

# workday. @ GVSU

## OCTOBER 2023 MONTHLY UPDATE

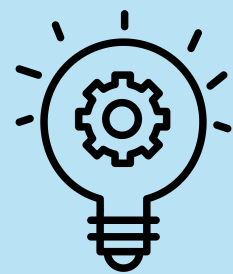


### gvsU Need to Know

Information about [Workday training](#) is now available! Register now for the 10/25 Training Kickoff or for Workday courses beginning 11/6.

### Leadership Corner

Join our [Workday for Managers](#) Zoom meeting on 10/25 to learn about what will be different with Onboarding and Job Changes when we transition to Workday in January.



### Project Update

Expense reports must be submitted and approved by Supervisors by 12/6 **in Concur** in order to be paid in 2023. After 12/6 any previous expense will not be able to be reconciled in Concur or transferred to Workday. Charges not reconciled and approved by 12/6 will be charged against their Division's Reserve.

P-card transactions/expenses after 12/6 should be for emergency use only to minimize the number of expense reports being held/submitted **in Workday** after go-live. Please plan ahead. Any new transactions/expenses after 12/6 will be held and submitted in Workday after go-live.

Learn about all [activity suspension](#) in effect.

### Upcoming Activities

[Workday training courses](#) for all employees will begin on 11/6. All faculty/staff must complete Getting Started with Workday for All Employees prior to campus closure on 12/22.



### More Info

Workday Super Users are currently involved in learning more about Workday in order to provide Workday support to their units/departments. Learn who your area's [Super Users](#) are.

### 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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