

Workday Weekly Wrap-Up: Updates, Worktags, and Support for You!

1 message

Workday Support at Hamilton <workday@hamilton.edu>

Wed, Sep 4, 2024 at 3:37 PM

Reply-To: workday@hamilton.edu

To: all-employees@hamilton.edu



Greetings,

We hope you enjoyed the Labor Day weekend! Due to the holiday, this week's Workday Weekly Wrap-up is arriving a bit later than usual, but it's packed with important updates to keep you informed as we dive into the academic year.

With the first full week of classes underway, the campus is buzzing with energy, and we're here to support you with the resources you need. Check out this week's wrap-up for an expanded training schedule, a sneak peek into upcoming Workday updates, and more!

Future Forward: Workday Updates

Workday launches two **Feature Releases** per year, bringing system improvements, new features, and bug fixes.



Mark your Calendar: The next Feature Release is scheduled for **September 20 - 21, 2024**. During this time, Workday will be **unavailable** for up to 12 hours. More details forthcoming.

Sneak Peek: One of the key updates includes a new, easy-to-navigate **Expenses Hub**, which will replace the current Expenses applet. We encourage you to check out the video preview and sign up for the **Expenses training session** that will include an overview of the new hub.

[Expenses Hub Preview](#)

Live Support & Training



Training Calendar

Office Hours

Request Department Training

- **Scheduled Training:** Our training schedule has been updated to include additional sessions for **students, faculty, and staff.**
- **Office Hours:** Small group and individual appointments are available for personalized support.
- **Customized Training:** We offer tailored training sessions for small groups, teams, and departments. If your department or team needs focused assistance with any aspect of Workday, please reach out to us.

Question of the Week What are Worktags?

Worktags are a key concept used to categorize, identify, and report on transactions and other financial elements within the system. Worktags function like labels or attributes that you assign to transactions, accounts, or other items to provide context and meaning.

They help the system understand how to categorize and report on financial data, making it

easier to track spending, budgeting, and other financial activities.

To learn more about worktags, take a look at the **Foundational Data Model**. For more Workday words, check out our **Workday Glossary**.

Continued Workday Support

Take advantage of our robust support opportunities

- **Support Ticket:** Submit a Workday Support Ticket for concerns, problems or questions.
- **Job Aids:** Review step-by-step guides with screenshots of particular tasks in Workday.
- **Help Desk:** Call 315-859-4181 or stop by the Library, Monday - Friday 8:30 a.m. to 4:30 p.m. for login or authentication issues.
- **Office Hours:** Log in for 1:1 or small group assistance from the team.
- **Email:** Contact the Workday Support Team at workday@hamilton.edu

You can access these resources and more at our [Workday Resource Webpage](#). If you have questions or need help, contact us at workday@hamilton.edu.

As we move through this exciting week, remember to keep an eye out for our "Workday Quick Update" emails for crucial information on new features, urgent updates, and scheduled maintenance—these will alert you promptly if any immediate action is needed.

If you need assistance or have any questions, please email workday@hamilton.edu or submit a support ticket for prompt help.

Have a wonderful Workday Wednesday!

Maureen H. Scoones

Workday Change Manager

315-859-4178

mscoones@hamilton.edu

Shelly L. Hall

Documentation and End User
Training Specialist

315-859-3454

slhall@hamilton.edu

Lauren E. Waszkiewicz

Communications and Training
Coordinator

315-859-4677

lwaszkie@hamilton.edu

Hamilton



Hamilton College Enterprise Modernization

hamilton.edu/workday