

workday. Weekly Wrap-up



Greetings,

As we continue to roll out Workday, we want you to know that our support and training team is here to make your transition as smooth as possible. But before diving into our team introductions, don't forget about the upcoming biannual Workday release!



Future Forward: Workday Updates

Don't forget! Workday's next Feature Release will be **this weekend September 20–21, 2024**, with potential **downtime of up to 12 hours**.

**Workday
Updates**

Check out our *Future Forward: Workday Updates* webpage for details on system downtime, key changes, and helpful resources. Stay informed and be ready for the latest updates!

Meet the Team

Maureen Scoones

Workday Change Manager

Maureen is the go-to expert for all things related to training on Workday's budgeting, roles, and reports, providing in-depth assistance and the foundational data model to ensure you have the clarity and support you need.

Working closely with the implementation team, Maureen is dedicated to addressing your specific needs and ensuring smooth integration. Whether on-site or virtual, Maureen is here to help you navigate and master the complexities of Workday.



315-859-4178

Shelly Hall

Documentation and End User Training Specialist

Shelly is your go-to expert for virtual training and documentation. If you've seen a job aid or watched a training video, chances are it was Shelly's masterful creation. Whether you need individual assistance, small group sessions, or large audience training, Shelly tailors her approach to meet your specific needs.

From personalized demos and screen-sharing to insightful videos and comprehensive guides, Shelly ensures you have the resources and support to navigate Workday effectively.



315-859-3454

Lauren Waszkiewicz
Communications and Training Coordinator



Lauren is available both on-site and virtually, working closely with individuals and small groups to create the best training plan for your needs. She's happy to attend your department meetings or provide drop-in support—brief, informal time spent in your department's office to offer immediate assistance and answer any Workday-related questions.

Lauren is here to guide you through Workday's processes with patience and clarity. Whatever your question, she's happy to assist every step of the way.

315-859-4677

Question of the Week

What happened to Object Codes?

Legacy Object Codes and Their Use in Workday

In Workday, most legacy object codes— previously used to classify and track financial transactions— have been brought over. These codes help classify expenses or revenue in budgeting, procurement, and reporting processes.

- **Object Code:** A numeric code used in the legacy system to categorize financial transactions, now redefined in Workday for either spend or revenue tracking.
- **Spend Category:** In Workday, this replaces object codes for procurement transactions, helping categorize purchases, track assets, and manage spending.
- **Expense Item:** Used in Workday for expense reports, this represents specific types of expenses (e.g., travel, supplies) and can be searched using the last four digits of the old object code.

Many object codes are now used as **Spend Categories** to categorize *expenses*, while others are now used as **Revenue Categories** to classify *deposits*.

Live Support & Training

Office Hours for 1:1 Support **Request Training for Your Department** **Training Calendar with Live Sessions**

As always, **we're here to help!** If you can't find what you were looking for in our **FAQs** or still need assistance, don't hesitate to reach out. You can email us at workday@hamilton.edu, submit a **support ticket**, or give us a call. We're just a message away and happy to assist!

Have a wonderful Workday!

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Workday Change Manager

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