

ShriLearning

Right Place for Top Leaders

Workday Online Training

**8 Days
Live Online Training**



www.shrilearning.com

shriram@shrilearning.com

LEARNING FROM THE CLASS

Workday is a cloud based Software vendor that specializes in Human Capital Management and Financial Management applications. Workday is a pathfinder of (SAAS) Software-as-a-service business applications, specially in HCM and Financial Management.

Workday provides management with the way to oversee employ data, time tracking, procurement, compensation and Benefits, expense management and financial accounting.

With a single system for finance and HR, Workday gives you total visibility so you can make decisions based on data, not guesswork.

BENEFITS OF TRAINING

Self Paced Features:-

- ▶ Instructor Led Detailed Training
- ▶ Recorded videos for Future references
- ▶ Digital Soft Copy PDF Materials
- ▶ Videos and materials are access with lifetime validity
- ▶ Certificate of Participation from ShriLearning



WHO SHOULD ATTEND THIS TRAINING

This Course is Ideal for:

- ▶ 1. Finance professionals of an organizations.
- ▶ 2. Recent MBA graduates with HR and Finance specialization.
- ▶ 3. Professionals planning to change or elevate up to IT-career in the stream of HR & Finance of an Organization.

Workday HCM Job Titles :

Project Manager | Workday HCM Consultant | HR Manager | Senior Executive | Finance Manager

AGENDA FOR MODULE 1

What is HCM?

- What is HCM, HR, HRMS, HRIM
- Importance of HCM and HRMC
- Estimated customer base for HRMS software (Its everywhere and massive)

What is Workday?

- What is Workday and how is it different from others?
- Is workday completely on Cloud?
- Downtime and version upgrades in Workday
- Components of Workday like HCM, Studio, Finance, Payroll, Absence etc
- Compare Workday with PeopleSoft, SAP Successfactors, Oracle HCM

CORE CONCEPTS AND NAVIGATION BASICS

- Overview
- Core Concepts
- Business Objects
- Worklets
- Basic and Additional navigations

ORGANIZATIONS IN WORKDAY

- Organization types
- Supervisory organizations
- Reorganization
- Setup of supervisory org structure
- Managing supervisory organization
 - a. Creating subordinate organization
 - b. Dividing a supervisory organization
- Additional org types
 - a. Matrix Organization
 - b. Company Creation
 - c. Cost Center Organization
 - d. Location
 - e. Location Hierarchy
 - f. Region
 - g. Region Hierarchy
- Organization hierarchies
- Organizational assignments on supervisory org
- Organizational reports

AGENDA FOR MODULE 2

STAFFING MODELS

- **Types of staffing models**
- **Configuring individual staffing model**
- **Hiring restrictions**
 - 1. **Position management**
 - 2. **Job management**
- **Differentiating between staffing models**
- **Maintaining staffing models**

JOBS & POSITIONS

- **Job profiles**
- **Job profiles and localizations**
- **Job profiles and compensation Grades**
- **Management level hierarchy**
- **Differentiating job profiles, job families, job family group**
- **Creating job profile (Task)**
- **Positions**
- **Managing filled and unfilled positions**
- **Creating positions (Task)**
- **Edit position restrictions and Edit position**

COMPENSATION

- **Compensation Overview**
- **Compensation Components**
- **Compensation Elements**
- **Compensation Plans**
- **Compensation Grades, Grade Profiles and Steps**
- **Compensation Package**
- **Compensation Eligibility Rules**

SECURITY GROUPS

- **Security groups**
- **Security group types**
- **Configurable security**
- **Functional areas, securable items and security policies**

AGENDA FOR MODULE 3

DEFINING BUSINESS PROCESS

- **Business Processes Overview**
- **Supervisory Organizations and Business Processes**
- **Creation of a New Business Process from Scratch**
- **Editing a Business Process**
- **Condition Rules**
- **Adding a Custom Notifications**
- **Copying a Business Process**

TRANSACTIONS IN WORKDAY

- **Creating applicants**
- **Hiring in supervisory organizations**
- **Assigning user-based security groups**
- **Hire into position/job management**
- **Staffing movement**
- **Termination**
- **Move workers and inactivate supervisory organizations**
- **Workday accounts Viewing personal data**
- **Rescinding a Process**
- **Compensation Changes**

RECRUITMENT

- **Recruitment process**
- **Job Requisitions**
- **Job Applications**

TIME AND ABSENCE MANAGEMENT

- **Overview**
- **Time Off Types/Plans**
- **Time Off Calendar**
- **Holiday Calendar**

AGENDA FOR MODULE 4

Reports

- **Data Sources Overview**
- **Business Object**
- **Fields Overview**
- **Report Types**
- **Workday Standard reports**
- **Developing Simple, Advanced Reports.**
- **Sharing Reports**
- **Scheduling reports.**

CALCULATED FIELDS

- **Calculated Field Concepts**
- **System wide vs. Report Specific Calculated Fields**
- **Global Calculated Fields (e.g. Constants)**
- **Available Functions, such as: Date Calculation and Formatting Functions**
- **Arithmetic Calculations**
- **String and Text Functions**
- **True/False Conditions**
- **Evaluate Expression**
- **Lookup related Functions**

EIB (Enterprise Interface Builder)

- **EIB Overview**
- **EIB Limitations.**
- **Developing an Inbound EIB.**
- **Developing a Outbound EIB.**
- **EIB Features.**
- **Loading Customer Transactional Data into Workday using EIB's**

Overview of CORE CONNECTORS and Workday Studio

WHAT DO YOU GET?

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WHAT SHOULD YOU HAVE?

There are no such mandatory requirements for this course. Basic knowledge of Cloud terminology is an add for easy learning of the subject.

Top 3 industries where HCM applications are growing :

- **Information Technology**
- **E-commerce**
- **Automotive Industry**



BOOK NOW



“ Nothing we do is more important than hiring people. At the end of the day, you bet on people, not strategies.

-Lawrence Bossidy”

WHY SHRILEARNING



Accredited Curriculum



**Instructor-Led
Classroom Training**



**One Stop
Training Solution**



**Customized
Hands-on Training**



**Trained Customers from
40+ countries**



**Trusted by
1000+ Corporates**



Meet Instructor: Seema

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