

Applications Replaced by Workday

Workday replaced a variety of applications and manual processes:

Systems Replaced

System	Modules / Tasks
	• Accounts Payable Module • Human Resources Module • Purchasing Module • Finance Module • Fixed Assets Module • Course Registration (drop/add) • Advising Worksheet • Transcripts • Course Rosters • Course Curriculum • Program of Study • Vehicle registration • Student, faculty and staff personal information • Student billing
	• Student Financial Aid • eSas
	• Time Off (Vacation, Sick days) • Clock In -Out
	• Expense Approvals • Student records
	• Employee Performance Reviews
	• Lynn expense and procurement card reporting

	• Employment Applications and Applicant Management
 Time Clock	• Time clock devices
	• Variance reports • Other HR and Finance reports on SQL Reports • All student reporting

Manual Processes Replaced:

 Paper Forms	• Employee Change Form • Travel Expense Form • Expense Request • Employee, Dependent Tuition scholarship forms • Leave of Absence • Course Withdrawal • Institutional Withdrawal • Personal information changes
 ProForma Forms	• Student Onboarding • Vehicle registration (TBA)
 Phone, email, mail	• Initiate or approve any process in Workday • Initiate or approve most processes with registrar, financial aid, student accounts, advising, etc.