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Workday is Coming in December

Let's get ready for Training and Key Dates

 The University System of New Hampshire (USNH) is adopting Workday as our community-wide integrated solution for Human Resources (HR), Finance, and Payroll. The Workday HR and Finance platform will replace widely used systems such as WISE, Banner, PeopleAdmin, and UKG (Kronos). Workday will also be the source for expense management, post-award grant management, and our chart of accounts.

What does this mean to you? As of December 21st, you will use Workday for most HR functions to manage your own data (pay slips, benefits, request time off, etc.) or manage your team (review time, schedules, job info, and create job requisitions, etc.) **As of January 2nd**, you will start using Workday for Finance functions such as submitting expense reimbursements and managing grant expenditures.

Training & Orientation Sessions

To begin to familiarize yourself with Workday, **please attend both an Orientation and Training Session.** You can add the Sneak Peek and Workday Basics Training sessions to your calendar (see clickable links in the table below). Each session is customized to the audience to ensure that adopting Workday is as easy as possible. These sessions will be recorded. Managers who oversee teams are encouraged to attend both manager and staff orientation and training sessions (total of 4).

In addition to the training below, advanced training for faculty, principal investigators, managers/supervisors, academic support staff, and staff supporting HR & Finance functions will be held in November. Additional communications will be provided for these sessions.

Activity	Date /Time *Click date to add to your calendar*
Orientation Sessions	
Manager Workday Sneak Peek Information Session: *For Managers, Supervisors and Departments heads* Workday Orientation session covering a Workday overview (demo), managers dashboard and Training website (demo), slides for team, encourage attending training and awareness of key cutover dates. Will be provided a link to Workday practice environment prior to go-live.	Sept. 24 at 2:00
Staff Workday Sneak Peek Information Sessions: *For Employees*	Sept. 25 at 10:00

Workday Orientation session showing a live Workday demo of key features and training site. Timeline for training.	
Faculty Workday Sneak Peek Information Sessions: *For Full Time and Adjunct Faculty* Workday Orientation session showing a Workday demo highlighting basic navigation, expense management, grant management and people management features.	Oct. 8 at 5:00 and Oct. 11 at 9:00
Training Sessions	
HR/FIN Workday Basics Training Session: *For HR/FIN, Academic Admin Roles, Managers and Supervisors* Show Workday demo and key features and training site. Explain Learning Pathways training content and resources. Will be provided a link to Workday practice environment prior to go-live.	Oct. 8 at 10:00
Managers Workday Basics Training Session: *For Managers* Instructor led session showing you how to use Workday based on your role & responsibilities as a manager and supervisor. Will be provided a link to Workday practice environment prior to go-live.	Oct. 9 at 10:00
Staff Workday Basics Training Session: *For Employees* Instructor led session showing you how to use Workday for occasional users of Workday (find pay stub, request time off, change/view benefits, etc.).	Nov. 4 at 2:00 and Nov. 12 at 10:00
Faculty Workday Basics Training Session: *For Full-time and Adjunct Faculty* Instructor led session showing you how to use Workday based on your role & responsibilities.	Nov. 21 at 5:00 and Nov. 26 at 9:00

Key Dates in Preparation for Workday

The transition to Workday will require us to pause some business processes. Highlighted below are some key dates that HR and Finance leadership has carefully selected to minimize system disruptions. In support of this transition, please plan to submit your requests by these dates. A late submission could result in a delay in processing your request.

Request	Last Date in Legacy System	First Day in Workday
Submissions of re-organizations/restructures across USNH	9/27/24	2/28/25
Submissions of reclassifications	10/26/24	2/28/25
Ad-hoc base pay increases for all employee types	10/26/24	1/17/25
New position requests	11/8/24	1/3/25
People Admin job postings	11/23/24	N/A
Status employee hiring	11/23/24	1/3/25
One-Time Payments (Honoraria, Incentive Payouts, Performance Bonuses, Recognition Awards, Referral Bonuses, Spot Awards)	11/23/24	1/17/25
Hiring of adjunct/student employee types	12/7/24	1/3/25
Add a new sponsor	12/10/24	1/2/25
UShop pause – All requisitions & invoices must be submitted & fully approved. UShop will be available as of 1/6/25.	12/11/24	1/6/25

Create award for existing sponsor	12/13/24	1/2/25
Submit Expense reimbursements	12/13/24	1/2/25
Run/execute sponsor billing	12/20/24	1/2/25

Helpful Resources

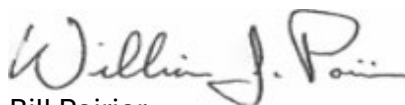For more information updates about Workday, please visit the USNH Workday Resources Website for these videos:

- Workday Resources Webpage Demo Video
- Workday on the Job
- Workday Home Page Demo Video
- Workday Training Activity Timeline

We are excited about the transition to Workday as it simplifies searching for information and will allow us to share information across campuses.

Thank you for your support,

Cathy Provencher
USNH Chancellor

Bill Poirier
USNH Vice Chancellor for Technology & CIO