

Key Information for Student Employees

Dear Student,

I hope this email finds you well. Beginning on **June 24**, students will use Workday for their time entry and managers will approve their time in Workday. **Workday replaces the functionality that existed for timesheet entry and approval in Self Service.**

Students will need to enter their time in Workday for the June 10-23 pay period no later than June 24.

Workday adheres to a strict deadline for both entry and approval processes. It is imperative that you collaborate closely with your supervisor (manager) to ensure timely completion. While the system offers increased flexibility for managers to efficiently manage their team's time, we highly recommend that students complete their time entries by Monday morning.

Time submission by students is due every other **Monday by 4:30 p.m.** and Manager approval is due every other **Tuesday**. Also worth to note that approvals after the deadline will be processed in the next pay cycle.

Please note that once the hard deadline passes, *entries will not be reopened*. It is the responsibility of students to adhere to the deadline, allowing ample time for approval by their manager.

We want to emphasize that **no extensions will be granted**. This approach maintains consistency with previous/traditional deadlines, ensuring managers have sufficient time for processing.

Thank you for your attention to this matter. Should you have any questions or need further clarification, please don't hesitate to reach out.

Specialized Training Sessions



The Workday Organizational Change and Training Team has organized multiple specialized training sessions for student employees and managers. It is advisable for each employee and manager to participate in one of the training sessions listed below to ensure accurate time entry and payroll processing.

Audience	Date	Time	Event Registration
Student Staff	6/24/2024	2:30 p.m.	Hybrid Session
Student Staff	6/24/2024	7 p.m.	Virtual Session
Student Staff	6/25/2024	10:30 a.m.	Hybrid Session
Student Staff	6/25/2024	1 p.m.	Hybrid Session

Thank you for your dedication and commitment to embracing new technologies and processes.

I look forward to seeing you at the training session and working together to maximize the benefits of Workday for the Hamilton College community.

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Hamilton College Enterprise Modernization
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