

Workday Weekly Wrap-up: Gain Clarity and Lose Confusion

1 message

Workday Support at Hamilton <workday@hamilton.edu>

Tue, Oct 1, 2024 at 9:09 AM

Reply-To: workday@hamilton.edu

To: all-employees@hamilton.edu



Greetings,

As we welcome a new month filled with crisp autumn air and all things pumpkin-spiced, don't get spooked—Workday Weekly Wrap-Up is here to keep you on track with everything you need.



Question of the Week
 How do I do that in
Workday?

From Confusion to Clarity: Which Task do I use in Workday?

Autumn is in the air, but that doesn't mean you need to **fall** into confusion when using Workday!

We've all been there—wondering which task to use to get the job done. Luckily, the **Desired Outcomes and Related Tasks Guide** (aka the "How do I...?" guide) is here to help! This resource connects what you want to accomplish in Workday with the exact tasks and processes you need. Below you'll find just a snippet of the handy chart:

How do I.....?

Desired Outcome	Workday Task, Report, or Application	Job Aid
Request or Report Time Off	Request Absence	Request Time Off (Absences)
Request a Cash Advance	Create Spend Authorization	Cash Advances
Pay or Reimburse an External Payee (Honorarium, Guest Speaker, etc)	Create Supplier Invoice Request	Supplier Invoice Request
Reconcile Travel Card	Create Expense Report, add Credit Card Transactions	Corporate Travel Card Reconciliation Checklist

Still confused or can't find what you're looking for? Just email us at workday@hamilton.edu, and we'll help you figure out the process!

Unlocking Your Path to Success: Additional Support & Resources



Once you've identified the right task to use in Workday, we're here to provide you with the assistance you need to complete it effectively. From personalized guidance to self-help resources, we've got you covered every step of the way.

1:1 Assistance Office Hours

Get personalized support from our team over Zoom or in-person

Step-by-Step Guides

Access detailed job aids to help you successfully complete tasks

Video Library

Watch in-depth training session videos, short tutorials, or guided demos to walk you through common tasks

Department Training Sessions

Schedule training sessions tailored specifically to your team's needs

Email Support

Reach out any time via email for support

Support Ticket

For special delegation requests, reporting bugs/errors, requesting budget access, or making feature requests, please submit a support ticket for prompt assistance



WORKDAY ESSENTIALS *for Faculty*

Continuing this week is the **Workday Essentials for Faculty** series! These brief, focused sessions provide essential guidance to help you navigate Workday with confidence. Each session lasts 30 minutes or less, covering key topics relevant to your needs.

Designed for faculty, open to everyone!

[Register Today](#)

**Next Week's Training Sessions:
Corporate Credit Cards**

Travel Card Reconciliation



Learn how to effectively reconcile your travel card transactions.

Date: Tuesday, October 8, 2024

Start Time: 9:15 a.m.

[Register](#)

Procurement Card Verification



Learn the Procurement Card Transaction Verification process.

Date: Thursday, October 10, 2024

Start Time: 1:30 p.m.

[Register](#)

Not sure which type of credit card you have?

Check for a **Travel Card in the Expenses Hub**. Click "Expense Transactions" and if there are transactions listed, you have a Travel Card/T-card.

View **Procurement Card transactions in the Purchases app**. Click "Procurement Card Transactions." If you see transactions listed, you have a Procurement Card/P-Card.

As we enter October, let's embrace the changes it brings. Each day offers a chance to sharpen your Workday skills, and we're here to support you every step of the way.

Here's to a productive and rewarding month ahead!

Have a wonderful Workday!

Maureen H. Scoones

Workday Change Manager

315-859-4178

mscoones@hamilton.edu

Shelly L. Hall

Documentation and End User
Training Specialist

315-859-3454

shhall@hamilton.edu

Lauren E. Waszkiewicz

Communications and Training
Coordinator

315-859-4677

lwaszkie@hamilton.edu

Hamilton



Hamilton College Enterprise Modernization

hamilton.edu/workday