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April 2026



## Workday Timeline

As we continue our transition to Workday, we encourage all employees to visit the [Workday website](#) to review the comprehensive implementation plan, including key timelines for SAP access, blackout dates, and when functionality will become available in Workday. Staying informed will help ensure a smooth transition.

Please pay close attention to the important dates below and review [Workday's Transition Procedures](#), for critical dates and information all employees should be aware of:

- **April 15 — New vendor transition:** After this date, new vendors cannot be added in SAP for FY26 purchases (existing vendors are not impacted). New vendor requests may be submitted in Workday beginning July 1.
- **April 30 — FY26 purchase requisitions:** The ability to create new FY26 requisitions in SAP will be turned off earlier than usual.
  - **June 15 — FY27 purchase requisitions:** FY27 requisitions can be created in SAP until June 15, with Workday accepting new FY27 requisitions starting July 1.
- **May 23 – June 6 — Employee self-service blackout:** Changes to personal information (e.g., address, banking) will be unavailable during this period.
  - Beginning June 7, updates can be made in Workday.
- **June 5 — Goods receipt deadline:** All required goods receipts for FY26 must be completed by this date. After June 5, goods will be applied to FY27 budgets unless deemed material. (This does not impact services contracts.)
  - Goods receipt functionality will be available in Workday starting July 1.

We recognize that unique situations may arise. For questions or guidance, please contact [Workday@nku.edu](mailto:Workday@nku.edu) for general inquiries or [HR@nku.edu](mailto:HR@nku.edu) for human resources support. Routing questions through these central inboxes helps us provide consistent answers and share timely updates with the campus community.

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## **Workday Training Coming in May & June**

Workday training will begin in late May and will be offered in a variety of learning formats to support different schedules and learning styles. These sessions will help faculty and staff become comfortable with key processes before the full transition later this summer. Training opportunities will include instructor-led sessions, virtual workshops, and self-paced resources, allowing you to learn in the way that works best for you.

In the meantime, we encourage everyone to explore the [First Look videos](#) and [FAQs](#) to begin familiarizing themselves with Workday and what to expect. More details about training schedules and registration will be shared soon.

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## **Accessibility Standards now becoming Federal Law**

Digital accessibility is becoming an increasingly important part of how we create and share information online. New federal regulations now require that digital content meet the **Web Content Accessibility Guidelines (WCAG) 2.1 Level AA** standards. What were previously considered recommended best practices are now formal compliance requirements.

This ensures websites, documents, videos, and other digital resources are accessible to individuals with disabilities, including those who use screen readers, keyboard navigation, captioning, or other assistive technologies.

Marketing and Communications will continue working to align digital content with these updated requirements.

Accessibility benefits everyone, and these updates are an important step toward creating a more inclusive digital experience for our entire community.

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## **Graduating Students**

Graduates' email accounts are not deleted. Access to the myNKU portal is retained. Graduates' email boxes retain their past email messages. Student One-Drive accounts are limited to 100GB. Students are encouraged to delete old/unnecessary data.

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For additional information see the [Alumni web page](#).

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## **Sending and Receiving Encrypted Email**

Email is not a secure way to share sensitive data or personally identifiable information (PII), as messages can be intercepted. Outlook makes encryption easy. Follow NKU IT's simple [email encryption instructions](#) to send and open encrypted email messages.

During tax season, scammers are especially active. Protect your information with encryption for added security.

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## **Stay Alert: Beware of Scam Messages!**

Scammers are getting sneakier! Be cautious of unexpected emails, texts, or calls asking for personal information, passwords, or payments. If something feels off, don't click links or share details - verify directly with the source.

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## **Quick Access to Your Email Quarantine**

Did you know you don't have to wait for the daily quarantine notification email to review messages that may have been filtered as spam? You can access your quarantine at any time through the [webmail portal](#).

By logging in to the [webmail portal](#), you can quickly review held messages, release items that are safe, or block unwanted senders. This gives you more control and faster access to messages that may have been incorrectly flagged.

Visit the [IT Knowledge Base for step-by-step guidance](#). Contact the [IT Help Desk](#) if you need assistance.

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