

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Dear Colleagues,

As we approach the Jan. 2, 2025, “go live” date, we continue to highlight critical information about the transition from Banner to Workday for Human Resources, Payroll, and Finance and how it will impact various operations and related processes across campus.

The Workday cutover period is when we will transfer business processes from Banner to Workday. To ensure a smooth transition, there are several upcoming dates when we 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 regarding Human Resources were shared recently and are available on the [Workday cutover page](#). We are writing to provide additional information regarding financial transactions and payroll cutover information.

Finance and Payroll Cutover Key Transition Information

We will take our final Banner “Snapshot” to load into Workday for FY25 on Oct. 28.

- All financial transactions through Oct. 28 must be accurately recorded in Banner and approved.
 - Reimbursements for business transactions through Sept. 30 must be approved in Chrome River no later than Oct. 28.
 - P-card transactions through Sept. 30 must be submitted and approved in Chrome River no later than Oct. 28.
 - No retroactive financial entries or changes in Banner after Oct. 28.
- No data structure changes will be made in Banner after Oct. 28 (e.g., index requests or FOAPAL elements)
 - *Exceptions: New grants, gifts, endowments*
- No new vendors or changes to existing vendors in Banner after Oct. 28. New vendors will be set up in Workday in January.
- No changes to employee direct deposits and Form W-4 via BannerWeb Employee self-service after Oct. 28.
- No new P-cards will be issued after Oct. 28 (lost or stolen cards will be replaced, if necessary).

Oct. 28 through Dec. 31 Fiscal Transactions must be limited and kept current

- All necessary fiscal transactions must be processed and approved immediately.
 - **Purchases:** Must be necessary during this period. Anything that can wait until 1/1 should wait.
 - **Timesheets and Leave Reports:** Must be submitted and approved on time, including student employee timesheets.

What is continuing without interruption?

- **P-cards:** Continue use for small and necessary purchases
- **Reimbursements:** Continue in Chrome River until mid-December
- **Deposits:** Updated daily in Banner until mid-December
- **Timekeeping:** Continue in Banner for December
- **Existing vendors:** Will continue to be paid. Invoices and payments must be processed immediately.

For questions and support, our Workday@Richmond project team, your [divisional Change Ambassadors](#), and our Central Finance office will be available to address questions and concerns. For more details regarding the Finance and Payroll cutover transition, including a series of FAQs, please visit the [Finance cutover page](#). We also encourage you to attend one of the upcoming [Town Halls on Oct. 10](#). At the Town Halls, you can learn more about the Workday project and the related upcoming changes, experience a live demo, and ask questions.

Thank you for your cooperation and patience during this significant University-wide effort. We anticipate the Cutover Period will feel different and we know it will take time for our Central Finance team to catch up in January on these transactions while also learning our new Workday system. Please know that we remain committed to serving each of you well and ensuring that our move to Workday advances our ability to meet university and campus needs.

Sincerely,

David Hale

Executive Vice President and Chief Operating Officer

Laurie Melville

Senior Associate Vice-President for Finance & Controller

Meghan Harris

Associate Vice President, Financial Planning and Budget