



Faculty and Staff,

Workday is live for GVSU!

To ensure correct payment on your first January paycheck, review key action items on the Workday @ GVSU [Go-Live Checklist](#). It's important to keep in mind that some items have a different timeframe for completion.

Key action items for January 3-8:

- [Login to my.gvsu.edu and select Workday](#): Confirm your manager is correct
- Hourly employees: Enter your [time worked](#) January 3-6 in Workday by January 6*
- Employees who took any vacation January 3-6: Either you or your supervisor need to enter your [vacation time](#) by January 6*
- Managers: [Approve time](#) worked and time off (vacation) by January 8 at 3 p.m.*
 - For January 3-6 approve in Workday
 - For December 24 to January 2 approve in UltraTime
- [Payment Elections](#): Payroll direct deposit and expense reimbursement direct deposit elections have been imported from Banner to Workday. To ensure accuracy, check that your direct deposit information is correct in your Workday profile. Update as needed.
- January 4 [Tax Withholding Elections](#): On January 4 at 1 p.m., the last tax withholding elections for 2023 will be imported from Banner to Workday. To ensure accuracy, check that your tax withholding elections are correct in your Workday profile after 1 p.m. If an adjustment is needed, please contact HR at wdhrhelp@gvsu.edu.

**As needed: Drop into an HR virtual [office hours](#) on time/time off entry and approval*

View the [Go-Live Checklist](#) for the full list of activities. Next week you will receive an email outlining additional important Workday tasks. After completing each week's items, you will have the chance to enter a weekly prize drawing.

Now Available:

- Additional [courses and office hours](#) have been added including Lightning Travel Booking training
- The [Banner FOAPs > Workday FDM crosswalks](#) are now available

Need assistance? Visit the [Workday @ GSVU Support](#) page for self-service resources and the opportunity to connect directly with Finance, HR, and IT.

Workday tip: Workday is easily accessible from any web browser and their highly-rated [mobile app](#). Complete Workday activities like approving time and expenses right from your phone!

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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