



Faculty and Staff,

We've been live with Workday since January 3, and are happy to share what's been happening:

- 2,000 employees have logged in to Workday.
- 200+ expense reports have been submitted. [Hear more about Expenses.](#)
- 1,400 time worked and time off entries.

Thank you to all employees who completed the first section of the [Workday go-live checklist](#). If you're just returning to campus, please begin with the [January 3-8](#) checklist items.

Key action items listed below are **due today, January 8, at 3 p.m.** Contact HR at wdhrhelp@gvsu.edu if an adjustment is needed.

- [Login to my.gvsu.edu and select Workday](#): Confirm your manager is correct.
- Managers: [Approve time](#) worked and time off (vacation). HR is hosting time approval [office hours](#) today in Allendale, Grand Rapids, and via Zoom.
 - For time worked and vacation taken January 3-6, approve in Workday.
 - For time worked December 24 to January 2, approve in UltraTime.
- [Payment Elections](#) and [Tax Withholding Elections](#): To ensure accuracy, check that your direct deposit and tax withholding elections are correct. These were imported from Banner to Workday.

Please view the go-live checklist for a full list of action items for the [January 8-14](#) week. Throughout January, you'll continue to receive weekly emails outlining important Workday activities.

With the launch of Workday at GVSU, the Project team is actively monitoring and responding to issues that arise in real time. The Project Team is working diligently to resolve one notable issue regarding supervisory assignments and will keep the community updated. Please visit the [Workday @ GVSU Support](#) page to stay informed about [known issues](#), access self-service resources, and connect directly with Finance, HR, and IT as needed.

Congratulations to Ella Kane from Housing, our first weekly prize drawing winner. After completing each week's activities, you will have the chance to enter a weekly prize drawing.

Workday tip: [Learn to speak Workday](#) and see which [systems Workday is replacing](#).

Thank you for your continued support and commitment to the successful adoption of Workday.

Sincerely,

Greg Sanial, Vice President for Finance & Administration

Katherine Fay, Director of Project Management Office

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