

FUELING A NEW
WORKDAY

PROJECT UPDATES

Roadshow

Agenda

- **Project Timeline**
- **Workday Wins**
- **Training**
- **Available Resources**

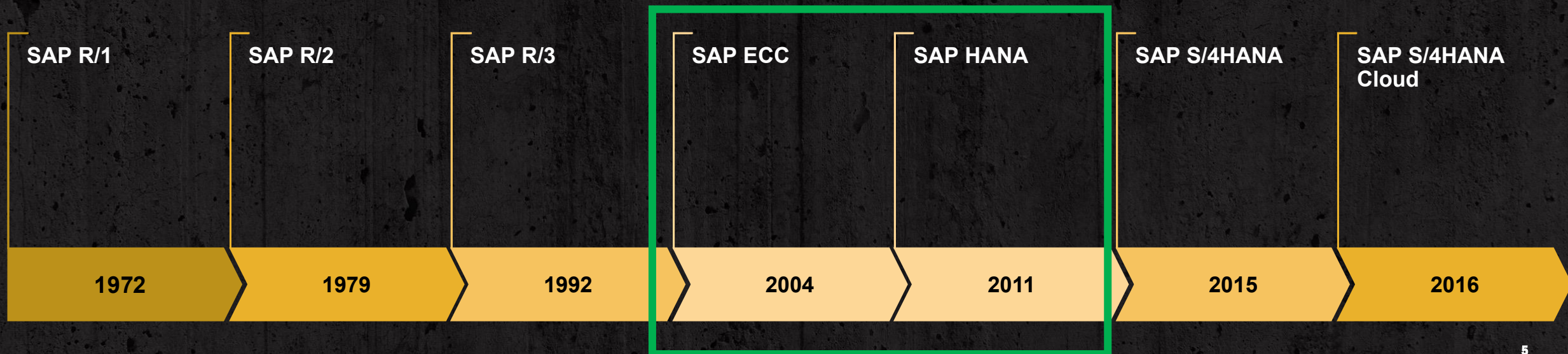
NKU Workday Roadshow Questions



POLL QUESTION

**I have heard that NKU is moving to
Workday.**

Why are we moving to Workday?



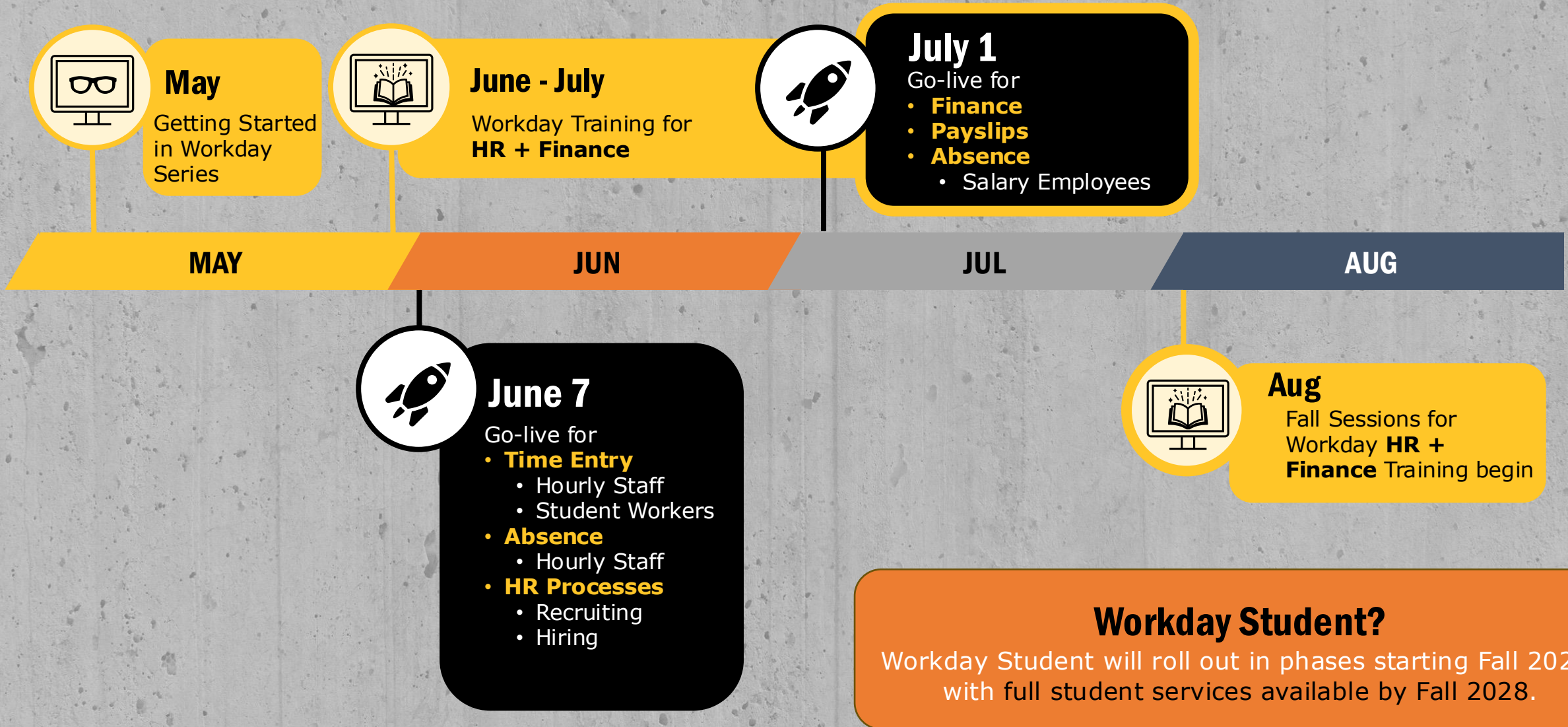
FUELING A NEW **WORKDAY!**

Beginning **June 2026**, Northern Kentucky University will start using **Workday**. First, for **HR** tasks like time tracking and recruiting, followed by **Finance** tasks like expenses and purchasing in **July**.

