

workday.
Weekly Wrap-up



Greetings,

Welcome to the mid-August edition of the Workday Weekly Wrap-Up! It's been 7 weeks since Workday went live for HR processes and 5 weeks since the finance side was released. As we gear up for the new academic year with students returning soon, we're excited to share the latest improvements and some key reminders. We're continually enhancing Workday to better support you and ensure a smooth experience.

Remember: In addition to this weekly update, we'll send separate emails for any important notifications, such as site downtime, as needed.

Tailored Solutions: We're Here to Assist Update Based on Your Input to Improve Flexibility and Efficiency

We understand that things can change, and what works for one team may not suit another. We're here to support you in finding the best solution for your situation, including exceptions to delegation protocols.

Delegation allows employees to handle tasks temporarily, where the original owner remains responsible, with any incomplete tasks reverting to them when the delegation ends.

Self-Initiated Delegations:

- Allowed for up to three weeks for Leave of Absence, Vacation, or Business Travel
- Delegates must be at an equal or higher authority level.
- Responsibility remains with the delegator, and tasks return to them if incomplete.

Request for Unique Situations: If your area has unique circumstances requiring specific delegations, you may submit a request. Delegations will be reviewed on an ongoing basis and may be adjusted, expired, or revoked as needed.

To submit a special request for delegations, please submit a Workday support ticket.

[Support Ticket](#)

Personalized Support for Your Workday Needs

Office Hours Available for Individuals and Small Groups

We're excited to offer updated office hours to better support your Workday experience. For questions and concerns about Workday navigation, time entry/approval, delegation, expenses, and procurement/purchasing.

Register for individual or small group assistance today!

Please note: *In-person availability is limited.*

Office Hour Registration

General Assistance

Hourly Staff: Ensuring Accurate Pay

Clarifying Time & Absence Apps to Ensure You Get Paid!



Absence App

Use this app to record hours **not worked but to be paid.**

It tracks **paid time off** and is intended for requests like vacations, personal time, or other paid absences.

If your absence request is approved, you do not need to enter this time in the Time Entry app. The approved time off will automatically reflect on your time entry calendar.



Time App

Use this app to record **only hours worked.**

Paid time off (PTO) or vacation hours should **not** be entered here.

If your absence request is approved, you do not need to enter that approved time in this app.

If you see time blocks for absences listed alongside worked hours on the same day, make sure to remove or edit the time block from your time entry.

Ensure that you use each app for its intended purpose to guarantee accurate pay. Paid time off should be recorded in the **Absence** app, while actual worked hours go in the **Time** app.

For more information, please review the **Time and Absence training video.**

Thank you for your continued engagement with Workday! Stay tuned for future updates, and be sure to review past communications for important information. We're excited about the progress we're making together.

For any questions, fill out a [ticket](#) or contact us at workday@hamilton.edu.

Have a great Workday!

Maureen H. Scoones
Workday Change Manager

315-859-4178
mscoones@hamilton.edu

Shelly L. Hall
Documentation and End User
Training Specialist

315-859-3454
shall@hamilton.edu

Lauren E. Waszkiewicz
Communications and Training
Coordinator

315-859-4677
lwaszkie@hamilton.edu

Hamilton



Hamilton College Enterprise Modernization

hamilton.edu/workday