

The Texas A&M University System Workday Training Course Catalog and Video Help Release Schedule

Workday Training Course Catalog

Overview

This curriculum includes training courses focused on Core HR, Payroll, and Benefits employees, HR Departmental Processors / Liaisons and managers, and is organized by Workday security roles, which may differ slightly from current system access.

This just-in-time curriculum will introduce The Texas A&M University System (TAMUS) members to Workday through a blended approach of the following learning opportunities and materials:

- eLearning courses (TrainTraq)
- Instructor-Led courses (On-Site)
- Virtual Instructor-Led courses (WebEx)
- Video Help (Workday Help Site)
- Job Aids (Workday Help Site)

Training Strategy

Our training strategy is based on Prosci's ADKAR model describing how individuals change and is comprised of the following:

- Awareness courses to introduce topics and provide a general level of understanding of a topic
- Skills courses to help employees gain knowledge and build skills on how to use business processes in Workday
- Readiness activities to help employees become more familiar with Workday

Using this Catalog

This catalog is organized by stakeholder group, and includes sections for Core HR, Payroll and Benefits employees, HR Departmental Processors / Liaisons, Managers and Employees / Retirees, and a section of finance-related courses.

The "Security Roles" column denotes security roles that are required to complete the course, unless the security role is denoted with an "optional" tag.

This catalog also includes the video help release schedule, for those who wish to include these videos in member-developed training materials. Please see pages 23 and 24.

Please remember that all training material and video help is in DRAFT form until after Workday 29.

Workday Training Course Catalog

Course Catalog

The following courses comprise the TAMUS Workday and legacy systems training program.

Core HR, Benefits and Payroll

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
TAMUS Workday Core Concepts for Employees	The purpose of this course is to provide an introduction to Workday including functionality and processes	<ul style="list-style-type: none"> • Provide users with a basic understanding of Workday • Provide an understanding of the use of supervisory organizations • Detail the impacts and usage of self-service within Workday 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager
Navigating Workday for Employees	The purpose of this course is to overview the basic functionality of Workday with a specific focus on navigation	<ul style="list-style-type: none"> • Demonstrate how to navigate the home page and worklets • Explain the Inbox and notifications, and how to use the search and mobile features 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Workday Core HCM Concepts for Core HR, Benefits and Payroll	The purpose of this course is to introduce Workday staffing models and how they apply to TAMUS	<ul style="list-style-type: none"> Define staffing models Describe the difference between managing delegations for business processes and delegating a single task 	60 Minutes	elearning	<ul style="list-style-type: none"> Core HR, Payroll and Benefits Partners Absence Partner*
Workday's Approach to HR Business Processes for Core HR, Benefits and Payroll	The purpose of this course is to provide an overview of HR business processes from the employee's perspective	<ul style="list-style-type: none"> Discuss multiple HR processes related to daily interactions in Workday Introduce Workday terminology 	60 Minutes	elearning	<ul style="list-style-type: none"> Core HR, Payroll and Benefits Partners Absence Partner*
Safety	The purpose of this course is to provide an overview of safety and incident reporting	<ul style="list-style-type: none"> Detail key concepts and terminology related to safety, including safety incident reporting 	30 Minutes	elearning	<ul style="list-style-type: none"> HR Partner Safety Partner Workers Compensation Partner
Safety Q&A Forum	The purpose of this forum is to provide participants with the opportunity to ask Kevin McGinnis questions directly	<ul style="list-style-type: none"> TBD 	60 Minutes	Facilitated Q&A	<ul style="list-style-type: none"> HR Partner Safety Partner Workers Compensation Partner

