

[View this email in your browser](#)

workday. @GVSU Monthly Update

December 2025



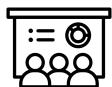
Thank You Workday Project Teams and Campus Partners!

As we wrap up the year, we want to express our gratitude to everyone working tirelessly on Workday:

- The **Workday Student Project Team**, [Leaders](#), and [Liaisons](#) for their dedication to deploying a system that will transform the student experience at GVSU
- The [Workday Governance Group](#) including Finance, Human Resources, Information Technology, and Student Employment for their ongoing efforts to refine and optimize Workday for faculty, staff, and student workers

We also want to thank all the faculty and staff for learning, adapting, and contributing to helping us improve the system.

Thank you for your commitment and collaboration as we move forward together.



Survey Results Spotlight: Workday Student Training

As the Workday Student Survey results continue to move through review by the Workday Student Steering Committee, Leader Network, and Liaison Network, we're committed to sharing insights from the feedback along the way. Last month, we addressed two major questions from the community: "Why Workday Student?" and "What to expect during the transition?"

This month, we're spotlighting another key theme that emerged from the survey: training.

Many respondents emphasized the need for more in-person training ahead of the full launch of Workday Student. We hear you, and we appreciate the thoughtful feedback you've shared. In response, the WDS Training Team is actively building a comprehensive and accessible training program that will be available before implementation to ensure all users feel supported.

To see what's coming, visit the [Workday Student Training page](#).

Watch for the full survey report soon!



Don't Miss This: Finance End-of-Year Deadlines

To ensure timely processing before the holiday break, please review the following cutoff dates for *Accounts Payable and Expense Reports*.

Accounts Payable/Requisitions

Dec 9: Supplier requests for new invoices due before break

Dec 11: Submit initial invoices and supplier invoice requests

Dec 16: Final departmental approvals due by end of day

Expense Reports

Nov transactions: Submit by Dec 4 and approve by Dec 8

Dec transactions: Submit by Dec 14 and approve by Dec 16

Anything received after Dec 16 will post in January

A check run will occur on **Dec 19** for all payments due through **Jan 5**. As always, we'll do our best to process anything received after these dates, but timely submission is key.

For additional information, visit the [Accounts Payable webpage](#).



Learn to Speak Workday: Training Workstream

Each month, we'll share key terms to help you get familiar with the language of the Workday project.

The **Training Workstream** is responsible for designing and delivering all learning experiences that prepare the campus for Workday Student. This team focuses on creating clear, user-friendly materials and courses to help faculty, staff, and students feel confident using the system.



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](#) , which includes:

- Self-Service Resources: [Workday Help articles](#), [Workday Learning](#), [Finance Resources](#)
- Direct support: [Finance](#), [Human Resources](#), [Information Technology](#) and [Student Employment](#)
- Change Requests and General Support: [Submit a Ticket](#)

Any other Workday questions can be emailed to wdstudentproject@gvsu.edu.

1 Campus Drive
4465 P. Douglas Kindschi Hall of Science
Allendale, MI 49401

Unsubscribe from future emails