



workday

Workday Student

March Vol 7

## Transformative Times with Workday

Official newsletter of Workday Student Project



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Overview

This month's issue will focus on our new process for registration, and give Faculty inside info into the applications in Workday that will be used as instructors. We also are sharing all the details about the upcoming Workday Support Center pop up for the month of April. We hope you are as excited as we are!

## Community Spotlight

This month we want to spotlight one of our ongoing Change Champions, Felicia Davis! Felicia is as excited about this transformation as we are. She is also someone who is not afraid to ask questions, and follow up until she gets the answers she is looking for. Check out this example email that she sent to her colleagues, you have any questions, she will definitely either know or know how to track down the answer. Keep up the great work Felicia!



## What's inside this issue:

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From: Felicia Davis <[felicia.davis@gallaudet.edu](mailto:felicia.davis@gallaudet.edu)>  
Date: Wed, Mar 6, 2024 at 2:08 PM  
Subject: WD Student Terminology  
To: ACSS.Staff <[acss.staff@gallaudet.edu](mailto:acss.staff@gallaudet.edu)>

Hey team,

Are you ready to dive into a wave of excitement? Because I, for one, am thrilled about the endless possibilities that the Workday platform brings to us!

This isn't just your average platform; it's a ONE-STOP solution for us, the rockstar employees of the university. And hold on to your hats because the CHAMP experience for our students is about to reach a whole new level of awesome!

Major kudos to Jerri Lyn for knocking it out of the park with today's Workday Student demonstration. The energy was through the roof, and the possibilities were sky-high!

I've attached the list of terms that Jerri Lyn covered during the demonstration. And guess what? You can also find them on MyGU under the transformation tab. Bonus: extra goodies are waiting for you under the resources tab. Please go check it out!

Get ready to ride the excitement train, team! Workday is not just a platform; it's a game-changer, and we're all in for an epic journey. It's our FUTURE!

Cheers to innovation and the Workday adventure ahead! 🌟📦🚀

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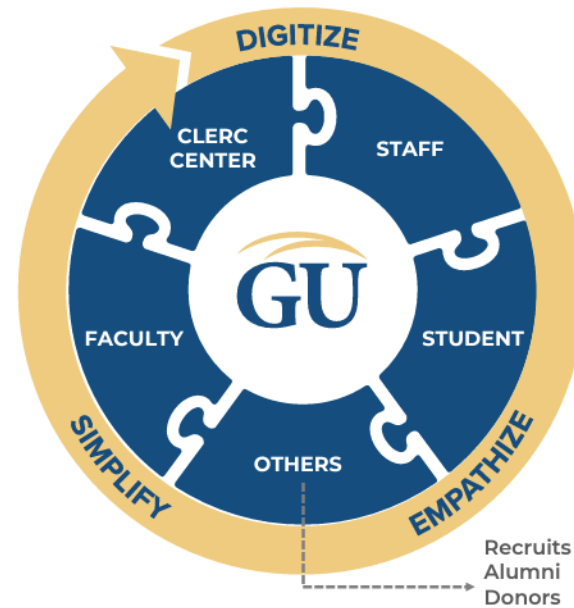
Felicia Davis, Senior Administrative Assistant  
Student Employment Liaison

## Project Update

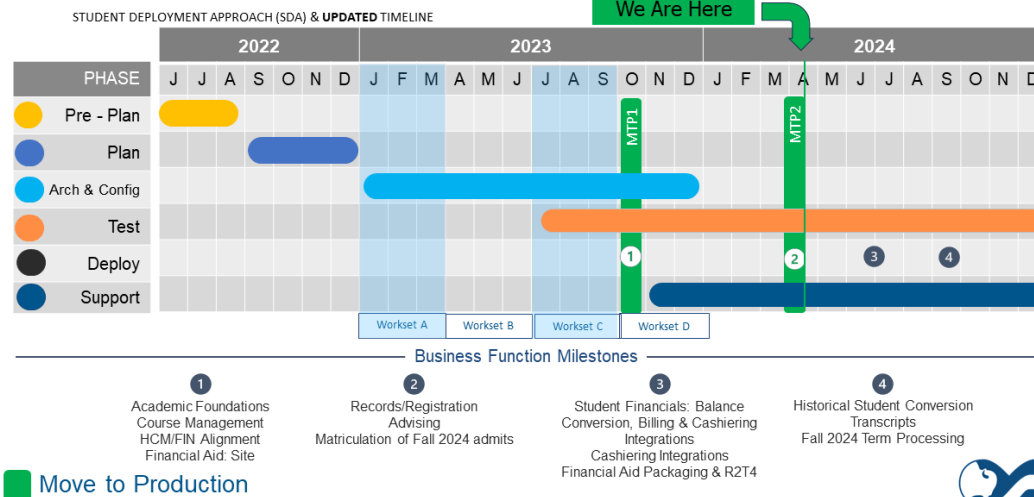
The time is nearly here for the launch of the academic features! The team is working hard to ensure all the data is converted, the system is built and tested, and it is starting to be very real for the large team that has contributed to this project since its beginning in September 2022. We would be remiss if we didn't take a moment to say thank you to all involved!

