



GVSU Faculty & Staff,

GVSU will be live with Workday when you return from holiday break!

Here are ten things to know to make sure you're prepared:

1. **WD 101: [Getting Started with Workday for All Employees](#) training** is required for all GVSU faculty, staff, and student employees by December 22.
2. **Go-live Checklist** will be emailed to all employees on go-live day, Wednesday, January 3, to help navigate the live Workday system.
3. **[Go-live Support](#)** will be available including self-service options and support requests. Plan extra time to adjust to working with Workday as we address system issues during the January/February stabilization period.
4. **[Time Entry](#)** for hourly staff must be approved in Workday by Monday, January 8 at 3:00 p.m.
5. **[Key Dates](#)** include important deadlines and time frames. Please be mindful of activity suspension dates while Banner data is transferred into Workday as typical activities in past years may not be fulfilled with past timelines.
6. **[All Finance Workday Resources](#)** and **[All HR Workday Resources](#)** webpages are one-stop shops for our entire training/resource library: instructor-led & self-paced courses, job aids & demo videos, change guides, and info pages. Additional training courses have been scheduled for Cost Center Manager, Period Activity Pay & One Time Payments, Recruiting 2 & 3, Student Employment, and Travel Bookings.
7. **[Workday Change Guides](#)** provide insights into the systems being replaced, new terminology, and other significant changes associated with Workday.
8. FOAPs are being replaced by the **Foundation Data Model (FDM)**. Crosswalks are coming soon to translate FOAPs to the appropriate FDM elements.
9. **Payments for employees** from another cost center must be initiated by the employee's home cost center.
10. **Certain Workday data** will be incomplete in the first few weeks of January as fresh data continues to be migrated from Banner. Communications will be shared by finance, HR, and IT teams as new data becomes available in Workday.

If you have any questions, suggestions, or concerns, please submit the [Workday contact form](#).

Thank you,

PMO & Workday Change Management
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