

## **Workday Course Content**

### **Course Description:**

Workday is a cloud-based software vendor that expert in human capital management and financial management applications. It is a web-based ERP suite that supports small to large scale organizations from a single system for finance, human resources, and planning. The workday suite consists of several modules like business planning, HCM, payroll, cloud platform, financial management, analytics, professional service automation, student and data-as-a-service. Most of the organizations are working on cloud technology for better efficiency. The future scope of Workday is high because of unified, usability, visibility, automation, innovation.

Candidates who want to master in financial and human capital management can learn at our Hachion portal. Our Workday training is completely structured by industry professionals with all updated concepts. The course enhances learners' knowledge in time tracking, expense management, financial accounting, procurement, analyzing employee data, and many more concepts. Candidates can easily learn and get hands-on experience with provided assignments and projected with the course training. Thus, a Workday training certification is beneficial for providing clients with integrated modules on business management and human resources.

### **Course Content:**

#### **Core Concepts and Navigation Basics**

- Core concept overview
- Business objects
- Basic navigation
- Landing pages
- Related action menus
- Search
- Slide-out tabs
- Hyperlinks
- Additional navigation topics
- Actionable Reports
- Single and multi-select prompt fields
- Standard screen icons
- Task page icons
- Workfeed
- Configuration options
- Find worker

#### **Organizations in workday**

- Organization types
- Supervisory organizations
- Reorganization
- Setup of supervisory org structure
- Managing supervisory organization

- Creating a subordinate org
- Dividing a supervisory org
- Additional org types
- Organization hierarchies
- Organization assignments on supervisory org
- Organizational reports

### **Staffing Models**

- Types of staffing models
- Configuring individual staffing model
- Hiring restrictions
- Position management
- Headcount management
- Job management
- Differentiating between staffing models
- Maintaining staffing models

### **Jobs and Positions**

- Job profiles
- Differentiating job profiles, job families, job family groups
- Job profiles and localizations
- Management level hierarchy
- Creating a job profile
- Creating position and headcount groups
- Managing filled and unfilled position and headcount groups
- Creating positions
- Edit position restrictions
- Close position vs. Managing a hiring freeze

### **Compensation**

- Compensation components
- Creating compensation
- Compensation rules
- Compensation reports
- Compensation packages
- Compensation grades
- Bonus plans
- Amount based
- Percent based
- Salary and hourly plans
- Compensation segment security
- Initiating compensation event

### **Security Groups**

- Security group types
- Configuring role-based security
- Configuring job-based security

- Configuring user-based security
- Components of configurable security
- Functional areas, securable items, and security policies
- Domain security policies
- Business process security policies
- Security reports

### **Business Process**

- Business process framework
- Business process step types
- Business process configuration options
- Default
- Customize
- Business process functionality
- Completion steps
- Due date and alerts
- Delays and routing restrictions
- Customize
- Business sub-processes
- Deploying business processes
- Business process reports

### **Reports**

- Standard reports
- Custom reports
- Report writer
- Data sources
- Class report fields
- Create a report
- Report type, data source
- Objects, fields
- Order columns
- Sort outputs
- Filter criteria
- Business object

### **Calculated Fields**

- Creating various kinds of calculated fields
- Calculated field reports
- Text functions
- Working with related business objects
- Extract a single instance
- Extract multi-instance
- System-wide vs. Report specific calculated fields
- Security admin perspective – calculated fields

### **iloads**

- Data push
- Data extraction
- Kinds of data load
- Foundation
- Master
- Implementation suites
- Implementation areas
- Implementation tasks

#### **Transactions in Workday**

- Creating applicants
- Hiring in supervisory organizations
- Assigning user-based security groups
- Hire into position/ job/ headcount management
- Staffing movement
- Termination
- Request delegation, rescind
- Move workers and inactivate supervisory organizations
- Workday accounts
- Viewing personal data