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Positions and Requisitions	The purpose of this course is to provide an understanding of the requisition and position management functions	<ul style="list-style-type: none"> • Detail position management processes, including creating and editing a position • Discuss job requisition processes, including creating a new position and assigning costing allocation 	180 Minutes	Classroom	<ul style="list-style-type: none"> • Compensation Partner • Faculty Partner • HR Partner • Payroll Partner • Recruiting Partner
Recruiting	The purpose of this course is to provide an understanding of the full-cycle recruiting process	<ul style="list-style-type: none"> • Discuss job application processes and how to update a job posting • Detail the process to close a job requisition and position • Outline the various recruiting exceptions, including changing and freezing a job requisition • Discuss recruiting reports 	180 Minutes	Classroom	<ul style="list-style-type: none"> • HR Partner • Recruiting Partner
Hiring and Onboarding	The purpose of this course is to provide an overview of the onboarding process	<ul style="list-style-type: none"> • Detail the management of the hiring process and onboarding process • Review related reports for onboarding and hiring, such as the Form I-9 monitoring 	120 Minutes	Classroom	<ul style="list-style-type: none"> • Faculty Partner • Graduate Studies Partner • HR Partner • Recruiting Partner

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Benefits	The purpose of this course is to provide an overview of benefits and life events	<ul style="list-style-type: none"> • Review key benefits concepts and terminology • Detail changes for employees and retirees, such as change benefits • Detail the management of Medicare information • Review related reports for benefits and life events 	120 Minutes	Classroom	<ul style="list-style-type: none"> • Benefits Partner • Retiree Partner • System Benefit Support
Time Off and Leave	The purpose of this course is to provide an overview of time off and leave	<ul style="list-style-type: none"> • Detail key concepts, terminology and changes as related to employee leave • Detail less frequent processes related to leaves and time off • Review related reports for time off and leave 	120 Minutes	Classroom	<ul style="list-style-type: none"> • Absence Partner* • HR Partner
Payroll	The purpose of this course is to provide an overview of the payroll process	<ul style="list-style-type: none"> • Detail key concepts and terminology related to payroll, such as pay cycle event and tax election • Discuss payroll reporting code and less frequently utilized areas 	120 Minutes	Classroom	<ul style="list-style-type: none"> • Payroll Partner • Payroll Tax / Withholding Partner • International Tax View Only Security Role

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Job and Organizational Changes	The purpose of this course is to provide a process overview related to job and organizational changes	<ul style="list-style-type: none"> • Detail items triggered by Employee Self-Service, such as personal data and contact information • Detail terminology and changes related to staffing, including staffing and initiating a change in job • Detail less frequent processes related to moving a worker and changing an organization assignment • Review related reports for job and organization changes 	180 Minutes	Classroom	<ul style="list-style-type: none"> • Faculty Partner • Graduate Studies Partner • HR Partner • Payroll Partner
Talent	The purpose of this course is to provide an overview for the talent process	<ul style="list-style-type: none"> • Explain talent management related items, such as manage awards and manage internal projects • Review related reports for talent, including worker expiring certifications 	60 Minutes	Classroom	<ul style="list-style-type: none"> • Talent Partner
Merit and Compensation	The purpose of this course is to provide an overview of merit and compensation	<ul style="list-style-type: none"> • Detail the processes related to compensation, such as proposing a compensation change • Review the process related to requesting a compensation change and one-time payment 	60 Minutes	Classroom	<ul style="list-style-type: none"> • Compensation Partner • Faculty Partner • HR Partner

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Separation	The purpose of this course is to provide an overview of separation	<ul style="list-style-type: none"> • Detail items related to separation, including COBRA and Medicare information • Provide an understanding of the processes related to termination and ending a contingent worker contract 	60 Minutes	Classroom	<ul style="list-style-type: none"> • Absence Partner* • HR Partner • Payroll Partner
Performance Management	The purpose of this course is to provide an overview of performance management	<ul style="list-style-type: none"> • Discuss items related to team performance, such as the performance review process and goals • Review performance items related to new hires, promotions and transfers • Review exceptions or less frequent events on cancel and rescind, such as giving an award and feedback • Review reports related to performance management 	60 Minutes	Classroom	<ul style="list-style-type: none"> • Talent Partner

