

Hamilton

ENTERPRISE MODERNIZATION



workday.

Financials have arrived



Update: Finance & Budgets

We're pleased to share important updates regarding the Workday Finance platform as we continue to enhance our processes. Two full weeks have passed since the Workday launch, and we appreciate your ongoing cooperation and patience during this transition. We hope you had a restful and enjoyable Fourth of July weekend!

We're excited to announce that **Workday's finance, budget, expenses, and procurement modules are live!** This marks another significant step forward in modernizing our systems and enhancing our operational efficiency.

The Transition

- Fiscal Year 2025 budgets are now in Workday, with a custom report forthcoming. We'll contact primary budget managers for training.
- Current purchase orders from Colleague were uploaded and invoices can be put in through Workday.
- Transactions for Fiscal Year 2024 still use the current **forms**.
- Supplier Punchouts, an innovative tool that allows users to access external supplier catalogs directly from within Workday, will be available for Hamilton College users soon.
- The first check run will be on July 11, 2024. Any invoices, expenses, and supplier invoice requests for external payees (formerly Check Requests) need to be **submitted by July 10, 2024 to be processed by July 11, 2024**.

New Training Sessions On the Way

Before you begin using the Workday Finance platform, be sure to attend or view the training session relevant to the processes you complete:

Purchasing/Procurement



Understand key concepts, Workday Financials Worktags, and usage.

Learn to create requisitions and purchase orders receipts, and submit supplier invoice requests.

Expenses



Learn to create spend authorizations and expense reports for travel and cash advances. Also, create supplier invoice requests for external payees (formerly Check Requests).

Note: This training does not cover corporate card-related expenses.

Training Registration

Continued Workday Support

Take advantage of our robust support opportunities to learn the financial apps on Workday:

- **Support Ticket**: Submit a Workday Support Ticket for concerns, problems or questions.
- **Job Aids**: Review step-by-step guides with screenshots of particular tasks in Workday.
- **Help Desk**: Call 315-859-4181 or stop by the Library, Monday - Friday 8 a.m. to 4 p.m.
- **Office Hours**: Bring your own device for 1:1 assistance from the team.
- **Email**: Contact the Workday Support Team at workday@hamilton.edu

You can access these resources and more at our [Workday Resource Webpage](#). If you have questions or need help, contact us at workday@hamilton.edu.

Thank you for your ongoing enthusiasm and cooperation as we navigate this exciting transition together. We look forward to seeing the benefits of this modernization effort and appreciate your commitment to making it a success.

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