

Hamilton

ENTERPRISE MODERNIZATION



workday®

Weekly Wrap-up



Greetings,

We are excited to introduce the "Workday Weekly Wrap-up," a consolidated update designed to streamline our communications regarding the Workday implementation.

The Workday Weekly Wrap-up will summarize key updates, highlights, and important information from the past week, along with reminders for the upcoming week. Our aim is to keep you informed without overwhelming you with multiple emails.

Having successfully rolled out the HR and Finance modules, we are now focusing on supporting the Finance side through August and continuing our optimization efforts for all of Workday.

Rest assured, key updates—such as feature rollouts, scheduled maintenance, and other important announcements—will continue to be communicated as needed.

Workday Highlights

Budget Reports

Budget Reports will be live on Tuesday, July 16, pending a final test. Primary cost center managers will receive an invitation to attend training. Multiple sessions will be offered for your convenience.

Supplier Punchouts

We're excited to announce that Supplier Punchouts will be available this afternoon! We'll update you as soon as the Punchouts are up and running. This includes Amazon, WB Mason, and Grainger. *

Office Hours

We have transitioned to a 1:1 appointment model for Office Hours to provide more personalized support.

Training Schedule

Training sessions have been scheduled for next week, covering Expenses and Procurement/Purchasing topics.

Workday Tips

We've added "Top 10 Tips for Workday Users" to the Workday resource page to help you navigate and personalize your Workday experience.

**Please note that the current ordering methods will be unavailable throughout Monday morning. Please hold off on placing orders during this time.*



Embrace Change for Better Functionality

"The move to a new system may be difficult at first but ultimately it will pay off in increased functionality and better data. I hope everyone will have patience with the change and think creatively about how the system can improve their work lives."

-Karen Leach

Vice President, Administration and Finance

Share Your Feedback

Whether it's suggestions for improvement or pleasant surprises you have experienced, your feedback guides us in making meaningful adjustments that benefit the entire community. Please share your thoughts through our [feedback form](#) to help us refine the Workday platform and ensure a seamless experience for all.



If you have questions or need help, contact us at workday@hamilton.edu.

Thank you for your ongoing cooperation and patience as we navigate this transition together.

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