



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 1, 2018

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 18-31

Distributed via Campus Email

To: Faculty & Staff

From: Corey S. Bradford 
Senior Vice President for Business Affairs

Re: **Workday Drop-in Learning Labs**

Workday was implemented on our campus a month ago and our transition continues at full speed. To provide continued assistance during our transition, learning labs have been scheduled for you to “drop in” and work within the Workday system to gain a better understanding of the business processes and its intuitive functionality.

Our faculty, staff and students are the central focus of the labs, and team members from the Office of Human Resources will be available during these labs to guide and assist you as you work through the different facets of Workday or to address any questions or issues that may arise. Faculty, staff and students may visit the available labs as many times as desired.

Drop-in Learning labs will be conducted daily, Monday through Friday, effective Monday, February 5, 2018. The lab will be available from 4:00 p.m. to 5:00 p.m. in Training Room 101 of Harrington Science Building.

We look forward to assisting you in the Drop-in Learning Labs and are excited to create a brighter Workday aboard our campus.

If you have any questions, please contact Bill Rohrman Jr., Project Lead, by email at HRWorkdayTeam@pvamu.edu.

xc: Radhika Ayyar, Executive Director of Human Resources
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Bill Rohrman Jr., Human Resources Generalist II