
Workday is coming June 24

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Greetings,

As the semester draws to a close, we are gearing up to go-live with **Workday**, a system that will allow us to better manage the employee lifecycle and college finances. Workday is more secure, more intuitive, and many processes are streamlined.



Workday is **LIVE** with HR, Benefits, Payroll and Time and Absence

Every employee will need to review:

- Personal information
- Compensation
- Direct deposit information
- Tax withholding elections
- Tax form printing elections for W2's
- Benefit elections
- Dependents
- Healthcare benefit enrollments
- Retirement contributions

And add:

- Emergency contacts
- Beneficiaries

Depending on your role at Hamilton, one or more of the following may apply to you:

- Submit time for hours worked
- Manage absences from work
- Approve time for hourly employees and students



Workday is **LIVE** with Budgets, Expenses, Grants, Procurement and Spend Authorizations

Depending on your role at Hamilton, one or more of the following may apply to you:

- Manage budgets
- Submit and approve expense reports
- Manage grants
- Manage procurement and supplier requests
- Manage new hire process from recruiting to onboarding (non-faculty positions)
- Use a mobile app to manage tasks

Workday Overview - Employee Basics

To help acclimate you to Workday, the Change Management, Communications and Training Team will be offering Workday Overview 30 minute **Zoom** sessions on:

- **May 14 at 9:30 a.m.**
- **May 15 at 2 p.m.**
- **May 16 at 1 p.m.**

[Register Now](#)

Additional overview sessions covering Time Entry, Expenses, Spend Authorizations, and Requisitions will be announced on **May 16**.

A **training schedule** will be announced on **June 1**; sessions won't happen before the week of June 10.

All employees will receive an email on **June 24** with login instructions and more training options.

Workday Change Manager

Documentation and End User Training Specialist

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Hamilton



Hamilton College Enterprise Modernization
hamilton.edu/workday

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