With this new, unified system, NKU is taking a major step forward in **modernizing operations to better serve our campus community**.



WHEN DOES WORKDAY GO LIVE?



Cutover Timeline – All Employees

Area	Last day in SAP	First day in Workday	Action
Employee Self Service	5/22	6/7	5/22 – Last day to make changes to employee information or direct deposit in SAP
Time Tracking & Absence (Hourly)	6/6	6/7	6/6 – Final Hourly Time entry in SAP 6/7 – Hourly Time Entry, Sick, and Vacation in Workday 6/10 – Deadline for Hourly timesheet Approval in SAP
Absence (Salary)	6/17	7/1	6/17 – Deadline to approve Sick and Vacation hours entered through June 30 in SAP 7/1 – Salary Sick, Vacation, and Absence hours entered in Workday
Payroll (Biweekly)	6/18	7/2	6/18 – Last Biweekly payroll in SAP 7/2 – First Biweekly payroll in Workday
Payroll (Monthly)	6/30	7/31	6/30 – Last Monthly payroll in SAP 7/31 – First Monthly payroll in Workday

Cutover Timeline – HR Tasks

Area	Last day in SAP	First day in Workday	Action
Job Changes	4/17	6/7	<p>4/17 – Last day to make status changes in SAP</p> <p>6/7 – First day for new job status changes in Workday</p> <p><i>*All changes 4/17- 5/31 will be processed in SAP and duplicated in Workday</i></p>
Recruiting	5/31	6/7	<p>5/31 – Deadline to submit request for new job posting in People Admin</p> <p>6/6 - All active candidates must be dispositioned out of PeopleAdmin or manually added in Workday by 6/6</p> <p>6/7 – First day to enter request for new job posting in Workday. In progress requisitions will be duplicated in Workday by 6/7</p>
Onboarding	5/31	6/7	<p>5/31 - Job offers to candidates in PeopleAdmin though 5/31</p> <p>6/7 – First day to initiate job offers and onboarding paperwork in Workday</p>
Terminations	5/31	6/1	<p>6/1- First day to process terminations in Workday</p>

Cutover Timeline – Finance Tasks

Area	Last Day in SAP	First Day in Workday	Action
Procurement Cards	4/20	7/1	4/20 - Applications open for new procurement and expense card for use after 7/1
	6/25	7/1	6/25 - Final FY26 procurement card charges 6/26 - Deactivation of all University procurement cards 7/1 – New procurement and expense cards activated in Workday
	7/2	N/A	7/2 - Cutoff date for procurement card reconciliation through June 25
Travel Expenses	4/1	7/1	4/1 - Submit FY27 Travel Expenses Requests for travel 7/1 - 8/31 to Accounts Payable 7/1 - FY2027 Travel Expenses Requests for travel post 8/31 entered in Workday
	5/31	N/A	5/31 - Deadline for FY2026 travel expected to be completed before April to be submitted for reimbursement or request will be deleted
	6/24	N/A	6/24 -Deadline for FY2026 travel expected to be completed in May - June to be submitted for reimbursement or request will be deleted
	6/25	7/1	6/25 - Deadline to approve FY2026 travel reimbursement requests. If unapproved, request will need to be manually re-entered in Workday against FY27 budget
Payroll	6/15	7/1	6/15 - All PARs due for the June monthly payroll. Any received after due date will be entered in Workday and consume FY27 budget
Student Account Services	6/19	N/A	6/19 – Deadline to submit receipts to Student Account Services for FY 2025-26 petty cash disbursements. Petty cash accounts will discontinue with the move to Workday.
	6/30	7/1	6/30 - All cash received must be deposited with Student Account Services by 12 p.m.
Budgets	6/30	7/1	6/30 - Last day for budget transfers in SAP 7/1 – FY27 requests available in Workday on 7/1

