

Workday Weekly Wrap-Up: Training, Tips, and Expense Essentials

Workday Support at Hamilton <workday@hamilton.edu>

Mon, Oct 7, 2024 at 1:07 PM

Reply-To: workday@hamilton.edu

To: all-staff@hamilton.edu



Happy Monday Everyone,

Whether you're diving into training sessions or looking for tips to enhance your experience, there's something for everyone in this Weekly Wrap-Up!

Training Sessions This Week

Travel Card Reconciliation



Date: Tues, October 8, 2024
Start Time: 9:15 a.m.

Learn how to effectively reconcile your travel card transactions.

Check for a **Travel Card in the Expenses Hub**.

Click "Expense Transactions" and if there are transactions listed, you have a Travel Card/T-card.

[Register](#)

WORKDAY ESSENTIALS *for Faculty*

RECEIPTS
on the go



Date: Wed, October 9, 2024
Start Time: 1:30 p.m.

Learn how to upload receipts in the Workday app, create Quick Expenses, and easily connect them to your Expense Report.

Essential Workday skills in **30 minutes or less!**

Designed for faculty, open to everyone!

[Register](#)

Procurement Card Verification



Date: Thurs, October 10, 2024
Start Time: 1:30 p.m.

Learn the Procurement Card Transaction Verification process.

Check for a **Procurement Card in the Purchases app**.

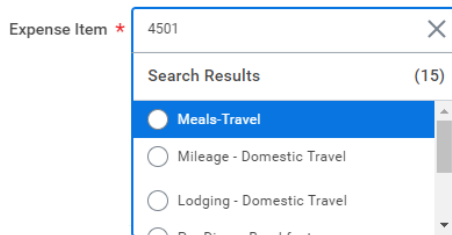
Click "Procurement Card Transactions." If you see transactions listed, you have a Procurement Card/P-Card.

[Register](#)

Which Expense Item Do I Use On My Expense Report?

Question of the Week
How do I choose the right
Expense Item?

Not sure which expense item fits your situation? You're not alone! When submitting expense reports in Workday, choosing the correct expense item is key for accurate reporting and reimbursement.



Expense Item * 4501

Search Results (15)

- Meals-Travel
- Mileage - Domestic Travel
- Lodging - Domestic Travel

To simplify the process, you can search for expense items in the **Expense Item** field using the former **Object Code** (the last four numbers of the legacy account code). This will help you find items under the right spend category.

Still unsure? The Workday Support Team recommends consulting with your **Cost Center Manager** for guidance. Each Cost Center has its own applicable expense items within their budget. While our team can assist with how to navigate Workday, determining which specific expense item to use falls under your Cost Center Manager's expertise.

Remember, selecting the right expense item helps streamline the approval and payment process—so it's worth double-checking before submitting!

Top 5 Tips to Maximize Workday

Workday can make your daily tasks easier and more efficient. Here are five quick tips to help you get the most out of the system:



Check Workday Daily

Stay on top of tasks and approvals by logging into Workday each day. A quick check-in can help you manage your responsibilities effectively.



Use Available Resources

Don't forget about the **Job Aids**, **Training Videos**, and **Transition Guides**. These resources are there to help you navigate Workday with confidence.



Explore the Org Chart

Need to connect with a colleague? The **Workday Org Chart** lets you easily find contact info and understand reporting structures across campus.



Take Workday on the Go

Download the **mobile app** to access Workday from anywhere. You can review pay slips, upload receipts, and handle tasks right from your phone.



Reach Out for Support

If you get stuck, the Workday Support Team is here to help. Whether through **office hours**, **support ticket**, or **email**, you have access to personalized assistance whenever you need it.

Remember, we're here to support you every step of the way. Together, we can maximize our Workday experience and streamline our processes for a more efficient work environment!

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

Hamilton



Hamilton College Enterprise Modernization

hamilton.edu/workday