workday. @ GVSU

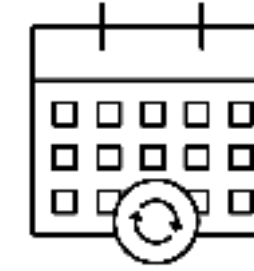## JANUARY 2025 MONTHLY UPDATE

Mark Your Calendars for the Workday Student Project Update

When: Wednesday, January 15, 2025
Time: 2:30 PM – 4:00 PM
Where: Zoom Webinar

Join us for an engaging session on the progress of the Workday Student project.

This update will include:

- **Project Milestones:** Hear about our progress and upcoming plans.
- **Interactive Q&A:** Share your thoughts and ask questions directly with the project team.

Before attending the Project Update, we encourage you to review the 'Intro to Workday Student' presentation, which was shared during recent roadshows across the university.

Register for January 15 Workday Student Project Update

Help Article Spotlight: Troubleshooting Workday PDFs

Having trouble viewing PDFs in Workday? You're not alone! This common issue often occurs with:

- PDF portfolios (files with multiple attachments)
- Emails saved as PDFs from Outlook

Here are a few quick tips to help resolve the issue:

✔ **Avoid** uploading PDF portfolios.

✔ **Download PDFs** to view them with Adobe software.

✔ **Adjust Outlook Settings:** Turn off "Output Adobe PDF Portfolio when creating a new PDF file."

Explore the Workday Help article for detailed guidance on troubleshooting PDFs. Solving this issue will improve document accessibility and workflow!

Learning to Speak Workday:
System of Record

Each month, we'll share key terms to help you get familiar with the language of the Workday project.

A **System of Record** is an authoritative data source for critical information. At GVSU, the current System of Record for student information is Banner. However, this will transition to Workday beginning in Fall 2026, bringing exciting enhancements to how we manage data.

Do you need help or have questions about Workday?
Visit the Workday Support page for resources or to submit a support request.

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