

WORKDAY TRAINING SCHEDULE

For Executive Branch Staff (available for Legislative and Judicial)

	HR Personnel	Managers/Supervisors	Employees
Required	<p> WorkSmart's eLearning Course: <i>Workday Foundations</i> (available late July)</p> <p> vILTs for each functional area except Expenses. July 26 – Aug 20:</p> <ul style="list-style-type: none"> • <i>Absence for HR</i> • <i>Benefits for HR</i> • <i>Compensation for HR</i> • <i>HCM Core for HR</i> • <i>Payroll for HR</i> • <i>Time Tracking for HR</i> 	<p> WorkSmart's eLearning Course: <i>Workday Foundations</i> (available late July)</p>	<p> WorkSmart's eLearning Course: <i>Workday Foundations</i> (available late July)</p>
	<p> Webinars – Similar to vILTs but delivered in a larger, lecture-based forum for all Employees. Includes Q&A but less interaction due to audience size. July 28 – Aug 3:</p> <ul style="list-style-type: none"> • <i>Introduction to Workday for Managers and HR</i> <p>Aug 23 – Sept 10:</p> <ul style="list-style-type: none"> • <i>Deferred Compensation</i> • <i>Spend Authorizations and Travel Expense Reports</i> • <i>Time Entry and Work Schedules</i> • <i>Time Off in Workday</i> • <i>Travel Cards</i> 	<p> Webinars - Similar to vILTs but delivered in a larger, lecture-based forum for all Employees. Includes Q&A but less interaction due to audience size. Aug 23 – Sept 10:</p> <ul style="list-style-type: none"> • <i>Deferred Compensation</i> • <i>Spend Authorizations and Travel Expense Reports</i> • <i>Time Entry and Work Schedules</i> • <i>Time Off in Workday</i> • <i>Travel Cards</i> 	
Recommended	<p> Webinars – Similar to vILTs but delivered in a larger, lecture-based forum for all Employees. Includes Q&A but less interaction due to audience size. Sessions will be recorded. July 28 – Aug 3:</p> <ul style="list-style-type: none"> • <i>Introduction to Workday for Managers and HR</i> <p>Aug 23 – Sept 10:</p> <ul style="list-style-type: none"> • <i>Deferred Compensation</i> • <i>Spend Authorizations and Travel Expense Reports</i> • <i>Time Entry and Work Schedules</i> • <i>Time Off in Workday</i> • <i>Travel Cards</i> 	<p> Smart Guides – Instructional step-by-step guides intended for Employee Self Service (ESS) and Manager Self Service (MSS).</p> <p> Video Snippets – Short videos demonstrating simple processes across functional areas. Topics Include:</p> <ul style="list-style-type: none"> • <i>Dashboards</i> • <i>Delegation</i> • <i>Enter, Edit, and Submit Time</i> • <i>FMLA</i> • <i>Running Reports</i> • <i>Set up Payment Elections</i> • <i>Sick Conversion</i> • <i>Using Tools and Navigation</i> • <i>Using Your Inbox</i> • <i>Workday Search</i> 	<p> Smart Guides – Instructional step-by-step guides intended for Employee Self Service (ESS) and Manager Self Service (MSS).</p> <p> Video Snippets – Short videos demonstrating simple processes across functional areas. Topics Include:</p> <ul style="list-style-type: none"> • <i>Dashboards</i> • <i>Delegation</i> • <i>Enter, Edit, and Submit Time</i> • <i>FMLA</i> • <i>Running Reports</i> • <i>Set up Payment Elections</i> • <i>Sick Conversion</i> • <i>Using Tools and Navigation</i> • <i>Using Your Inbox</i> • <i>Workday Search</i>
	<p> Job Aids – Instructional step-by-step guides intended for back-office roles such as HR and admins.</p>		