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## Corrected Version: Workday: Procurement, Time Tracking, and Employee Overview Sessions

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Maureen Scoones <mscoones@hamilton.edu>  
Reply-To: kstrohme@hamilton.edu  
To: all-staff@hamilton.edu

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Greetings,

We're pleased to announce upcoming Workday overview 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.



### Prepare for the Go-Live!

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

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## Workday Overview Sessions

### Employee Basics

- 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

These **30 minute Zoom sessions** are an introduction to acclimate you into the new system.

- **May 21 at 11:30 a.m.**
- **May 22 at 1 p.m.**

[Register Now](#)

## Procurement Basics

- Understanding the procurement process
- Creating and approving purchase requisitions
- Managing supplier requests and contracts
- Tracking procurement orders

These **30 minute Zoom sessions** are an introduction to the procurement of goods and services in Workday.

- **May 22 at 2 p.m.**
- **May 23 at 11 a.m.**

[Register Now](#)

## Time Tracking & Absences (Hourly Employees & Supervisors)

- Time entry
- Clocking in/out for student employees
- Requesting time off (absences)
- Time entry approvals for supervisors/managers

These **30 minute Zoom sessions** are an introduction to the time tracking process on Workday.

- **May 23 at 10 a.m.**
- **May 23 at 1:30 p.m.**

[Register Now](#)

A **comprehensive training schedule**, including open office hours for questions and additional overview sessions, will be announced on **June 3**.

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

Additionally, we launched a new **Workday Transition Resources Webpage** where you can find more information, training resources, videos, and updates. Be sure to check it out for additional support on your Workday journey.

**Maureen H. Scoones**  
Workday Change Manager

315-859-4178  
[mscoones@hamilton.edu](mailto:mscoones@hamilton.edu)

**Shelly L. Hall**  
Documentation and End User  
Training Specialist

315-859-3454  
[shall@hamilton.edu](mailto:shall@hamilton.edu)

**Lauren E. Waszkiewicz**  
Communications and  
Training Coordinator

315-859-4677  
[lwaszkie@hamilton.edu](mailto:lwaszkie@hamilton.edu)

**Hamilton**



Hamilton College Enterprise Modernization  
[hamilton.edu/workday](https://hamilton.edu/workday)