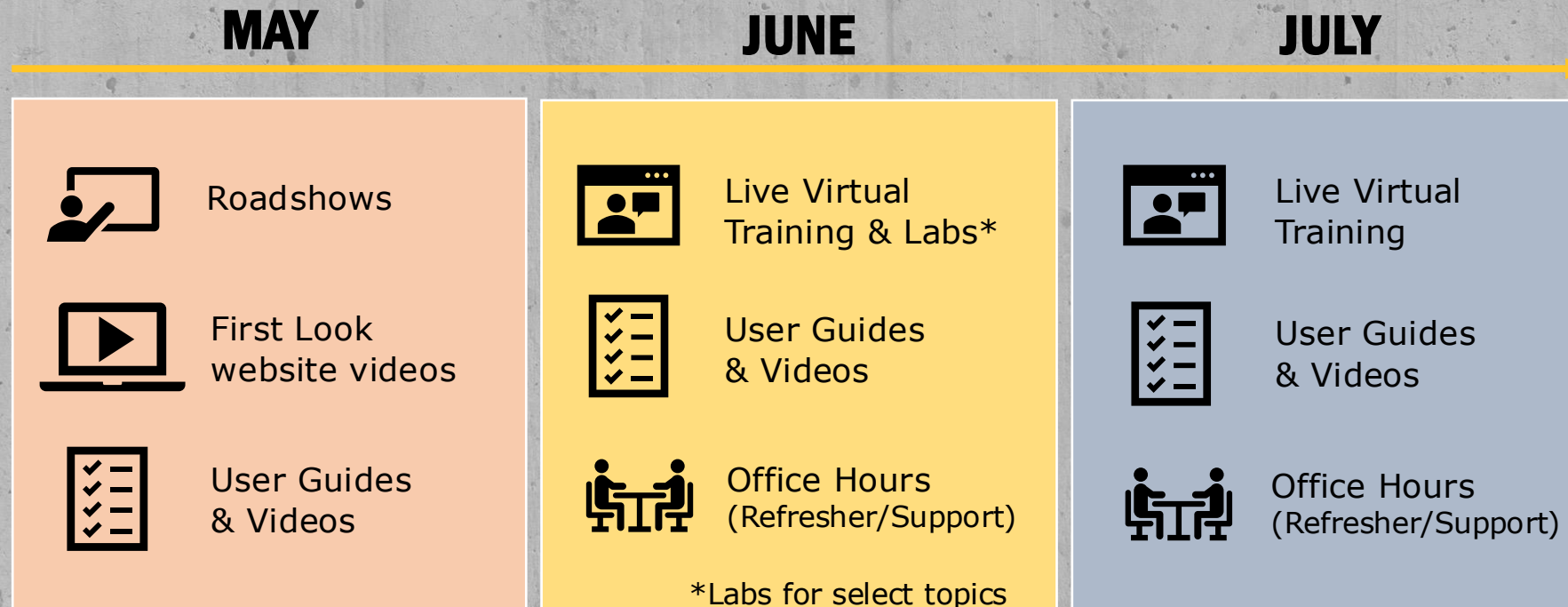


Cutover Timeline – Finance Tasks

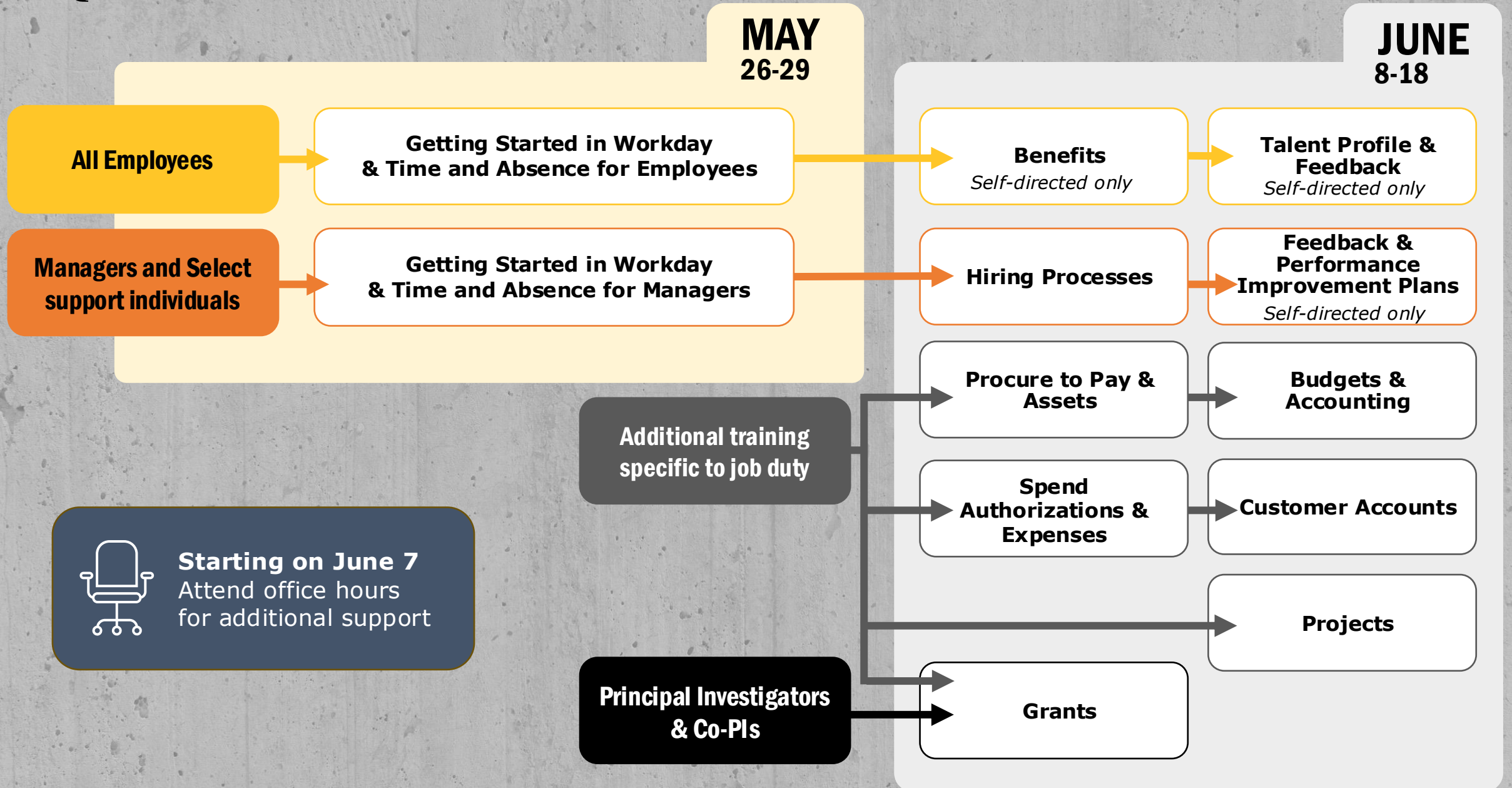
Area	Last Day in SAP	First Day in Workday	Action
Purchase Requisitions/ Vouchers FY26	4/15	7/1	4/15 - Deadline for departments to request a new vendor in SAP
	4/30	7/1	4/30 - Deadline for FY26 requisitions with expected delivery date of 6/5
	6/8	7/1	6/8 - Receipt of purchase order for goods and services received by 6/5 must be entered in SAP. Deadline to receive purchase orders in the system Goods or Services received after 6/5 allocated to FY27 budgets.
	6/25	7/7	6/25 – Deadline for PVI approvals in SAP. All unapproved PVIs will be reprocessed in Workday and will charge FY27 budget.
	6/26	7/7	6/26 - Final FY26 vendor and student checks written 6/26 – Final vendor check run for FY 2025-26 in SAP 7/7 - First FY27 Workday check run for suppliers and students
Purchase Requisitions/ Vouchers FY27	4/1	7/1	4/1 - Open FY27 in SAP for Requisitions for new year delivery
	6/15	7/1	6/15 - Deadline to accept FY27 purchase requisitions that will be received after June 30. Requisitions must be clearly marked "NEW YEAR." New-year orders may not be delivered prior to 7/1, and vendors will be instructed on purchase orders. *New year requisitions not accepted 6/16-6/30
Customers	5/31	7/1	5/31 - Last day to request new customers or updates to existing customers in SAP
Recodes	7/10	N/A	7/10 - Deadline for FY26 recodes to be approved in MyNKU.
Interdepartmental Bill Workflow	7/10	N/A	7/10 - Deadline for FY26 Interdepartmental bill workflow approval

