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## Workday is Coming: June Training Schedule is Here!

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To: all-employees@hamilton.edu

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Greetings,

We're pleased to announce the upcoming Workday overview and training sessions tailored to help you navigate the transition to this system with confidence. These sessions will cover essential aspects of Workday functionality, ensuring you're equipped for the change. View the [complete training calendar](#) on our Workday webpage.

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## Workday Training Sessions

### Employee Basics

These **60 minute Zoom sessions** are an introduction to help you acclimate to Workday. *Sessions will be held throughout June, scheduled for your convenience.*



- Exploring how Workday will be used in daily tasks
- Navigating through Employee Self Service features
- Overview of the homepage, navigation, and accessing the organizational chart
- Managing employee profile details, tasks, and personal information

Attendance is required before attending additional training sessions. A recorded session will be available to view by June 11.

[Register Now](#)

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## Manager Basics



These **60 minute training sessions** are an introduction to the enhanced navigation, approvals, and delegations for managers in Workday. Offered virtually and in person, these sessions will cover

- Approvals and delegations for tasks
- Reviewing and approving time entries
- Viewing team absence calendar

Sessions held throughout June, scheduled for your convenience. A recorded session will be available to view by June 19.

[Register Now](#)

## Time Tracking & Absences

(Hourly Employees & Supervisors)



These **60 minute training sessions** are an introduction to the time tracking process on Workday. Offered virtually and in person, these sessions will cover

- Time entry
- Requesting time off (absences)

[Register Now](#)

## Workday Expenses Overview Sessions



These **30 minute Zoom sessions** are brief overviews, focusing on essential topics such as Spend Authorizations, Expense Reports, and Credit Card Transactions. Further in depth training sessions to be held throughout July.

[June 6 at 11 a.m.  
Registration](#)

[June 6 at 2:30 p.m.  
Registration](#)

## Workday Online Resources



The [Workday Transition Resources webpage](#) houses a wealth of resources including videos, updates, FAQs, and newly scheduled [Office Hours](#) for various topics.

These Office Hours cover various topics and are available virtually and/or in person. Please note that registration is required for Office Hours sessions. View the calendar of [Office Hours](#) for assistance tailored to specific topics discussed in our training sessions.

Be sure to explore the webpage for comprehensive support on your Workday journey.

## Workday Resources

All employees can expect to receive an email on **June 24** containing login instructions and additional training options.

We appreciate your attention and participation in this important transition. Your engagement is crucial to the successful implementation of Workday at Hamilton College. Should you have any questions or need further assistance, please do not hesitate to reach out to our support team. Simply email [workday@hamilton.edu](mailto:workday@hamilton.edu) with your questions. We are here to help ensure a smooth and seamless experience for everyone.

Thank you for your cooperation and enthusiasm as we move forward with this exciting new system.



Workday is **LIVE** with Human Resources, Benefits, Payroll and Time and Absence **June 24, 2024.**

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