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workday. @GVSU Monthly Update

November 2026

Workday Student Project Upcoming Key Dates:

- November 9: Training Begins
- December 1: Student personal information moves to Workday
- Winter 2027: Additional student processes transition to Workday Student

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Training Starts November 9:
Things To Do Before Your Session



Workday Student training for faculty and staff is right around the corner.

Here are a few things to know as you prepare:

- **Starting November 5, search through your list of GVSU apps for the new Workday Training Tenant app in my.gvsu.edu.** The Workday Training Tenant app is a training environment where you can navigate or explore tasks you may perform, without affecting the live system. *Please make sure you can access this app before your training begins. If you are unable to, please submit a ticket.*
- **Complete your training prerequisites.** Prerequisites for the training courses are available now. Complete the required prerequisites before your role-based training, so you're ready to get started. View pre-requisites.
- **Training Office Hours begin in December.** No registration is needed. Drop in if you have a question, need additional help, or get stuck while working in Workday. View dates & locations.
- **Faculty training.** Only faculty who advise (faculty mentors) will begin advising training in January. Then, all faculty will complete training on the teaching dashboard (roster, grades) in August 2027.

For more information about training, visit the Workday Student Training webpage.

Workday Student: What's New and What's Next

What's New: Student Features Are Live in Workday

Certain Workday Student functionality is now live in the current Workday system. Depending on your role, you may see:

- Student profiles
- New menu and navigation options
- Additional student-focused tasks, reports and search results
- Both a worker profile and student profile when searching for student employees or employees who are or have recently been students

When an employee (who has a student profile) or student employee clicks View Profile, they will be taken to their student profile by default. This does not affect employee access, information, or job-related functions. Employees can switch back to their worker profile as outlined in Accessing Student Employee and Student Profiles in Workday.

Employees may also change their default profile to their Worker profile. See the step-by-step instructions in Setting Your Default Profile in Workday.

Data will continue to be refined through the end of the year. No action is needed to report data discrepancies at this time.

What's Next: Student Personal Information Moves to Workday December 1

Beginning December 1, 2026, Workday becomes GVSU's system of record for current student personal information, including FERPA information.

Students will begin using Workday to complete onboarding tasks and manage personal information. This marks another important step as we transition to Workday Student in 2027.

As the project continues, watch for GVSU communications and visit the Workday Student website for the latest updates, resources, and important dates.

Revisit the Workday Student Launch Event



Thank you to everyone who joined us in person or online for the October 13 Workday Student Launch Event! More than 200 faculty and staff participated, with over 140 joining online and 60 attending in person.

The event celebrated this important milestone in the Workday Student transition, highlighted what's ahead and shared ways faculty and staff can stay engaged as the project moves forward.

To view the presentation or revisit key information, visit the **Workday Student Launch Event webpage**.

Workday Student Website Resources at a Glance

The Workday @GVSU website offers resources to help faculty, staff and students prepare for and navigate the transition to Workday Student. Here are a few key pages to bookmark and refer to as needed:

- Workday Student for Students: Information, resources and support to help students prepare for the transition.
- Workday Student Changes: An overview of some of the most significant changes coming with Workday Student.
- Workday Student Help Articles & Demo Videos: Step-by-step guidance and demonstrations to help you navigate the system. Resources are updated regularly.
- Workday Support: A central hub for support resources, tools and assistance.

Speak Workday: Related Action Button



Related Action "Twinkie" Button

The **Related Action Button**, also known as the “Twinkie” is a three-dot button in Workday that gives you quick access to additional menus and actions related to the item you’re viewing.

Quick tip: When you see the “Twinkie,” click it to see what other information or actions are available. Learn Workday terminology by exploring the Workday Student Glossary.

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.

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

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