

UNIFYING & ENHANCING

campus systems for better user experience and greater efficiency.



SVSU is undergoing a significant transformation with the implementation of Workday, a cutting-edge cloud-based system replacing Colleague and other programs. Workday will unify financial, human resources, payroll, and student information systems, streamlining operations and simplifying data management to improve your user experience. The first phase to rollout will be Workday Platform which includes Financial Planning (FIN), Human Capital Management (HCM), Payroll, Absence, Time Tracking and Scheduling (PATT).



KEY SELF-SERVICE FEATURES OF WORKDAY PLATFORM INCLUDE:

- ✓ **Personal Information:** Keep your details current
- ✓ **Organizational Charts:** Get a clear view of our structure
- ✓ **New Hire Processes:** Manage recruiting to onboarding
- ✓ **Benefits:** Manage annual benefit enrollment elections; update dependents and beneficiaries
- ✓ **Compensation:** Access earnings statements, withholdings, and tax documents; update direct deposit information
- ✓ **Timesheets & Leave Requests:** Submit and approve timesheets, request vacation and leave
- ✓ **Expense Reports:** Request reimbursements and reconcile PCards
- ✓ **Financial Management:** Manage budgets, accounts, and spending
- ✓ **Purchase Requisitions:** Initiate and approve
- ✓ **Real-Time Reports:** View comprehensive reports and dashboards

Training is a top priority for our implementation team and essential for the entire campus community. Stay tuned for updates and important communications!



IMPLEMENTATION TIMELINE

JAN. | 2025

START of Workday Student Project

MAR. | 2025

GO LIVE of Workday Platform

ASK YOUR QUESTIONS

Stay informed and ready for the transition by visiting svsu.edu/workday. There you'll find FAQs, a timeline, key terminology, past communications, and a way to submit your questions.

