

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Dear colleagues,

We are less than a year away from our campus transition from Ellucian Banner to Workday as our new HR, Finance, and Payroll system. While today we all interact with Banner for things such as submitting a leave report, retrieving a copy of your pay stub, and updating your contact information, those transactions will be done in Workday in the future.

As we continue to prepare for Workday to “go live” in January 2025, our Workday@Richmond project team is focused not only on designing a system that works well but also on ensuring a smooth transition. This spring we will be launching a network of Change Ambassadors — approximately 75 individuals from across campus divisions and departments — to support communication between departments and the Workday@Richmond project team. These representatives, who have generously agreed to serve in this role, will gain early access and insights into Workday and will be sharing project updates as well as gathering questions and feedback from colleagues in their area.

Beginning this fall, we will organize training and informational sessions to ensure that everyone is well-equipped to make the most of the new platform. We are excited that Workday will support our campus to realize more administrative efficiencies, have consistent workflows and processes, be easier to use, and enable access to stronger data to better inform decision making across campus.

We appreciate your engagement and support as we undertake this significant project. For more information about the Workday@Richmond project and opportunities to engage in the project, please visit workday.richmond.edu.

Sincerely,

David Hale

Executive Vice President and Chief Operating Officer

CC: Workday@Richmond Executive Committee

Keith ‘Mac’ McIntosh, Vice President, Information Services and Chief Information Officer

Lori Schuyler, Vice President, Planning and Policy

Stephanie Dupaul, Vice President, Enrollment Management

Dr. Lauren Tilton, Professor of Digital Humanities