

Hamilton

ENTERPRISE MODERNIZATION



workday®
goes live on Monday!



Greetings,

We're excited to inform you that **Workday will go live on Monday, June 24**. You will receive important information on **Monday morning** to help you get started.

Here are a few things to keep in mind in terms of Payroll during the upcoming transition period:

Upcoming Payroll Deadlines for Time Entry and Approval

Weekly (Non-exempt) hourly employees:

06/17 - 06/23/24 Pay Period:

- Time due in **Self Service** on Monday, 06/24/24 by 9 a.m.
- Supervisor approval is due by 10 a.m.
- The pay date is Friday, 06/28/24 (last payroll entry in Colleague/Self Service)

06/24 - 06/30/24 Pay Period:

- Time due in **Workday** by Friday, 06/28 at 3 p.m. (entry and approval).
- The pay date is Friday, 07/05/24.

Biweekly (Hamilton Student) employees:

06/10 - 06/23/24 Pay Period:

- Time entry and approval by 06/26 at 12 p.m. (noon) in **Workday**.
- The pay date is Friday, 07/05/24.

If you have any questions, please reach out to the Workday team at workday@hamilton.edu.

Thank you for your attention to these details.

We look forward to a smooth transition to the new Workday system.

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