Greetings,

It's an exhilarating week at Hamilton College! With New Student Orientation wrapping up and our returning students making their way back, the campus is alive with energy. We're gearing up for a fantastic start to the fall semester!

Check out this week's Workday Weekly Wrap-up for key updates, important payroll reminders, upcoming training information, and a detailed explanation to your burning question about the Check Request process. Dive in to get all the answers!

Payroll Reminder for Labor Day

Weekly Hourly Employees:

- Complete your time entry before **3 p.m. on Friday, August 30.**
- Enter scheduled hours for August 30–September 1.
- Any adjustments to hours worked August 30–September 1 should be submitted in Workday after the pay period reopens on September 6.

Managers, please remember to:

- Review and approve all time worked by non-exempt (hourly) employees by **4:30 p.m. on Friday, August 30.**
- Review and approve Time Off requests for all staff under your supervision.

Please review the upcoming message from the Payroll Office for more details.

Empty Spot on Your Org Chart?

If you notice a missing individual on your org chart, please contact **Human Resources** for assistance.

Please note student employees are only added to Workday once the following steps are complete:

- Employment authorization form submitted to Human Resources
- All onboarding forms including I9 completed and on record at Human Resources
    - All new students must visit HR in person to complete this form

Live Support & Training

Training Calendar

Office Hours

Request Department Training

- **Scheduled Training**: This week, we are focusing on Student Employees and Student Staff Supervisors.
- **Office Hours**: Small group and individual appointments are available for personalized support.
- **Customized Training**: We offer tailored training sessions for small groups, teams, and departments. If your department or team needs focused assistance with any aspect of Workday, please reach out to us.
- **Budget Training**: Budget training sessions are available for eligible employees. For more information, email workday@hamilton.edu.

Question of the Week

Where is the Check Request?

We've received several questions regarding the former **Check Request** form. In Workday, this process has been streamlined and **divided into different tasks** to enhance the management and tracking of financial activities.

To help you navigate the new processes, please refer to the table below, which outlines what to do based on your needs:

If you need to	You'll do this in Workday	Following this Job Aid
Reimburse a Hamilton Employee ‡	Expense Report	**Create and Manage Expense Reports**
Request a Cash Advance	Create Spend Authorization	**Cash Advances**
Pay an External Payee (Honorarium, Guest Speaker, etc)	Create Supplier Invoice Request	**Supplier Invoice Request**
Pay an Invoice with a Purchase Order (PO)	Create Request, Supplier Invoices for POs	**Supplier Invoice Request**
Pay an Invoice Under $1500 without a Purchase Order (PO)	Create Supplier Invoice Request	**Supplier Invoice Request**
Pay an Invoice Greater than $1500	Create Requisition, then Create Request	**Purchase Requisitions for Goods & Services** then **Supplier Invoice Request**

Reimburse a Hamilton Student	*Not in Workday*	**Student Payment Form**

‡ ***Note:*** *You can only create and manage expense reports for your own expenses. Submitting reimbursements for other employees is permitted only with proper delegation.*

If you need more details on specific tasks, check out the **Outcomes and Tasks Guide**. This resource helps you navigate the tasks and processes needed to achieve your goals in Workday, making it easy to match what you want to accomplish with the necessary actions.

As we dive into this exciting week, remember to keep an eye out for our "Workday Quick Update" emails for crucial information on new features, urgent updates, and scheduled maintenance—these will alert you promptly if any immediate action is needed.

If you need assistance or have any questions, please email **workday@hamilton.edu** or submit a **support ticket** for prompt help.

Have a wonderful Workday!

Maureen H. Scoones
Workday Change Manager

315-859-4178
mscoones@hamilton.edu

Shelly L. Hall
Documentation and End User Training Specialist

315-859-3454
slhall@hamilton.edu

Lauren E. Waszkiewicz
Communications and Training Coordinator

315-859-4677
lwaszkie@hamilton.edu