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Workday Life – 4 Part Series	The purpose of these events is to provide Core HR, Payroll and Benefits Partners with an overview of change impacts related to the Workday transition	<ul style="list-style-type: none"> • Define security roles and supervisory organizations • Describe changes that will come about with Workday • Detail various change impacts as they relate to key functional areas • Provide a general awareness of key concepts within Workday 		WebEx	<ul style="list-style-type: none"> • Core HR, Payroll and Benefits Partners • Budget Partner • Cost Center Approver • Sponsored Research Services

* Denotes a full-time HR, Benefits and/or Payroll employee

** Denotes a full-time HR Departmental Processor or Liaison employee

Workday Training Course Catalog

HR Departmental Processors and Liaisons

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
TAMUS Workday Core Concepts for Employees	The purpose of this course is to provide an introduction to Workday including functionality and processes	<ul style="list-style-type: none"> • Provide users with a basic understanding of Workday • Provide an understanding of the use of supervisory organizations • Detail the impacts and usage of self-service within Workday 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager
Navigating Workday for Employees	The purpose of this course is to overview the basic functionality of Workday with a specific focus on navigation	<ul style="list-style-type: none"> • Demonstrate how to navigate the home page and worklets • Explain the Inbox and notifications, and how to use the search and mobile features 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Workday Core HCM Concepts for HR Departmental Processors / Liaisons	The purpose of this course is to provide an introduction to terminology and key concepts as well as an overview of business processes	<ul style="list-style-type: none"> • Review Workday basics, such as security roles and real time data • Detail getting work done through self-service • Detail the process of delegating work and requesting a delegation change • Provide an overview of common Workday processes, such as those related to recruiting and talent management 	120 Minutes	WebEx	<ul style="list-style-type: none"> • HR Contact • I-9 Processor • Recruiting Coordinator • Talent Analyst • Timekeeper
Recruiting	The purpose of this course is to provide an overview of the recruiting process	<ul style="list-style-type: none"> • Detail items related to position management and compensation, such as create position and request compensation change • Review cost allocation and the job application process • Detail processes for staff and evergreen requisition as well as exceptions 	120 Minutes	WebEx	<ul style="list-style-type: none"> • HR Contact • Recruiting Coordinator

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Staffing and Onboarding	The purpose of this course is to provide an overview of onboarding, hiring, staffing and security roles	<ul style="list-style-type: none"> • Detail onboarding items, including processes related to the Form I-9 • Detail hiring and staffing, such as hire employee or contract contingent worker and add additional job • Review of assigning roles and changing organization assignments 	120 Minutes	WebEx	<ul style="list-style-type: none"> • HR Contact • I-9 Processor
Goals and Performance	The purpose of this course is to provide a general overview of the processes related to goals and performance management	<ul style="list-style-type: none"> • Detail initiated processes, such as cascade goals • Discuss steps that must be taken by employees and managers for both goal setting and performance reviews 	30 Minutes	WebEx	<ul style="list-style-type: none"> • Talent Analyst
Tracking Time	The purpose of this course is to provide an overview of time tracking	<ul style="list-style-type: none"> • Detail items related to time tracking, including entering time and assigning a work schedule • Review exceptions related to time tracking, including cancel and rescind assigned work schedule • Review reports related to time tracking 	30 Minutes	WebEx	<ul style="list-style-type: none"> • Timekeeper

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Managing Time Off and Leave	The purpose of this course is to provide an overview of how to manage time off and leave	<ul style="list-style-type: none"> • Detail processes related to time off, such as cancel request time off • Detail processes related to leave, including correcting and canceling a leave of absence or returning from leave • Review reports related to time off and leave 	30 Minutes	WebEx	<ul style="list-style-type: none"> • Absence Partner** • HR Contact
Answering Common Employee Questions	The purpose of this session is to provide answers and tips for common questions from employees	<ul style="list-style-type: none"> • Provide a list of questions and answers for common questions asked by employees 	60 Minutes	WebEx	<ul style="list-style-type: none"> • HR Contact • I-9 Processor • Recruiting Coordinator • Talent Analyst • Timekeeper
Answering Common Manager Questions	The purpose of this session is to provide answers and tips for common questions from managers	<ul style="list-style-type: none"> • Provide a list of questions and answers for common questions asked by managers 	60 Minutes	WebEx	<ul style="list-style-type: none"> • Absence Partner** • HR Contact • Recruiting Coordinator • Talent Analyst • Timekeeper
Absence Partner Training for HR Departmental Processors and Liaisons	The purpose of this course is to provide an overview of the processes that are essential to performing job duties related to this security role	<ul style="list-style-type: none"> • Provide an understanding of the time off and leave processes that relate to the Absence Partner security role • Provide an overview of the staffing processes that relate specifically to the Absence Partner role 	30 Minutes	elearning	<ul style="list-style-type: none"> • Absence Partner**

