

Greetings,

As we move forward with **Phase 2: Stabilization and Configuration** of our Workday implementation, it's important to remember that although Phase 1 is technically concluded, we still have **critical work ahead**. Your continued patience and collaboration remain essential to its success.

We want to emphasize that we are actively listening to your feedback and working hard to address the concerns raised by faculty and staff. We understand that improvements may take time, but please know that *your voices are being heard* and considered in every step of this process.

We'd like to share some key updates on our progress and what's coming next.



Refining Key Processes

The team is focused on optimizing key business processes to enhance your Workday experience by addressing some common concerns:

- **Invoicing & Requisitions:** We are aligning invoicing and requisitions with the proper approval workflows to improve efficiency and reduce payment delays. The estimated completion is by the end of November.
- **Expenses:** After invoicing and requisitions are completed, we will address expense processing, aligning it with the aforementioned workflows. The estimated completion is by the end of January.

Financial Charges Update: Key Insights

- **Missing Charges:** We are addressing some charges that aren't yet fully reflected, including but not limited to **M&O, postage, duplicating, printing, dining, and some student charges**.
- **Financial Audit:** The Finance team is completing an audit to ensure **accurate and complete financial data** across all areas.
- **Data Integration:** We are also **streamlining banking transactions** and the integration of financial and donor data from Colleague and Ascend, reducing the risk of data inconsistencies.



- **Year End Preparation:** Additionally, we are preparing for **year-end processes** (W-2, 1095, 1099 Balance Conversions).

New Tools and Features for Support



Support and Guidance Hub

A new, centralized hub within Workday provides easy access to resources such as Job Aids, a Video Library, Cost Center Lookup, and Transition Guides. You can find this dashboard in your **left-side app menu**.

Quick Tips

We are gradually rolling out "Quick Tips" within Workday to help you navigate common tasks more efficiently. These **helpful hints** will appear as you complete various processes.



As we navigate this important phase, we must acknowledge the recent loss of Marty Sweeney, an integral member of our Hamilton community and the Workday team. His leadership and dedication played a significant role in our progress, and his absence has deeply affected our efforts. We are committed to honoring Marty's legacy by continuing the important work he helped guide, and we are actively addressing the challenges ahead.

Thank you again for your patience, feedback, and collaboration. Together, we remain focused on achieving the best possible outcomes for everyone.

Thank you for your ongoing support.

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Hamilton College Enterprise Modernization

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