

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Dear Colleagues,

We are writing to provide an important update on our campus transition to Workday, our new Human Resources, Finance, and Payroll system. As we approach the January 2025 “go live” date, we want to share key details about the process of moving from Banner to Workday and how it will impact various operations across campus.

The Workday cutover period is when we will transfer business processes from Banner to Workday. To ensure a smooth transition, there will be several dates in the fall when we will begin to limit or temporarily suspend certain kinds of activities. This will help ensure we have accurate data to move to the new system and will minimize the errors that could occur if transactions are entered into Banner after we begin moving information to Workday.

Key Dates and Actions for Human Resource Transactions:

- **October 1, 2024:** Limit new hiring, reorganizations, position evaluations, and salary adjustments. Effective dates for any of these activities will be January 13.
- **October 15, 2024:** Freeze new one-time payment requests.
- **November 1, 2024:** The Office of Human Resources (HR) must focus on supporting Workday Training until February 2025 and will suspend most other annual training offerings.

What Continues Without Interruption:

- Employee “Open Enrollment” for calendar year 2025 benefits and qualifying benefit changes
- New employee orientations
- Interim pay that is already in effect
- Processing resignations and retirements
- Recruitment efforts for open positions with start dates on or after January 13
- HR’s review of position descriptions and reorganization requests (but effective dates will be January 13)

We ask for your cooperation in limiting transactions typically processed in Banner during these periods. We understand that these changes may present challenges, and we are committed to supporting you through this transition. Our Workday@Richmond project team, your [divisional Change Ambassadors](#), and your HR Business Partners will be available to address questions and concerns. Employees with individual questions about their pay or benefits can stop by the front desk at Weinstein Hall, email URHR@richmond.edu, or call (804) 289-8747.

For the latest updates, resources, and [cutover period FAQs](#), visit workday.richmond.edu. We also invite you to join the upcoming Town Halls, the first of which will be held on October 10, to learn more about the Workday project and the related upcoming changes, experience a live demo, and ask questions. Registration and additional details about the Town Halls, as well as more detailed information regarding key cutover dates for finance and payroll transactions, will be shared in the coming weeks.

Thank you for your patience and support during this significant project. The transition to Workday will ultimately enable us to achieve more administrative efficiencies, improve the employee user experience, and enhance our data reporting capabilities for campus needs.

Sincerely,

David Hale

Executive Vice President and Chief Operating Officer

Geraldine Sullivan

Chief Human Resources Officer