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Drop In Learning Lab for HR Departmental Processors and Liaisons	The purpose of this learning opportunity is to reinforce training by allowing participants to log in to Workday prior to Go Live and walk through common actions they will perform	<ul style="list-style-type: none"> Participants will be provided with access to a live tenant as well as a script to discover key elements in Workday 	15 Minutes	Self-Paced Learning	<ul style="list-style-type: none"> HR Contact
Viewing Reports in Workday	The purpose of this course is to provide an overview of reports specific to the view only security role	<ul style="list-style-type: none"> Provide participants with an understanding of how to access and run reports in Workday Provide an understanding of the reports that are available to those assigned to a view only security role 	30 Minutes	elearning	<ul style="list-style-type: none"> Immigration Services for Faculty & Scholars (ISFS) View Only International Student Services (ISS) View Only International Tax View Only ISSG TAMUS Report Execution Group

* Denotes a full-time HR, Benefits and/or Payroll employee

** Denotes a full-time HR Departmental Processor or Liaison employee

Workday Training Course Catalog

Managers

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
TAMUS Workday Core Concepts for Employees	The purpose of this course is to provide an introduction to Workday including functionality and processes	<ul style="list-style-type: none"> • Provide users with a basic understanding of Workday • Provide an understanding of the use of supervisory organizations • Detail the impacts and usage of self-service within Workday 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager
Navigating Workday for Employees	The purpose of this course is to overview the basic functionality of Workday with a specific focus on navigation	<ul style="list-style-type: none"> • Demonstrate how to navigate the home page and worklets • Explain the Inbox and notifications, and how to use the search and mobile features 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Workday Core HCM Concepts for Managers	The purpose of this course is to provide an overview of key concepts and terminology for managers	<ul style="list-style-type: none"> • Detail the usage of staffing models • Review calculating overtime and delegating work • Review functionality that allows employees and managers to initiate actions and processes on their own • Detail the specifics related to initiating, review and approving processes 	60 Minutes	elearning	<ul style="list-style-type: none"> • Manager
Merit and Performance Management Processes	The purpose of this course is to provide an overview of the processes related to merit and performance	<ul style="list-style-type: none"> • Detail key concepts of processes related to merit, including employee merit award and merit reports • Review the performance management processes, including various phases of the performance review and performance management reports 	60 Minutes	elearning	<ul style="list-style-type: none"> • Manager
Managing Your Inbox	The purpose of this course is to provide an overview of items related to the Inbox	<ul style="list-style-type: none"> • Detail how a manager will manage their Inbox, such as delegation as well as notifications 	30 Minutes	elearning	<ul style="list-style-type: none"> • Manager

