Training

End-user education encompasses many different activities – and formal training is one piece of the end-user’s Workday education.

Education and training for core department (i.e., Human Resources, Payables, etc.) business processes and key concepts will occur from May through June.

Employee and Manager Self Service, Time Tracking, and Procurement training will occur from June through August.

Employees with HR, Payroll and/or financial-related tasks will be trained on the processes that directly relate to their new Workday responsibilities.

Training has a critical role following the launch of Workday. Performance support materials will continue to be updated to support Workday’s twice yearly updates.

In addition, learning labs will be provided for approximately two months after Workday is launched. Learning labs provide a structured environment for Workday users to bring their work and receive hands-on assistance to complete their tasks in the new system. Additional details will be available closer to launch.

Role-based training

The training will incorporate three different delivery styles:

- **Instructor-Led Training:** Classroom training with hands-on exercises designed for end users whose work processes will be dramatically impacted by the business transformation. These are users typically required to create and/or change data in the system on a daily basis, where accuracy is extremely critical and will require hands-on practice in training. Those employees in roles needing instructor-led training will be invited to participate.

- **Self Directed Training:** Self-paced learning is designed for end users whose work processes will be relatively unchanged or limited change by the new system, but who will be required to interact with the system in some form. These users may, for example, be simply required to run reports (display information) or perform only employee self-service tasks (such as changing their home address).

- **Performance Support Materials:** These are different from training materials because they are generally short or small bursts of information that are readily available at the moment of need. Resources include: quick reference guides, videos, and frequently asked questions.

Training and support materials will be available approximately six to eight weeks prior to Workday’s launch.
What does this mean for you?

It’s a big move towards standardized processes and a system that will provide the capability to support our staff.

Managers will have…

- Better information on your people—their experience, their skills, their leave
- Quicker on-boarding for new staff
- Audit trails on delegated activities

Employees will have…

- Intuitive application to quickly access routine personnel items (e.g., earning statements and leave balances) and to make personal information updates (e.g., contact information, direct deposits selections, W-2 and withholdings)
- Automatically calculated pay premiums for eligible populations
- Quicker results with smart search functions (e.g., finding a colleague after typing a partial name or organization name)

Benefits of Workday

Workday creates a foundation for future success in recruiting, remuneration, managing talent, workforce planning, financial management. Specific benefits include:

- The ability to apply regulations properly
- Reliable, accurate and complete “people” data to help us make confident and informed decisions faster
- An opportunity for scalability, meaning that our business system will be able to grow in line with the District as it grows
- Managers and employees have direct access to their own information, such as leave and personal information, in real-time and accessible from anywhere
- An intuitive interface similar to Facebook and LinkedIn

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