

# THE SPOTLIGHT

## *BRIGHTER WORKDAY*

Issue: February 2025

### Workday is Live!

After 16 months of preparing, designing, and testing, South Texas College is thrilled to announce that we are now live with Workday! This is a major milestone for the College and marks a significant improvement in how we manage our Human Resources and Finance operations.

Effective January 1, 2025, the College began using Workday for Financial Management, Human Capital Management, and Payroll-related functions and processes. Employees can now use the following functions in Workday:

- Post a position,
- Screen and hire a candidate,
- Check-in/out
- Create requisitions,
- Review paystubs,
- View budget,
- View and request an absence,
- Create spend authorizations (travel authorization),
- Submit expense reports.

Kudos to the project team members and support teams from different areas of the College who participated in deploying Workday and to the executive and leadership team for their continued guidance and support during this journey!



**SOUTH TEXAS  
COLLEGE**



## What does this mean for You?

**Simplified Processes:** Workday will simplify many HR and Finance-related tasks, making them quicker and easier to access and complete.

**Self-Service Access:** You'll have 24/7 access to your personal information, pay stubs, benefits, and more, all in one convenient location.

**Improved Accuracy:** Workday's integrated system will help reduce errors and ensure data accuracy.

**Enhanced Efficiency:** By automating many processes, Workday will free up time for employees to focus on other assignments and initiatives.

## Resources and Support

- The [Workday SharePoint](#) site offers video tutorials and job aids on specific functions, such as recruitment, budget, payroll, procurement, etc.
- Resources were developed to support the transition to and navigation of Workday. The [Brighter Workday](#) webpage displays key time-tracking deadlines and FAQs from across multiple functional areas, such as Payroll, Time Tracking, Absence, Recruiting and Onboarding, and Purchase Requisitions.
- A Workday desktop shortcut is positioned on computer desktops for quick and easy access. Employees are encouraged to log in to Workday and explore its features.

Workday is a valuable system for our institution and significantly improves our processes. We appreciate your patience and cooperation during this transition.

If you have any Workday Finance or HR questions, please contact the IT Service Desk support team at 956-872-2111 or [isphelp@southtexascollege.edu](mailto:isphelp@southtexascollege.edu). Questions may also be submitted to [workdayinquiries@southtexascollege.edu](mailto:workdayinquiries@southtexascollege.edu).