



GVSU Faculty and Staff,

Workday Training is now available! All employees must complete WD 101: **Getting Started with Workday for All Employees** by Dec. 22. Participation in training will help ensure a smooth transition to Workday in January.

Choose your **Getting Started with Workday** training:

- [Register for an instructor-led course](#) (60-90 minutes) OR
- Complete the [self-paced course](#) (includes video recording of instructor-led course)

Register by Thursday the week prior in order to have access to the Workday training system in time for your course. You'll practice logging into Workday and viewing your employee profile information including emergency contact, pay, address, etc.

After you complete WD 101, determine which [WD 201 training](#) is applicable to you based upon your role and responsibilities. If you have any questions, please contact your manager/supervisor or your area's Workday [Change Agent](#) / [Super User](#), or the Workday project team by [submitting this form](#).

Also, please note that [certain activities are and will be temporarily suspended](#) to allow for the transition to Workday to occur. The Workday Project Team appreciates your continued support and looks forward to seeing you at training!

Workday Change Management
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