

Hamilton

ENTERPRISE MODERNIZATION



workday® IS LIVE!

Workday is LIVE for All Hamilton Employees!

Greetings,

We are thrilled to announce that Workday is now live! This new state-of-the-art system will transform how we manage human resources, payroll, and business processes, offering a streamlined and intuitive self-service platform for all employees.

Workday is designed to be user-friendly and easy to navigate. To help you get started, we have prepared a comprehensive [Welcome to Workday Guide](#) including log-in information and a checklist of tasks for you to complete during your first week in Workday.

Access the Welcome to Workday Guide

Next Steps



On your first "Workday day," we encourage you to:

1. **Log in** to the new system and confirm your access.
2. Start the **Welcome to Workday** checklist.
3. Review and **update your personal information**.
4. **Explore the system** to familiarize yourself with its features and functionalities.

Important Paycheck Information

Hourly staff need to take note of the following for the June payroll:

Due June 24: Submit time in **Self Service** for hours worked until June 23.

Due June 28: Submit time for the June 24-30 pay period in **Workday**.

Verify pay information twice:



- Once for the June 24 payroll (June 10-23 for students).
- Again after July 1 to check your new pay rate.

Due July 12: Exempt employees should verify pay information in **Workday**.

[Job Aid to View and Manage Your Pay](#)



Workday Support

Whether you have questions about navigating the system, troubleshooting issues, or need additional resources, we have you covered with self service and personalized support.

[Job Aids](#)

- Review step-by-step instructions with screenshots of particular tasks in Workday.

[Video Library](#)

- Watch various recorded demos, training sessions, and short tutorial videos

[Training Sessions](#)

- Register for upcoming in-person and virtual training sessions

[Office Hours](#)

- Bring your own device for personalized assistance from the Workday Support Team.

[Help Desk](#)

- Call 315-859-4181 or stop by the Library first floor, Monday - Friday 8 a.m. to 4 p.m.

[Email](#)

- Contact the Workday Support Team at workday@hamilton.edu

[Support Ticket](#)

- Submit a Workday Support Ticket for concerns, problems or questions.

You can access these resources and more at our [Workday Resource Webpage](#).

Looking Ahead

We appreciate your cooperation and support as we embark on this exciting journey with Workday. Together, we will create a more efficient and dynamic work environment. Your engagement is crucial as we continue to improve and refine our processes.



Additionally, please keep an eye out for more information on Budgets, Expenses, Grants, Procurement, and Spend Authorizations going live this July. These new features will further enhance our financial management processes and provide you with more robust tools and resources.

Thank you for being a valued member of the Hamilton College community.

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