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# workday. @GVSU Monthly Update

## September 2026

### Prepare for October Key Dates: Important Information on Hiring Activity and Workday Availability



As we get closer to the first phase of the Workday Student go-live in October, there are a few important dates to keep in mind.

#### Important October Dates for Hiring Activities:

As part of the first phase of Workday Student going live in October, there will be a temporary pause on moving candidates through the **“Ready for Hire” stage**, which is the final step of the recruiting process. This stage comes after application review, an offer has been made and accepted, and the background check has been completed.

The pause will affect the following hires:

**Faculty, staff and graduate assistant hires:** October 9–22

**Student employee hires:** October 13–22

During this time, new faculty, staff and student hires cannot be processed in Workday. However, all other parts of the hiring process can continue. You will still be able to create new job requisitions, receive and review applications, conduct interviews, make offers and complete background checks. New employees can also have official start dates assigned during this time, as long as they are fully hired and have received credentials.

If an offer is made and a background check is completed during the dates provided, candidates can move through the hiring process up to the “Ready for Hire” stage, but cannot be processed as a hire until after October 22. To avoid delays, ensure any candidates you intend to hire are through the “Ready for Hire” stage and credential generation before October 9 (faculty, staff, and graduate assistants) or October 13 (student employees).

#### Upcoming Workday Unavailability: Includes Time Entry

Workday will be unavailable for some periods during the week leading up to go-live. **This includes time-entry.** Please make note of these dates and times:

- Weekend of October 17 - 18 (Saturday 10:00 a.m. – Sunday 11:00p.m.)
- Evenings on October 19, 20, 21 (5:00 p.m. – 6:00 a.m.)

Additional reminders and details will be shared as we approach this important milestone. Thank you for your partnership in supporting a successful transition to Workday.

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## Workday Student Launch Event for Faculty & Staff

### October 13: Valley Campus & Zoom

The Workday Student project is moving into an exciting new phase this fall and winter, with several key milestones ahead.

All GVSU faculty and staff are invited to join us on October 13, 2026, from 1–2:30 p.m. for the Workday Student Launch Event. Learn about upcoming activities that will impact faculty, staff, and students, and how the university community can prepare and stay engaged throughout the transition.

The event will be held in the Grand River Room, available live via Zoom, and recorded for later viewing.

[Register for the Workday Student Launch Event](#)

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## Workday Student Guided Preview Outcomes

### Feedback Informs Next Steps

Thank you to everyone in the GVSU community who participated in the Workday Student Guided Preview Sessions. A total of 123 staff, faculty and students participated, including 58 advisors, 35 academic administrative support staff, 23 associate deans and unit heads, and seven faculty members. Thirteen students also participated and provided valuable feedback on the Workday Student experience.

Feedback was strongly positive, with 81% of participants rating their overall Guided Preview experience good or excellent and an average experience rating of 4.3 out of 5. It also showed that the resources are helping participants feel prepared for Workday Student:

- **94%** found the information logical and easy to follow.
- **94%** were able to find the information they needed without feeling confused.
- **89%** said the resources increased their confidence using Workday Student.
- **89%** would recommend Workday Student help articles to others.

The feedback is already helping inform improvements to Workday Student training materials and resources as the project continues preparing the GVSU community for go-live.

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## What's New in Workday

### 2026 Workday Release & Finance Updates

Workday's second release of 2026 is coming this month. You may notice some visual updates across the system, including refreshed fonts and icons, as well as changes to the arrangement of items on the homepage.

While Workday may look a little different, the same information and tools are still available.

Updates and changes related to business and finance activities in Workday will be posted as they are available on the [Workday Finance Updates page](#).

Employees that create requisitions are encouraged to sign up for the [Requisitions Worklet Webinar on Tuesday, September 15 at 10am via Zoom](#). Workday will be retiring the "Create Requisition" task and directing all users to access the Requisitions Worklet instead as part of this release.

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## Workday Student Live-Instruction Training: Staff & Faculty Mentor/Advisor Sign-Up Open

Registration is now open for Workday Student Live-Instruction Training Courses for staff & faculty mentors/advisors.

Click the respective course link below to access the course in Workday Learning. From there, you can review the course description, view available training sessions, and enroll in the session that best fits your schedule. **Pre-requisite reading is anticipated for most courses and will be available in late October.**

- [Advising Part 1](#)
- [Advising Part 2](#)
- [Academic Progress Report \(APR\)](#)
- [Departmental Operations Part 1](#)
- [Departmental Operations Part 2](#)
- [Assisting Students](#)

### Additional Training Information:

- Faculty Mentors will participate in the January 2027 Advising and Academic Progress Report (APR) training offerings.
- Non-mentor faculty will complete training beginning in August 2027.

Learn more about training on the [Workday Student Training webpage](#).

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## Sneak Peek: See How Students Will Register

Want a preview of how students will register for classes in Workday? Watch the [Register for a Course Directly short demo video](#) to see how students will search for available course sections, review course details, and more.

Students will also be able to create a fully saved schedule in Workday and register directly from that.

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## Coming to Workday: Student Support Networks

Ensuring students have access to the resources and support they need to learn and use Workday is key to a successful implementation. As part of this effort, Student Support Networks are being developed to help students better understand who is available to support them and how each person can help.

To create a more consistent experience across GVSU, advisor role names will also be standardized. The four roles are:

- Academic Advisor
- Faculty Mentor
- Program Support
- Student Support Network Faculty Partner

To learn more, visit the [Student Support Networks webpage](#).

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## Speak Workday: System of Record

A **System of Record** is the official, authoritative source for a specific type of university information. As Workday Student launches in stages, GVSU will transition its student system of record from Banner to Workday over the next year. Stay tuned for more information about this transition.

Learn Workday terminology by exploring the [Workday Student Glossary](#).

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## Need Assistance? Workday Support Resources

A variety of Workday support resources are available to the GV community. You can access these resources through the [Workday Support webpage](#).

Here you'll find quick access to [Workday Help articles](#), support contacts across the university, links to [submit tickets](#) and more.

Any other Workday Student questions can be emailed to [wdstudentproject@gvsu.edu](mailto:wdstudentproject@gvsu.edu).

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