

# workday. @ GVSU

## NOVEMBER 2023 MONTHLY UPDATE



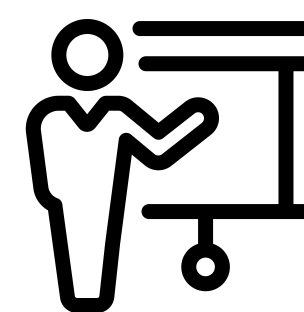
### gvsU Need to Know

Workday goes live for all GVSU faculty/staff on January 3! Please be aware of these key dates related to the transition and learn about other [Workday key dates](#) and activity suspensions:

- 11/30: [travel bookings](#) must be complete
- 12/6 end of day: expense reports must be approved and Concur is no longer available to faculty/staff
- 12/17: last day to use [time clocks](#)
- 12/22: all faculty/staff should have completed [WD 101: Getting Started with Workday](#)

### Leadership Corner

Join our [Workday for Managers](#) Zoom meeting on 11/29 to learn about paying certain groups of employees using [Period Activity Pay](#) and [One-Time Payments](#) when we transition to Workday in January.



### Project Update

The Workday Project Team is planning for user support of all faculty/staff when Workday goes live in January. Watch for December project updates and campus communications showcasing the multiple ways faculty, staff and student employees will be able to access support to ensure a smooth transition to Workday.

### Upcoming Activities

[Workday Training](#) will continue to be offered in December and January. All GVSU faculty/staff will be emailed a Workday go-live checklist when campus re-opens on January 3. The checklist will include reviewing personal, pay, and job information.



### More Info

What you can see and do in Workday depends upon your Workday [security](#). There are certain tasks that can be [delegated](#) to a coworker.

### 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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