



Workday Is Coming Soon

All,

I'm excited to announce the upcoming launch of Workday – which will go live beginning June 15, 2024. Workday is a cloud-based system that will replace Peoplesoft and many of our other existing systems into a single integrated platform. The overall goal of the launch of Workday is to update our systems and business processes to provide one system that is accurate, efficient, and easy to use. The Workday launch will result in:

- reducing the administrative burden from field operators
- automating many manual processes
- providing access to real time data including payroll, sales, and other financial data
- streamlining the hiring and the onboarding process

Next Steps:

- **Bookmark:** <https://gsiemployees.com/workday> where we'll regularly post development updates, a roll-out schedule, Workday training, detailed guides, and other extensive resources.
- **Keep an Eye on Your Inbox:** Additional information will be communicated through email and posted on <https://gsiemployees.com/workday>
- **Prepare for Training:** Schedule and participation details for training sessions will be shared at a later date.
- **Engage:** This is a significant change, and your active participation and support is crucial to our success.
- **Stay Flexible and Patient:** As we begin this transition, we ask that you approach it with an open mind. Adapting to new systems can be challenging and there will be bumps in the road along the way, but the Workday system will reduce manual work, alleviate administrative tasks, and ultimately allow for operators to spend more time with their customers and team members.

In the meantime, if you have any questions, please email workday@guestservices.com with any questions.

Thank you!

Dan Stoltzfus
Vice President and Chief Financial Officer
Guest Services

Bookmark
for Workday
Updates!



<https://gsiemployees.com/workday>

Key Upcoming Dates:

Below are some of the upcoming key operational dates to keep in mind.

May 2024

- 5/20-5/27: New timeclocks are delivered to units for installation and configuration
- 5/31: Deadline to complete timeclock installation
- 5/31: Workday Human Resources training resources and training sessions available

June 2024

- 6/10: Workday Financial Training Resources go live and training sessions available
- 6/12: Final day to submit expense reports in Chrome River (and must be fully approved by 6/14)
- 6/14: Final day for processing payroll in PeopleSoft (except New York units)
- 6/15: **Workday Go Live** (except New York units) – for Human Resources functionality – including Timekeeping, Payroll, Recruiting, Hiring, Benefits and Employee Management
- 6/17: Last day to submit a CER request using historical form/process
- 6/21: Final day for processing payroll in PeopleSoft for New York units
- 6/22: **Workday Go Live for New York units** – for Human Resources functionality – including Timekeeping, Payroll, Recruiting, Hiring, Benefits and Employee Management
- 6/27: Last day to input supplier invoices into PeopleSoft
- 6/28: Last day to complete Pcard codings and approvals on Visa Pay site
- 6/30: Last day to input daily sales and cash reports into PeopleSoft

July 2024

- 7/1: **Workday Financials Go Live** – for Financial systems including General Ledger, Accounts Payable, Accounts Receivable, Daily Sales/Cash Reporting, Expense reports, Pcard Transactions, Financial Reporting and more.
- 7/10: Last monthly final close on Peoplesoft