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.

Maureen H. Scoones
Shelly L. Hall