



Faculty and Staff,

This is the start of our third week with Workday, and we are happy to share a few ways GVSU is making the transition:

- 4012 employees have logged in to Workday
- 465 purchase requisitions have been created
- 4578 employees have visited the [Workday @ GVSU website](#)

Key [Workday go-live checklist](#) action items for January 15-21 are listed below. Report an issue by [submitting a support request](#) to Finance, HR, and IT.

- **Hourly employees:** Enter the January 15 Martin Luther King Jr. [holiday time](#) and your [time worked](#) for January 7-20 in Workday by end of day on January 20
- **Managers:** [Approve time entry](#) for the January 7-20 pay period by 3:00 p.m. on January 22
- Review your paycheck to ensure the information is accurate
- Customize your email notifications
- Review card transactions and purchase orders

Please view the go-live checklist for a full list of action items for this [January 15-21](#) week. Throughout January, you'll continue to receive weekly emails outlining important Workday activities.

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. The Project Team has resolved several known issues, and will continue to address reported issues.

Congratulations to Michelle Taylor from CLAS, our second weekly prize drawing winner. After completing each week's activities, you will have the chance to enter a weekly prize drawing.

Workday tip: Workday allows greater access to the data you need to do your job. What you can see and do in Workday is dependent upon your [Workday security](#).

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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