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Recruiting	The purpose of this course is to provide an overview of various processes the manager may be involved in related to recruiting	<ul style="list-style-type: none"> • Detail the job application process • Review processes including those related to job requisition and evergreen requisition 	30 Minutes	elearning	<ul style="list-style-type: none"> • Manager
Staffing and Separation	The purpose of this course is to provide managers with an overview of staffing and separation processes	<ul style="list-style-type: none"> • Review the process of initiating and approving new hires, title changes and switching a primary job • Detail the process of termination and approving a resignation 	30 Minutes	elearning	<ul style="list-style-type: none"> • Manager
Time Off and Leave / Time Tracking	The purpose of this course is to provide an overview of various processes the manager may initiate or perform related to time off and leave	<ul style="list-style-type: none"> • Provide an overview of time tracking and related processes • Detail the difference between time off and leaves as well as provide an understanding of relevant business processes 	30 Minutes	elearning	<ul style="list-style-type: none"> • Manager
Drop In Learning Labs for Managers	The purpose of this learning opportunity is to reinforce training by allowing participants to log in to Workday prior to Go Live and walk through common actions they will perform	<ul style="list-style-type: none"> • Participants will be provided with access to a live tenant as well as a script to discover key elements in Workday 	15 Minutes	Self-Paced Learning	<ul style="list-style-type: none"> • Manager (readiness metric is 30% of member managers attending the lab)

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Manager Q&A Readiness Forum	The purpose of this session is to provide a means for Managers to get answers to frequently asked questions that will prepare them for their job responsibilities in Workday	<ul style="list-style-type: none"> • Detail the member's answer as to what managers are expected to do in Workday (from the "Who Does What" activity) • Answer questions not answered by required training • Explain how managers get help 	TBD	Facilitated Q&A managed by the member	<ul style="list-style-type: none"> • Manager (readiness metric is 30% of member managers attending the Q&A session)
Video Help for Managers	The purpose of these materials is to demonstrate how to perform Workday functions	<ul style="list-style-type: none"> • Reference the supplemental catalog for more detailed information 	3 – 5 Minutes per video	Video	<ul style="list-style-type: none"> • Manager
Performance Management	The purpose of this course is to provide an in-depth review of the performance management processes	<ul style="list-style-type: none"> • Detail and review the goal setting process • Detail the performance management process including providing a rating 	TBD	elearning	<ul style="list-style-type: none"> • All Employee, security roles

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** Denotes a full-time HR Departmental Processor or Liaison employee

Workday Training Course Catalog

Finance

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
TAMUS Workday Core Concepts for Employees	The purpose of this course is to provide an introduction to Workday including functionality and processes	<ul style="list-style-type: none"> • Provide users with a basic understanding of Workday • Provide an understanding of the use of supervisory organizations • Detail the impacts and usage of self-service within Workday 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager
Navigating Workday for Employees	The purpose of this course is to overview the basic functionality of Workday with a specific focus on navigation	<ul style="list-style-type: none"> • Demonstrate how to navigate the home page and worklets • Explain the Inbox and notifications, and how to use the search and mobile features 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager

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FAMIS Changes	The purpose of this instruction is to provide finance teams with an overview of change impacts and new processes for daily work	<ul style="list-style-type: none"> • Detail changes to who oversees AA Codes and define certain new codes and what they will mean • Explain the changes in completing a payroll cost transfer • Detail payroll suspense account • Detail manual vendor payments • Encumbrances • Pay History 	30 Minutes	TBD	<ul style="list-style-type: none"> • TBD
SRS Cost Allocation Forum	The purpose of this forum is to provide an opportunity to learn about cost allocation specific to Sponsored Research Services	<ul style="list-style-type: none"> • Cost allocation • TBD 	TBD	TBD	<ul style="list-style-type: none"> • Sponsored Research Services • TBD
Cost Allocation and Delegation	The purpose of this course is to provide an overview of the cost allocation process and delegation	<ul style="list-style-type: none"> • TBD 	30 Minutes	elearning	<ul style="list-style-type: none"> • Budget Partner • Cost Center Approver • HR Contact • SRS
Budget Prep Changes	TBD	<ul style="list-style-type: none"> • TBD 	TBD	TBD	<ul style="list-style-type: none"> • Budget Partner • TBD
Budget and Merit Process Changes	TBD	<ul style="list-style-type: none"> • TBD 	TBD	TBD	<ul style="list-style-type: none"> • Budget Partner • TBD