Training for Workday includes a variety of modalities and activities.

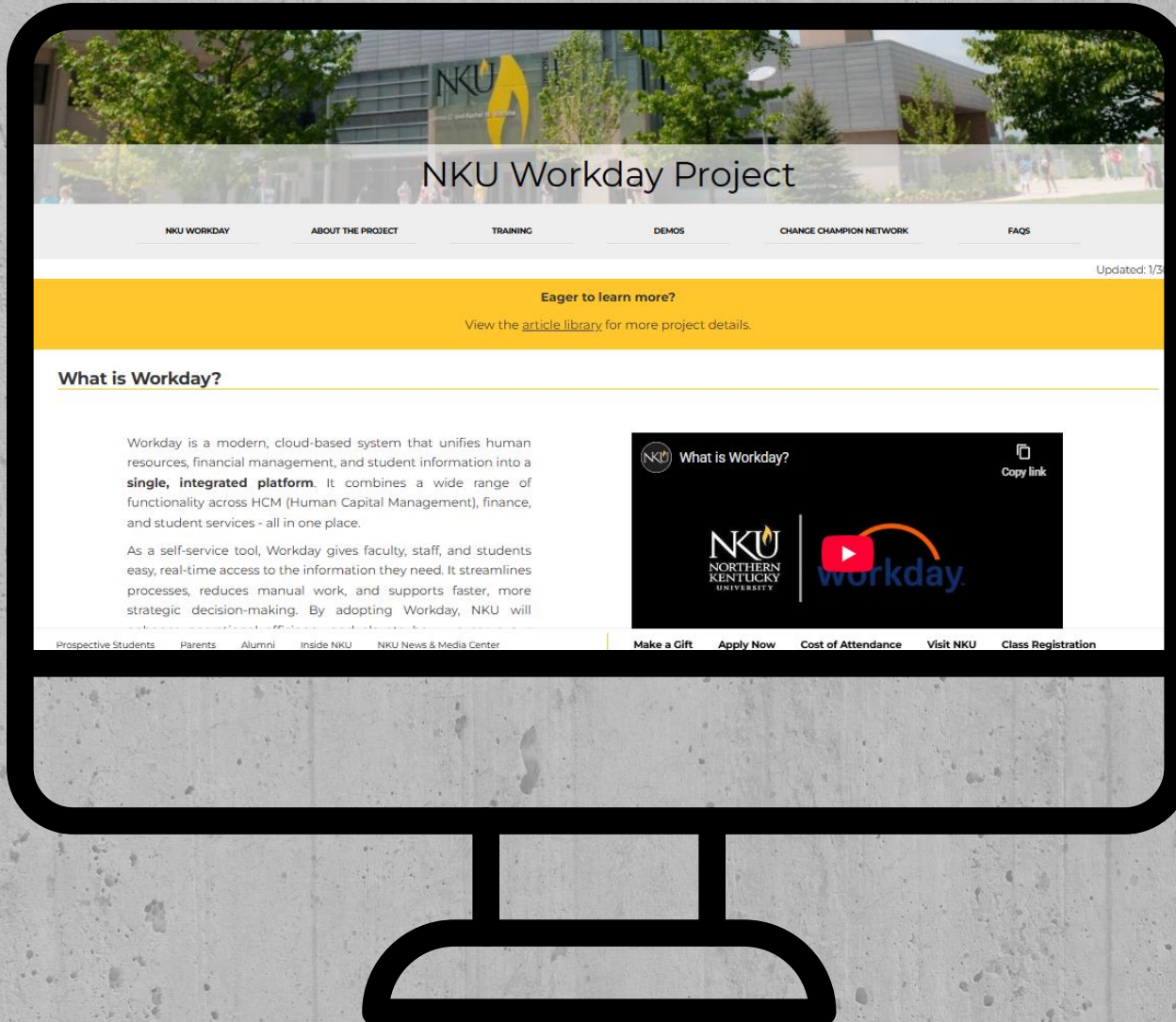
Learning opportunities will be offered through the spring with **formal training launching in June**



