

Workday Weekly Wrap-up: Gain Clarity and Lose Confusion

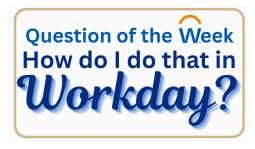
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Workday Support at Hamilton <workday@hamilton.edu> Reply-To: workday@hamilton.edu To: all-employees@hamilton.edu Tue, Oct 1, 2024 at 9:09 AM



Greetings,

As we welcome a new month filled with crisp autumn air and all things pumpkin-spiced, don't get spooked—Workday Weekly Wrap-Up is here to keep you on track with everything you need.



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From Confusion to Clarity: Which Task do I use in Workday?

Autumn is in the air, but that doesn't mean you need to *fall* into confusion when using Workday!

We've all been there—wondering which task to use to get the job done. Luckily, the **Desired Outcomes and Related Tasks Guide** (aka the "How do I...?" guide) is here to help! This resource connects what you want to accomplish in Workday with the exact tasks and processes you need. Below you'll find just a snippet of the handy chart:

How do I....?

Desired Outcome	Workday Task, Report, or Application	Job Aid
Request or Report Time Off	Request Absence	Request Time Off (Absences)
Request a Cash Advance	Create Spend Authorization	Cash Advances
Pay or Reimburse an External Payee (Honorarium, Guest Speaker, etc)	Create Supplier Invoice Request	Supplier Invoice Request
Reconcile Travel Card	Create Expense Report, add Credit Card Transactions	Corporate Travel Card Reconciliation Checklist

	Create Expense Report	Create and Manage Expense
Reimburse a Hamilton Employee	(can only be self-initiated)	<u>Reports</u>

Still confused or can't find what you're looking for? Just email us at **workday@hamilton.edu**, and we'll help you figure out the process!

Unlocking Your Path to Success: Additional Support & Resources



Once you've identified the right task to use in Workday, we're here to provide you with the assistance you need to complete it effectively. From personalized guidance to self-help resources, we've got you covered every step of the way.

1:1 Assistance Office Hours	Get personalized support from our team over Zoom or in-person
Step-by-Step Guides	Access detailed job aids to help you successfully complete tasks
<u>Video Library</u>	Watch in-depth training session videos, short tutorials, or guided demos to walk you through common tasks
Department Training Sessions	Schedule training sessions tailored specifically to your team's needs
Email Support	Reach out any time via email for support
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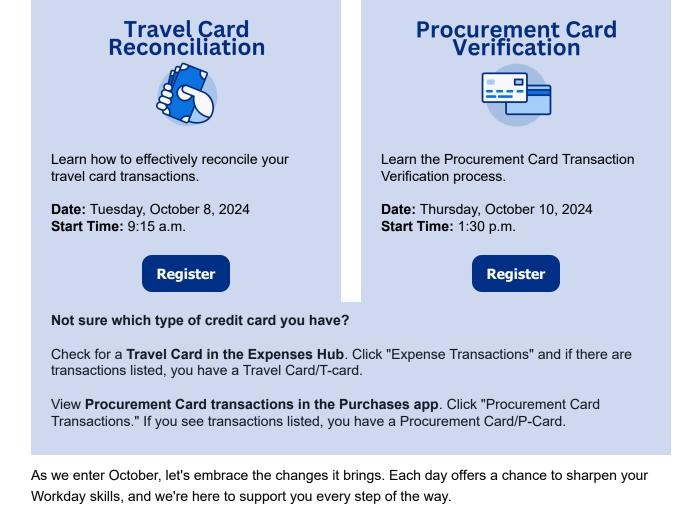


Continuing this week is the **Workday Essentials for Faculty** series! These brief, focused sessions provide essential guidance to help you navigate Workday with confidence. Each session lasts 30 minutes or less, covering key topics relevant to your needs.

Designed for faculty, open to everyone!

Register Today

Next Week's Training Sessions: Corporate Credit Cards



Here's to a productive and rewarding month ahead!

Have a wonderful Workday!

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Hamilton College Enterprise Modernization

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