

workday. @ GVSU

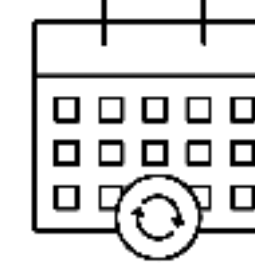
NOVEMBER 2024 MONTHLY UPDATE

What's Next:

Workday Feedback Sessions

Remember to [REGISTER](#) for the upcoming feedback sessions for the Workday Student Project. Your input is crucial in shaping this initiative, which will replace all Banner functions in 2026 and 2027. If you can't attend, you may provide input to project teams by submitting this [brief survey](#) by November 13. Participation enters you into a drawing for a Laker Store prize pack!

- **In-person sessions:** November 7 & 8 (Allendale & Pew Campuses)
- **Virtual sessions:** November 11 & 13



What's New:

Workday Assistant & Simplified Search

Workday recently integrated Workday Assistant within the search bar. The new AI-driven search prioritizes relevant tasks and reports, making it quicker to find what you need. You can also enable a simplified search feature by toggling a button under the search bar.

Review Workday Help Articles on these new features:

- [Using Workday Assistant](#)
- [View Help Articles in a New Tab](#)
- [AI Simplified Search in Workday](#)

What's Exciting:

Financials Open Office Hours and New Report

Join us for **open office hours** to address any questions related to Financial Reports and Requests. These sessions are for those who have completed available training and need further assistance.

[Office Hours Registration](#)

A new report, **GVSU Supplier Invoice Payment Details**, is now available. This report allows you to track the status of your department's invoices, including a detailed view of payment information. Please note, this report only shows supplier invoices (SINV#) and does not include supplier invoice requests (SIR#).



What's Current:

Benefits Open Enrollment 2025

Open Enrollment is underway in Workday through **November 8!** Make sure to review your current benefits, make any necessary changes for the upcoming year, and submit your elections.

[Learn More about Open Enrollment](#)



Speak Workday:

Subject Matter Expert (SME)

Each month, we'll share key terms to help you get familiar with the language of the Workday project. This month's focus is:

Subject Matter Expert (SME): A person who has a deep understanding of a topic based upon experience and education.

Do you need help or have questions about Workday?
Visit the [Workday Support page](#) for resources or to submit a support request.



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