



Dear Student,

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:

Prepare for Workday: Review [Job Aids](#) and [Videos](#) to familiarize yourself with the system, including a Job Aid for [student time entry](#). Please review this step-by-step guide, as you will be expected to enter your time on Monday, 6/24.

Please refrain from attempting to access the system before the official launch. Trust that everything is on track, and you're going to do great.

Training Sessions: Please sign up for one of the following training sessions:

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

Questions: 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.

Best regards,