

workday. @ GVSU

DECEMBER 2023 MONTHLY UPDATE

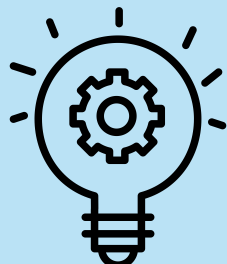


gvsU Need to Know: Hourly Time Entry & Approval

Workday goes live at GVSU on January 3, 2024! It is critical that supervisors approve time by 3:00 p.m. on January 8. See the time entry [timeline](#) and [training resources](#). It is recommended that all hourly employees login to the Workday Training System and practice entering time prior to go-live. If assistance is needed on January 4, 5, or 8, please attend [office hours](#) (virtual options available).

Leadership Corner

Join our [Workday for Managers](#) Zoom meeting on December 20 to learn about final preparations for go-live and hear information from Finance on budgets and reports.



Project Update

The Workday user [support page](#) is now available. This page features self-service resources and the option to submit a support request directly to Finance, HR, or IT. For the fastest response, please use the channels identified on the support page rather than contacting individuals in these departments directly. Focused support will increase immediately following go-live through February to ensure a smooth transition to Workday.

Upcoming Activities

GVSU employees will receive the Workday go-live checklist via email on January 3. The checklist will serve as a guide for important items to be verified/completed. The first step will be to login to Workday by clicking the Workday icon on the GVSU homepage or within [my.gvsu.edu](#).



More Info

Know what you're looking for, but not sure where to find it? Start with the [All Finance](#) or [All HR](#) Workday Resources pages. These pages contain a variety of training materials and resources organized by topic.

Over 4300 Workday courses have been completed! Check out the latest [course offerings and office hours](#).

Helpful Resources

Check out the [Workday @ GVSU Website](#) for more information. [Contact us](#) with any questions!



Thank you for your continued support,

Gregory J. Sanial, VP for Finance & Administration
Executive Sponsor, Workday

Katherine Fay, Director of the Project Management Office
Department Sponsor, Workday



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