We hope that you will join us with a curiosity and growth mindset, knowing that we are here to support the community as we all learn together.

**TRANSFORMING**  
**THE GALLAUDET**  
**EXPERIENCE**  
 DIGITIZE. SIMPLIFY. EMPATHIZE.



## Workday Student Timeline: Phases



## Highlights and Deep Dives

As we are getting ready to launch the key academic features, we wanted to take a moment to share about what the three most critical parts of those features are. As we get ready to roll out Registration for students for Fall 2024 April 15, these three functions will support the streamlined Registration process. These three features are Academic Planning in the Advising Application, Registration using Academic Planning, and an Instructor Application.

We are thrilled with how much simpler these processes are!

### Academic Planning in Advising Application

First the Academic Planning in the Advising Application. This application has several benefits that will support our Students CHAMP experience in streamlining, and empowering students to own their academic journey at Gallaudet.

These benefits are:

- Simple dashboard with all necessary links in one convenient place, organized by tabs.
- Students can create multiple Course Planned Schedule.
- Similar to the shopping cart function in PeopleSoft, but more intuitive.
- The Students will see their eligible courses to register from the Planned Course Schedule.
- Students can plan their entire academic journey with multiple variants, all saved in one place.

### Teaching Application

Lastly, The Teaching (Instructor) Application. This application is where any instructor will be able to:

- View their teaching schedule.
- Verify class rosters.
- Handle student requests to enroll/override requests directly in Workday!

### Events

We are excited to open our Workday Support Central on April 1! Some important details, and date reminders are below. Workday Support Central, your all-in-one hub for navigating the Workday System with ease! Launching on April 1, coinciding with our latest Workday Student Release, MTP2, we're here to offer unparalleled support and information. Located in the vibrant SLCC Atrium, our

reception area and upstairs in SLCC 2300, Workday Central Support brings together experts from HR, Finance, and Student modules under one roof.

Our dedicated "Workday Squad" is at your service to share valuable system insights, offer hands-on support, and guide you through the functionalities of Workday. Whether you're looking to master basic navigation, academic planning, registration processes, human resources, or financials, we've got tailored training sessions and presentations designed just for you.

Join us for dynamic workshops offered every hour on the hour, Monday through Friday, 9 AM to 5 PM, throughout April. Our schedule of detailed training sessions is available on MyGU.

Stay refreshed and energized with refreshments available during support sessions. The Workday Central Support area is your go-to destination for all things Workday, ensuring you have the tools and knowledge to succeed. We look forward to welcoming you and empowering your Workday experience!

### **Schedule of Operations for Workday Support Center**

#### **Welcome Desk:**

- o Monday to Friday, 9 AM - 5 PM

#### **Support Area Hours:**

- o Monday, Wednesday, Friday: 10 AM - 2 PM
- o Tuesday, Thursday: 12 PM - 5 PM

#### **Workday Training and Workshops:**

- o Monday to Friday, 9 AM - 5PM

#### **Support Tickets**

Once all is live, you will be able to submit Support Tickets to a brand new Workday Student tile in the IT Service desk (ServiceNow) for help with logging in, issues with your security access to specific functions or other questions.

***Join us to enhance your Workday journey!***

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## **Important Dates and Information:**

**April 1-26:** Support & Training available in SLCC

**April 1:** Our next Workday Student release is launched (MTP2)

**April 15:** Course Registration Appointments Open for Fall 2024

**April 20:** Course Registration Open Enrollment for Fall 2024

**May 20:** New Student Matriculation and Course Registration begins for New Fall 2024 Students

## Resources

Workday Resources



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