Learning Tracks & Timing



Check out the NKU Workday website!



**Updated to provide
resources, demos, and
timely project information**

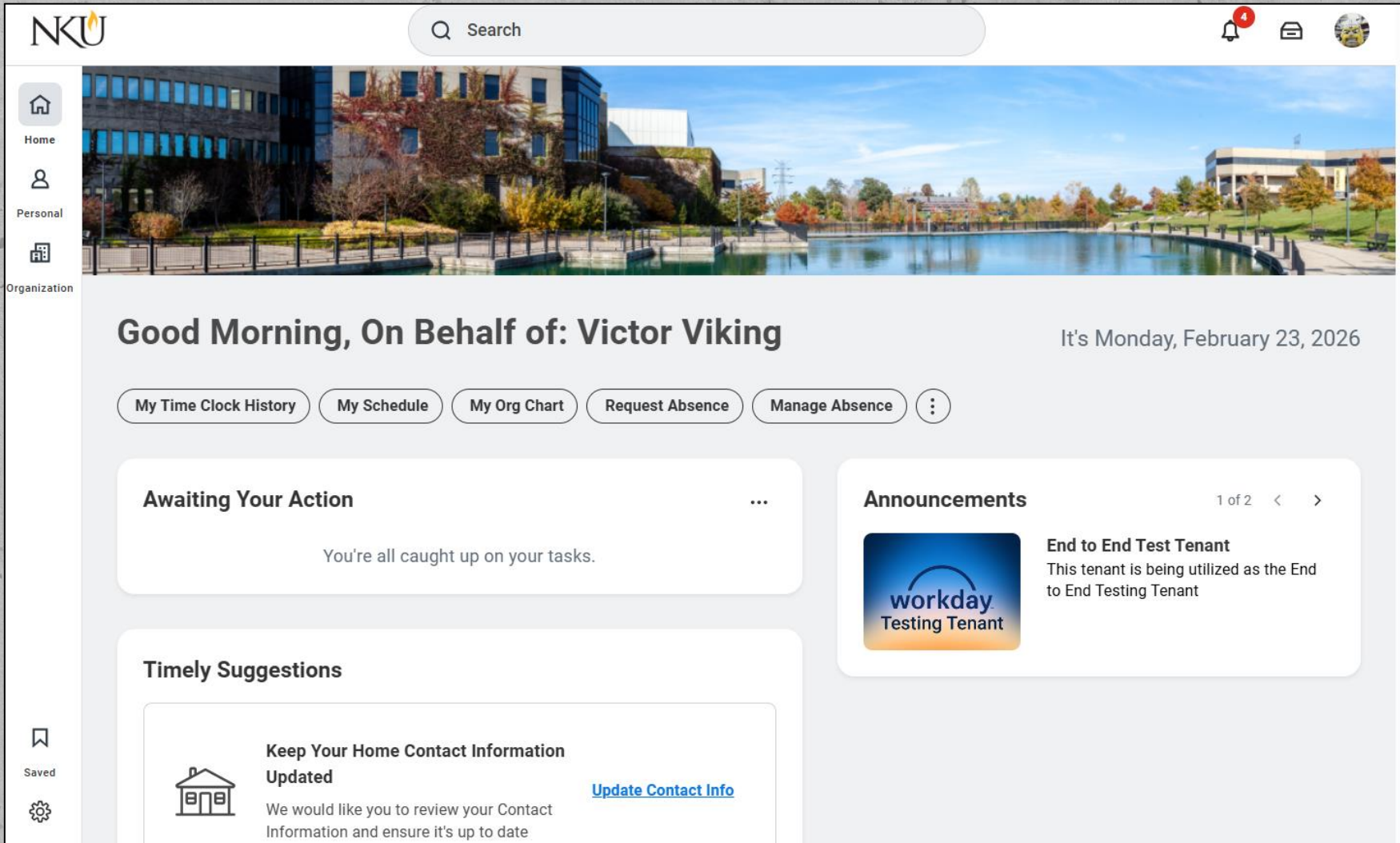
workday.nku.edu



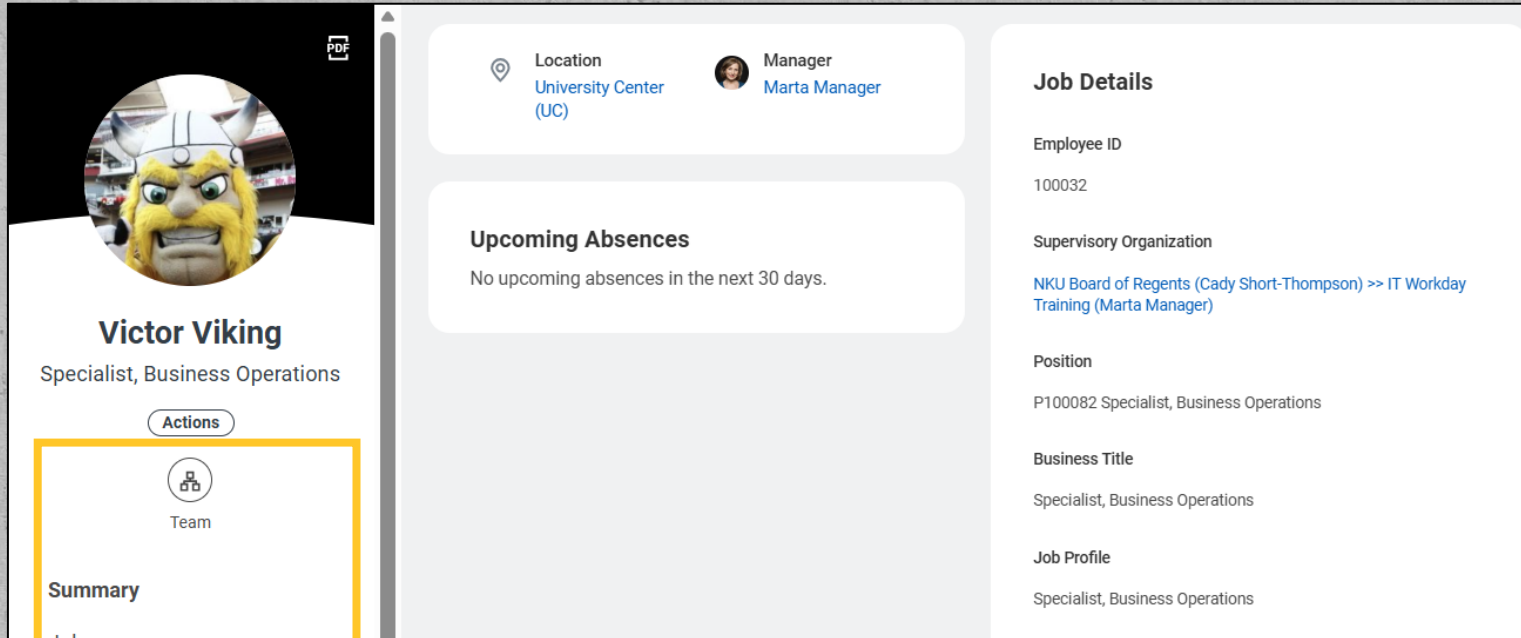
What does Workday Look Like?



- **HR & Finance tasks all in ONE system**
- Robust Employee Profile
- Visibility into processes status
- Real time data



The screenshot shows the NKU Workday user interface. At the top left is the NKU logo. A search bar is located at the top center. On the top right, there are notification and profile icons. A left-hand navigation menu includes Home, Personal, and Organization. The main content area features a large banner image of a campus scene. Below the banner, the user is greeted as "Victor Viking" on Monday, February 23, 2026. A row of buttons includes "My Time Clock History", "My Schedule", "My Org Chart", "Request Absence", and "Manage Absence". There are three main sections: "Awaiting Your Action" with a message "You're all caught up on your tasks.", "Announcements" showing "End to End Test Tenant" with a Workday Testing Tenant logo, and "Timely Suggestions" with a prompt to "Keep Your Home Contact Information Updated" and a link to "Update Contact Info".



Victor Viking
Specialist, Business Operations

Actions

- Team

Summary

- Job
- Compensation
- Benefits
- Absence
- Pay
- Contact
- Personal
- Performance

Location
University Center (UC)

Manager
Marta Manager

Upcoming Absences
No upcoming absences in the next 30 days.

