



Training Catalog

For July 2019 Go-Live



Make Your **Workday** Count!

Training FAQ

When is Workday training?

Campus-wide training is scheduled to begin for **May 14 – September 28, 2019**. This includes seven weeks of classes before the July 1st Workday launch.

How can I receive training if I have scheduling conflicts?

Training will be provided in the following formats to accommodate different schedules and learning styles: in-person classes, short videos, job aids, and self-paced online modules.

When will the training schedule be available, and how will I register?

“Workday Essentials” eLearning will be assigned to all staff in April. In-person courses will be published to HealthStream self-service catalog in mid-April for you to begin registering. All other eLearning courses will be available when face-to-face training begins.

Where will the in-person training occur?

There will be opportunities to learn about Workday in a variety of locations, including:

- Z Training Classrooms
- Jackson Medical Mall
- Lexington Campus
- Grenada Campus

UMC.EDU/WORKDAY

Which classes should I take?

| If you: | Take: |
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| Are a non-managerial faculty or staff member who will only use Workday for self-service tasks (i.e., managing personal information, benefits, and tax elections) | WD 101* <i>*This will be assigned to you in HealthStream</i> |
| Are an exempt employee who enters time in Workday | WD 102 |
| Are an employee who requests a leave of absence | WD 103 |
| Are a manager of people and approve Paid Time Off (PTO) and/or hours worked | WD 104 |
| Are a manager who assists with the hiring process | WD 105 |
| Need clarity on the Financial Data Model (FDM) at UMMC | WD 107 |
| Create accounting adjustments or journals | WD 108 |
| Are a faculty or staff member who submits requests for reimbursements for travel, conferences, etc. | WD 109 |
| Process costing allocations or labor cost transfers (payroll accounting adjustments) | WD 110 |



WORKDAY BASICS

WD 101: Introduction to Workday for All Staff (eLearning)

- Navigating Workday
- Viewing/modifying payroll information
- Managing personal information
- Managing benefits

WD 102: Time Off for Exempt Employees (eLearning)

- View Balances
- Request Time Off
- Request Leave of Absence
- View Status of Your Request
- Report Exception Time Used
- Canceling a Request

WD 103: Leave of Absence for All Employees (eLearning)

- View Balances
- Request Leave of Absence
- Return from Leave
- View Status of Your Request

HUMAN CAPITAL MANAGEMENT

WD 104: Manager Essentials (Classroom or eLearning equivalent)

- Manager inbox
- Team Time Off Calendar
- Approving in Workday
- My Team Actions

WD 105: HR Positions & Onboarding (Classroom or eLearning equivalent)

- Initiate Job Requisition
- Screen Candidates
- Interview Process
- Hiring and Onboarding

FINANCIALS

WD 107: Introduction to the Workday FDM (eLearning)

- Understanding the FDM
- Worktags
- New Terminology

WD 108: Financial Accounting (Classroom or eLearning equivalent)

- Accounting Adjustments
- Journal Entries
- Cash Sales

WD 109: Expenses (Classroom or eLearning equivalent)

- Travel Expenses
- Non-Travel Expenses
- Spend Authorizations
- Cash Advances

WD 110: Payroll Accounting (Classroom or eLearning equivalent)

- Costing Allocations
- Payroll Accounting Adjustments

The information presented in this document is subject to change at any time. Visit umc.edu/Workday for the latest information on Workday training.

SUPPLY CHAIN

NOTE: Training for the areas below will be available prior to the upcoming launch of Workday Supply Chain.

- **PROCUREMENT**
- **INVENTORY & RECEIVING**
- **SUPPLIER ACCOUNTS**
- **ASSET MANAGEMENT**

Step-by-step job aids will be available on the Workday Website. Take a look at umc.edu/Workday.