** to provide instructions and guidance on how to complete tasks or processes within Workday or short **refreshers** during staff meetings on common office processes.

[Register A Small Group For Office Hours Appointment](#)

Please remind your **student employees** that Workday will be essential for tracking their time and viewing payslips. Encourage them to review the available training videos on our Resource Page.

[Student Employment Training Videos & Job Aids](#)

Human Resources recently sent out an important announcement email detailing critical updates for the fall semester regarding student employment. If you haven't seen the email yet, you may read it below or contact **Human Resources** to receive a copy.

## Fall 2024 Student Employment Email Update

### New Resource Spotlight: Transition Guides

Bookmark This Essential Page to Smooth Your Workday Transition

We're excited to introduce the **Hamilton College Workday Transition Guides**—a vital resource designed to support you as we continue to navigate this important shift. These guides offer essential tools like **glossaries**, **crosswalks**, and **task navigation tools** to help you align **your needs with Workday's processes**.

Understanding the broader framework and terminology within Workday is crucial for leveraging its full potential. By exploring these materials, you'll be better equipped to contribute to streamlining operations across the College.

#### What's Included:

- **Cost Center Lookup and Crosswalk:** Easily find the Workday equivalent for legacy Cost Centers using this lookup tool.
- **Glossary of Workday Terms:** Decode the terminology used within Workday with this comprehensive glossary.
- **Desired Outcomes and Related Tasks Guide:** Match your goals with the appropriate Workday tasks to optimize your workflow.
- **App Directory and Descriptions:** Familiarize yourself with common Workday apps and how they can support your daily tasks.

*More Guides Coming Soon!*

We encourage you to **bookmark this page** and refer to it as you continue to adapt to Workday. By staying informed, you can maximize your efficiency and help us achieve a seamless transition.

[Transition Guides](#)

### Important Updates from the Business Office



As part of our ongoing transition to Workday, we want to inform you of key updates regarding deposits and spend authorizations.

#### Deposit Process

Due to the implementation of Workday, the process for making deposits to the Business Office has been updated. Please ensure you're using the latest procedures to avoid any issues.

- All deposits require an [updated Deposit Slip](#), filled out in its entirety.
  - Use the Cost Center Lookup tool if you need assistance with Worktags.
  - Deposits missing proper information may be incorrectly categorized, affecting your cost center.
- Please review account activity in Workday within three business days to confirm correct deposit recording.

For detailed instructions, visit [Hamilton College Deposits](#).

### Spend Authorizations

We are pleased to announce that, based on your valuable feedback and our recent assessments, **submitting a spend authorization is now optional** at the supervisor's discretion for most expenses. This change is designed to offer you greater flexibility and ease in managing expenditures.

- Spend authorizations **remain required for any cash advances** due to their specific nature. Ensure you complete this process to facilitate proper documentation and compliance.
- Before making any purchases, it's important for users to first [review the applicable policies to ensure compliance](#). This step helps in making informed decisions and adhering to our established guidelines.
- **Supervisors** who wish to continue requiring spend authorizations must inform their team and are encouraged to notify [workday@hamilton.edu](mailto:workday@hamilton.edu).

As students return and campus comes alive for the fall, we're thrilled to keep making strides together. For any questions, contact us at [workday@hamilton.edu](mailto:workday@hamilton.edu).

*Wishing you a wonderful Workday!*

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