Workday Training Course Catalog

Employees and Retirees

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
TAMUS Workday Core Concepts for Employees	The purpose of this course is to provide an introduction to Workday including functionality and processes	<ul style="list-style-type: none"> • Provide users with a basic understanding of Workday • Provide an understanding of the use of supervisory organizations • Detail the impacts and usage of self-service within Workday 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager
Navigating Workday for Employees	The purpose of this course is to overview the basic functionality of Workday with a specific focus on navigation	<ul style="list-style-type: none"> • Demonstrate how to navigate the home page and worklets • Explain the Inbox and notifications, and how to use the search and mobile features 	60 Minutes	elearning	<ul style="list-style-type: none"> • All employee security roles (optional) • Core HR, Payroll and Benefits Partners • HR Departmental Processor / Liaison security roles • Manager

Workday Training Course Catalog

Course Title	Purpose	Overview	Duration	Delivery	Security Roles
Drop In Learning Lab (Employee)	The purpose of this learning opportunity is to reinforce training by allowing participants to log in to Workday prior to Go Live and walk through common actions they will perform	<ul style="list-style-type: none"> Participants will be provided with access to a live tenant as well as a script to discover key elements in Workday 	15 Minutes	Self-Paced Learning	<ul style="list-style-type: none"> All Employees (readiness metric is 10% of member employees attending the lab)
First Login, Day 1 Checklist (Employee)	The purpose of this checklist is to provide employees with a guide to log in to Workday for the first time and verify key personal information	<ul style="list-style-type: none"> Provide a step-by-step list of actions that provide navigation support to help employees learn how to use Workday and let the employee verify that certain personal and financial information is reflected correctly Provide directions on how to change incorrect information 	N/A	Job Aid	<ul style="list-style-type: none"> All Employees
Video Help for Employees	The purpose of these videos is to demonstrate how to perform Workday functions	<ul style="list-style-type: none"> Reference the supplemental catalog for more detailed information 	3 – 5 Minutes / per video	Video	<ul style="list-style-type: none"> All Employees

Workday Training Course Catalog

Video Help Release Schedule

Video help courses have been identified to demonstrate specific Workday functions of common Employee, Retiree and Managers actions.

Video Help (Employee) Topics	Draft (Pre-Workday 29)	Final (Post Workday 29)
Change Personal Information	July 17	September 25
Change Emergency Contacts	July 17	September 25
Contact Change	July 17	September 25
Enter Time	July 17	September 25
Assign Work Schedule	July 17	September 25
Request Time Off	July 17	September 25
Correct Time Off	July 17	September 25
Request Leave of Absence	July 17	September 25
Request Return from Leave of Absence	July 17	September 25
Update your Work Schedule	July 17	September 25
Manage Internal Career Apply	July 18	September 26
Complete Federal Withholding Elections	July 18	September 26
Complete State and Local Withholding Elections	July 18	September 26
Edit Worker Additional Data Event	July 18	September 26
Change Beneficiary	July 18	September 26
Change Benefits	July 18	September 26
Change Benefits for Life	July 18	September 26
Dependent Event	July 18	September 26
Cascade Goals (view)	July 18	September 26
Manage Goals	July 18	September 26
Complete Self Evaluation for Performance Review	July 19	September 27
Give Feedback	July 19	September 27
Get Feedback on Employee	July 19	September 27
Submit Resignation	July 19	September 27
Report Safety Incident	July 19	September 27
Access the Workday Mobile Application	July 19	September 27
Manage a Delegation	July 19	September 27

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Video Help (Manager) Topics	Draft (Pre-Workday 29)	Final (Post Workday 29)
Screen candidates	July 24	October 2
Manage interviews	July 24	October 2
Customize the home landing page	July 24	October 2
View and navigate the my team worklet	July 24	October 2
Where to find and general navigation of a business process status	July 24	October 2
Delegate to someone such as an assistant	July 25	October 3
Convert a contingent worker to an employee	July 25	October 3
Enter time for an employee (under review)	July 25	October 3
Approve a time off request	July 25	October 3
Manager worklets and viewing reports	July 25	October 3