Workday Newsletter
June 2025

We're here to improve your Workday experience

View Workday Resource Hub

Welcome to the Workday Newsletter

Starting this month, we'll begin sharing a regular Workday Newsletter with the latest updates, helpful reminders, and tips to make using Workday easier. Whether you're a pro at using Workday or still getting comfortable, our goal is to keep you informed and supported.

Have any questions or a recommendation for something that should be covered? Reach out to us at **workday@guestservices.com**

What's New

SMS Verification Now Available

We are excited to announce that going forward, you can receive a text message code to your phone when logging into Workday! You will now have the choice to either get the code from the Authenticator App, through e-mail, or now via a text message to your phone (SMS). Please note, if you are in a cost center that does not allow cell phones on the premises and you need to access Workday at this location, you should not be selecting this option.

Workday will use the phone number that we have on file as your Primary Home phone number, so if this is not a cell phone, you will not receive a code. If you would like to switch your MFA signon preferences please send an e-mail to **workday@guestservices.com** and we can reset your MFA, so the next time that you log in, you can change how you want to receive the code going forward.
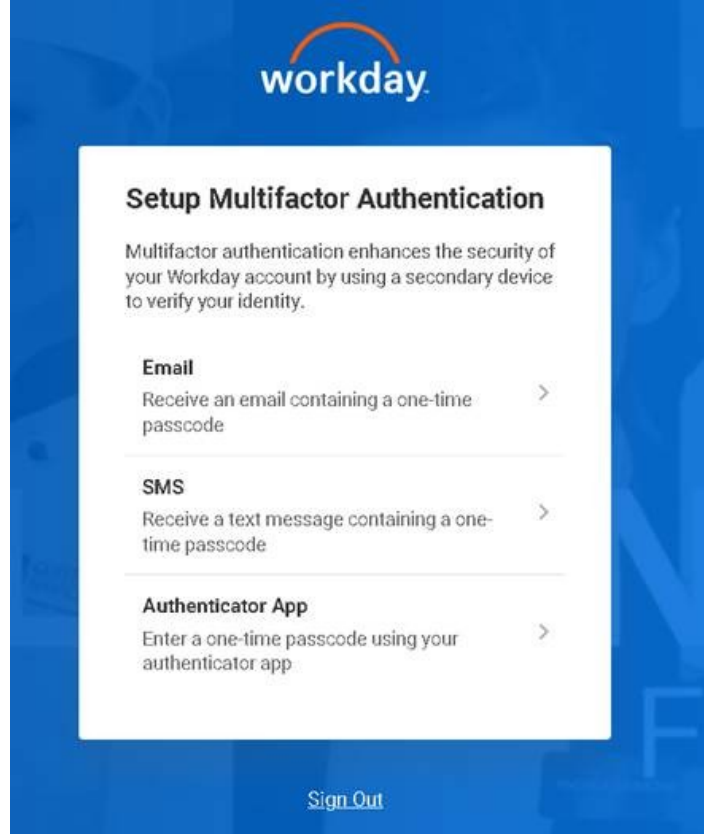
New Report: GSI Analyzer

We've launched a new report called the **GSI Analyzer** to help you understand what's impacting your operating statement. When running the report, you'll simply need to enter your cost center(s) into the organization field, then choose the year and period (month) you want to look at. Once you've run the report, you can drill down by clicking on numbers highlighted in blue, to explore the details behind them.

AP Process Update: Reducing Coversheets

We're making changes to simplify the invoice submission process by eliminating coversheets. Certain vendors no longer need a coversheet - but only if it's also submitted from a matching cost center. We've begun reaching out to units directly with the list of vendors with default spend categories that apply to them. We will continue to make improvements and modifications to the process to further eliminate the need for coversheets in the future with the goal of saving time by reducing the amount of invoice processing in the field, and the list of vendors will continue to be updated regularly.

Click **here** to view the updated list of vendors with default spend categories.

Note: *if your invoice includes more than one spend category or uses a different category than the default, a coversheet will still be required.*

Reminders

New Profile Picture Policy

We've implemented new profile photo guidelines for Workday. Before uploading or updating your photo in Workday, please take the time to review the new policy.

Read the policy here.

Daily Sales Report Submissions

Be sure to submit your Daily Sales reports with the correct supporting documentation. Following the policy will help your team remain compliant and on track with financial reporting requirements.

Document	Description
Daily Sales Report	Main sales report for the day.
Daily Deposit Log	Tracks the separate deposits made throughout the day.
Deposit Slips	Slips that match the deposit provided to the bank or armored car service.
POS End of Day Reports	POS report showing sales details (e.g. transactions, different payment types, etc.).
Misc. Information	Any other documents that would impact the figures on the Daily Sales Report.

Invoice Submission Requirements

We've noticed a small increase in coversheets that list the supplier address rather than the remit-to address. Please note that OSV relies on the information provided on the coversheets to select the correct supplier, and incorrect information can result in invoice processing taking longer or invoices being returned multiple times.

We ask that you ensure that the correct remit-to address is included on all coversheets moving forward.

Contact ap@guestservices.com if you have any issues with submitting or processing invoices in Workday.

Timeclock Support

We've seen some confusion about who to contact when there are issues with timeclocks and wanted to clarify:

Submit an IT ticket if you're experiencing hardware issues (e.g. fingerprint recognition failure, screen issues, or connectivity errors).

Contact payroll@guestservices.com if the issue is related to timekeeping in Workday (e.g. missed punches, incorrect time entries, incorrect employee information, or pay concerns).

Upcoming Changes

New Absence Calendar experience

A new absence calendar experience is coming soon, making it easier for self-service users to submit informed time-off requests. This update is expected to help reduce scheduling conflicts and improve planning across your team.
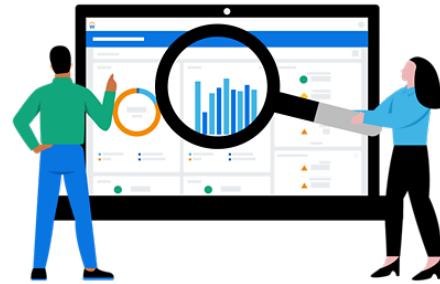

Tips & Tricks

Create Report Filters

Tired of entering in the same cost centers every time you run a report?

You can set default filters or save your reports as a shortcut to speed up your workflow.

Click Here to Learn How

Sort, Filter & Drill Down

Reports in Workday aren't just for viewing - they're for exploring.

Learn how to use sorting, filters, and drill down into line items to understand figures and where they come from.

Click Here to Learn How