

# Workday End User Training – Course Descriptions

This outline is intended to provide end users with a brief description of the courses, delivery methods, and intended audience for Workday training classes.

Course Name	Description	Delivery	Audience
Workday Basics	In this course, participants learn how to navigate around Workday and use the self-service functionality to manage your personal information.	Instructor led	All employees
Workday Basics	In this course, participants learn how to navigate around Workday and use the self-service functionality to manage your personal information.	Self-directed	All employees
Workday Basics for Managers	In this course, participants learn how to navigate around Workday and use the manager tools to review employee “view only” information.	Instructor led	Office Managers, Office Support Staff*, and Managers**
Workday Basics for Managers	In this course, participants learn how to navigate around Workday and use the manager tools to review employee “view only” information.	Self-directed	Office Managers, Office Support Staff*, and Managers**
Workday Absence Management	In this course, participants learn how to request time off, request a leave of absence and view time off balances.	Instructor-led	All Employees
Workday Absence Management	In this course, participants learn how to request time off, request a leave of absence and view time off balances.	Self-directed	All Employees
Workday Expense	In this course, participants learn the fundamentals for entering and maintaining expense reports.	Instructor led	TBD
Workday Expense	In this course, participants learn the fundamentals for entering and maintaining expense reports.	Self-directed	TBD
Manager Self Service – Employee Activity Processing	In this course, participants learn the fundamentals of the Human Resources Business Processes such as creating positions, creating job requisitions, initiating the pre-hire and hiring of an employee, and making work-related contact changes for employees within a specific supervisory organization.	Instructor-led	Office Managers, Office Support Staff*, and Managers**
Manager Self Service – Absence and Time Management	In this course, participants learn the fundamentals of entering time for an employee, entering and correcting time off and leave of absence requests, and running audit reports.	Instructor-led	Office Managers, Office Support Staff*, and Managers**
Manager Self Service – Expense Reporting	In this course, participants learn how to create and maintain an expense report.	Instructor-led	Office Managers, Office Support Staff*, and Managers**
Manager Self Service – Performance Management	In this course, participants learn how to use Workday to capture work expectations and performance goals.	Instructor-led	Managers**
Workday Procurement	In this course, participants learn how to create and maintain requisitions, goods receipts, procurement card transactions, returns, and run audit reports.	Instructor led	Office Managers, Office Support Staff*, and Managers**

\*Office Support Staff: Staff that is currently using the ESCAPE system as part of their job duties (i.e., Administrative Assistants, Controllers, Office Technicians, FACE Technicians, etc.).

\*\*Manager: Staff that currently have direct reports and/or a department budget (i.e., Chiefs, Principals, Directors, Supervisors, Managers, etc.).