January 16, 2025
Good morning HCM Action Initiators (HCMAI),
This newsletter is designed to share information and provide assistance for Workday HCM processes,
processing timelines, frequently asked questions, tidbits and other information. The SU Workday HCM
Training Resources webpage is filled with valuable reference materials and information necessary to
ensure successful HCM transaction processing. Please bookmark this page for quick reference.
We have also launched a new Human Resources and Payroll ticket system which will allow you to
quickly and directly submit questions or requests for assistance. Fully utilizing this new ticket system, in
lieu of multiple phone calls, emails, or IMs, will allow your need to be appropriately routed for efficient
processing. It will also provide metrics to be used to identify trends and track response time. To access
go to the Technology Resource Center

Process Updates
Grant and GA/RA/TA contract processing and access for the grants and Graduate Office is underway.
We met just before winter break and explored some potential opportunities to improve access for these
two employment transactions. More to come as we work through the solution. In the meantime, the
HCMAI responsible for processing transactions for the supervisory organization the grant or graduate
works within will continue to be responsible for processing the required transactions.
Employment transactions: x Cont

expense reporting for financial statements. Also, please note if the home HCMAI enters the
information with costing codes for another area, the budget approval step will go to the
appropriate approver in the other area and not the home supervisor organization budget
administrator.
We welcome your feedback to humanresources@salisbury.edu as we move through the
implementation stabilization phase. Additionally, if there is a specific topic you would like included,
please email it to humanresources@salisbury.edu and we will work those into the next edition.
For information on required training, types of training, what’s changing and more, visit the
official Workday project website.
If you have any questions or I can be of further assistance, please let me know.
Thank you,
Wendy

Wendy L. Ringling

Director of HR Operations

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