Job Details

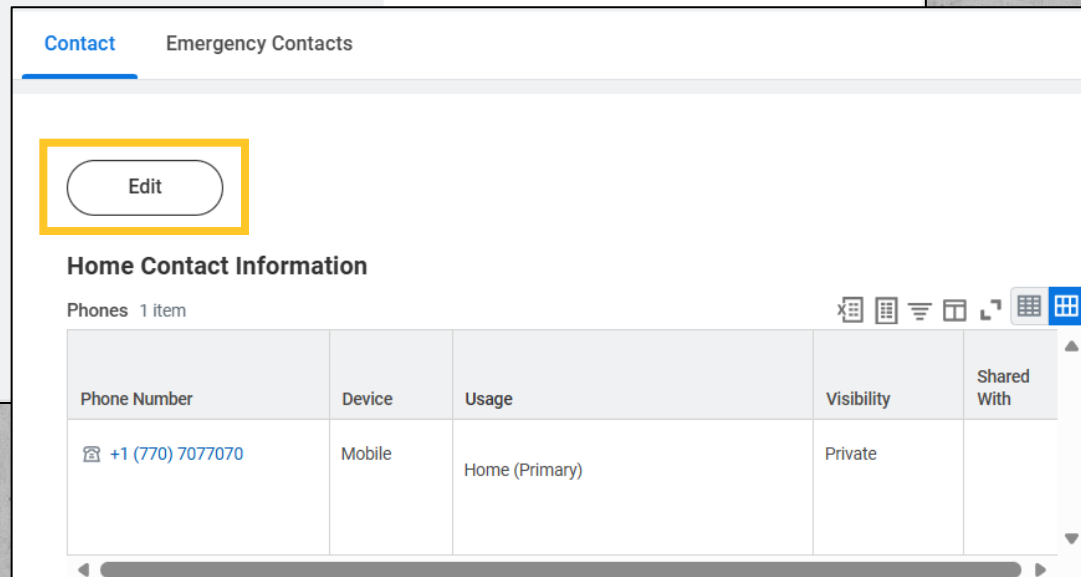
Employee ID
100032

Supervisory Organization
[NKU Board of Regents \(Cady Short-Thompson\) >> IT Workday Training \(Marta Manager\)](#)

Position
P100082 Specialist, Business Operations

Business Title
Specialist, Business Operations

Job Profile
Specialist, Business Operations



Contact Emergency Contacts

Edit

Home Contact Information

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
+1 (770) 7077070	Mobile	Home (Primary)	Private	

- Employee information all in one place
- Quick view of org structure
- **Self service capability to update personal information**

- **View real-time absence balances**
- Managers receive notification when employee time is ready for approval

Request Absence

Calendar | Date Range

February 2026 | Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

[View Balances](#) | [View Teams](#)

My Tasks | All Items (7 items)

Search: All Items

Advanced Search

Time Entry: Victor Viking - 8 hours from 02/15/2026 to 02/28/2026

Due: 02/25/2026
Effective: 02/21/2026

Balances

Select as of date: 02/23/2026

Sick Leave	104.79 Hours
Vacation Leave	133 Hours

Time Entry Approval

Time Entry: Victor Viking - 8 hours from 02/15/2026 to 02/28/2026

Regular Hours	Holiday Worked	Overtime	Time Off	Holiday	Admin Release
8	0	0	0	0	0

Total Hours: 8

Worker: Victor Viking

Daily Totals: 1 item

Date	Type	Hours
Fri, 2/20	Worked Time	8

Approve | Send Back | Close

- Give anytime Feedback—Norse Appreciation
- **Request Feedback for self or team**
- Feedback incorporated into Performance Reviews
- Easily View Feedback
- Employee and Manager Access to Feedback

Give Feedback

Feedback should remain professional and appropriate for the workplace. Please note that all feedback provided will also be visible to the employee's manager.

DO NOT use this to:

- Air grievances, personality
- Provide feedback related to a member of the HR Team or
- Personnel issues
- Complaints or concerns, or complaints should be sent to hr@nku.edu or a
- Bullying, or retaliation
- Policy concerns

Give Feedback to
Victor Viking

Submit Save for Later Cancel

View Event Give Feedback: Victor Viking

For: Victor Viking

Overall Process: Give Feedback: Victor Viking

Overall Status: Successfully Completed

Due Date: 02/06/2026

Calendars in Use: Consecutive Days (No Calendars Selected)

Details Process

From: Helga Hourly

About: Victor Viking

Feedback: Victor is always there

Badge: Appreciation

View Feedback Received

Worker: Victor Viking

1 item

			Feedback Received
Date	Photo	From	Feedback
02/06/2026		Helga Hourly	Victor is always there to cheer on NKU! He has maintained peak enthusiasm through multiple overtimes and weather extremes. Thank you!

- All-in-one solution
- User friendly registration
- Easy access to Training on Employee Profile
- **Managers can assign training to employees and easily access team Training data**

What will you learn today?

From Your Learning Team

If you are interested in taking Percipio Course, contact gabbardn5@nku.edu

[Read More](#) →

Required for You

DUE Mon, Mar 30, 2026

A Pep Talk from Kid President to You

This course features a motivational pep talk delivered by Kid President to uplift and encourage learners.

Learning Objectives

- * Understand strategies for maintaining a positive attitude.
- * Learn techniques promoting positive behavior.

[Show All](#) ↓

Skills in This Course

- ✓ Communication
- ✓ Active Learning

[Lessons in This Course](#)

1 A Pep Talk from Kid P...

Victor Viking
Specialist, Information Technology

Summary
Job
Compensation
Benefits
Absence
Pay
Contact
Personal
Performance
Career
Feedback

Not Started: 2 items

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade
🔍	Precipio Five	Digital Course	Enrolled	01/22/2026	Not Started	Do Not Track	
🔍	Can't we all just get along?	Digital Course	Enrolled	01/12/2026	Not Started	Do Not Track	

In Progress: 0 items

No items available.

Learning History: 2 items

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status
🔍	A Pep Talk from Kid President to You	Digital Course	Enrolled	02/06/2026	Completed	02/06/2026 09:40:31 AM	Do Not Track
🔍	Healthy Eating	Program	Enrolled	01/12/2026	Completed	01/12/2026 03:16:11 PM	Do Not Track

- **Upload receipts** directly to Workday through mobile app
- Visibility into approval status

New Ways to Submit Expenses
Did you know there are two easy ways to send expense receipts to Workday?

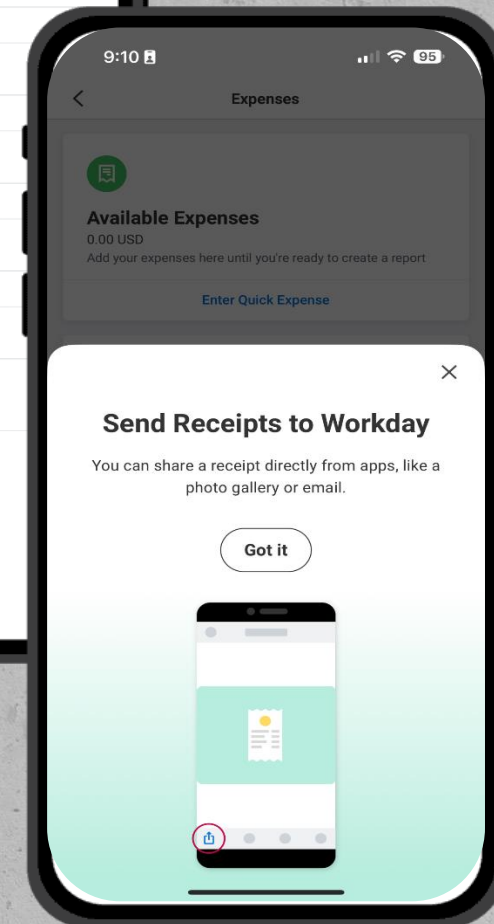
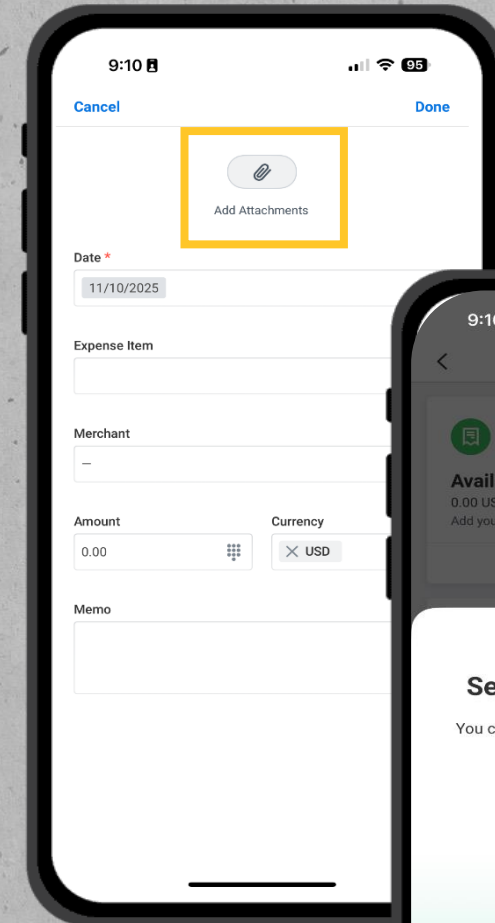
Email Forwarding
Email to
receipts@nku6.expenses.nprod.myworkdayapps.com

Share with Workday Mobile App
Upload photos of receipts from your device using the Workday mobile app for iOS or Android

Tasks

Create Expense Report Create Spend Authorization

You're All Caught Up!



[Workday.nku.edu/demos](https://workday.nku.edu/demos)

Who are your Change Champions?

Admin and Finance

Jen Moeves

Admissions

Logan Pendleton

Adult & Transfer Center

Kim McCoy

Athletics

Sharon Criss

Campus Recreation

Jill Wood

Chase College of Law

Jenny Young

College of Arts & Science

Annette Pendery, Jamie Fearon

College of Education

Sheila Rubin

College of Health and Human Services

Maureen Krebs, Nanette Freadreacea, Eileen Heekin

College of Informatics

Beth Sweeney

Facilities

Allision Hannig, Amy Emmett

Facilities Management

Mary Dawson

Financial & Operations

Kristi Horine

Government Relations

Katie Schuler

Graduate Education Research & Outreach

Kimberly Wiley

Haile College of Business

Beth Lackey

Honors College

David Kime

Institute for Health Innovation

Lauren Pulsfort

Institutional Research

Amy Ishmael

Kentucky Center for Mathematics

Erron Prickett

Maintenance Building

Karen Dawn

Office of the Registrar

Angela Calhoun

Office of the Vice Provost

Connie Seiter

Parking Services

Sydney Sanders

Scripps Howard Center

Melanie Hartzel

Steely Library

Julie Matthews

Student Affairs

Rachel Haller

Student Success

Amy Pieper, John Hall

University Advancement

Sarah Edgington

University Police

Gina Combs



Workday Student for **Academic Year 2028-2029**

Planning for Workday Student began in March 2026. Following the same process as Platform, the team will design and test the system.

The full functionality of **Workday Student will be in place for NKU Academic Year 2028-2029**. In Fall 2027, Workday Student will be used for Recruiting, Financial Aid, and Course Scheduling for Fall 2028. In Spring 2028, Advising, Registration, and Student Financials will be available for Fall 2028.

Academic Advising
Admissions & Recruiting
Curriculum Management
Financial Aid

Student Core / Academic Foundation
Student Financials
Student Data Conversion
Student Records

What questions do you have?



THANK YOU!

