

Workday HCM

Course outline

Module 1: Introduction to Workday HCM

Module 1: Introduction to Workday HCM is an introductory course designed to provide an overview of the Workday Human Capital Management (HCM) system. It covers the basics of the system, including navigation, user roles, and security. It also provides an overview of the core HCM processes, such as hiring, onboarding, and performance management. This module is designed to give learners a comprehensive understanding of the Workday HCM system and how it can be used to manage an organization's human capital.

Lessons

- Overview of Workday HCM
- Understanding the Workday HCM User Interface
- Navigating the Workday HCM System
- Working with Reports and Dashboards
- Configuring Security and Access Controls
- Managing Employee Data
- Understanding the Workday HCM Data Model
- Working with Workday HCM Processes
- Troubleshooting Common Workday HCM Issues
- Best Practices for Workday HCM Administration

After completing this module, students will be able to:

- Understand the basic concepts and terminology of Workday HCM.
- Navigate the Workday HCM user interface.
- Create and manage employee records.
- Utilize the reporting and analytics capabilities of Workday HCM.

Module 2: Core HR and Benefits

Module 2 of the Workday HCM course covers the core HR and Benefits module. It provides an overview of the features and functionality of the Workday HCM system, including how to manage employee data, set up and manage benefits, and use the reporting and analytics tools. It also covers topics such as payroll, time tracking, and compliance.

Lessons

- Understanding the Core HR and Benefits Module in Workday HCM
- Configuring Core HR and Benefits in Workday HCM
- Managing Employee Data in Workday HCM
- Setting Up Benefits in Workday HCM
- Understanding Payroll in Workday HCM
- Managing Employee Benefits in Workday HCM
- Understanding Time and Attendance in Workday HCM
- Understanding Absence Management in Workday HCM
- Understanding Performance Management in Workday HCM
- Understanding Recruiting and Onboarding in Workday HCM

After completing this module, students will be able to:

- Understand the core concepts of Workday HCM and how to navigate the system.
- Utilize the core HR and Benefits modules to manage employee data and benefits.
- Create and maintain employee records, including personal information, job history, and compensation.
- Configure and manage employee benefits, including health insurance, retirement plans, and other employee benefits.

Module 3: Recruiting and Onboarding

Module 3 of the Workday HCM course covers the fundamentals of recruiting and onboarding. It provides an overview of the recruiting process, including job postings, candidate sourcing, interviewing, and selection. It also covers onboarding topics such as onboarding plans, onboarding documents, and onboarding activities. The module also provides an introduction to the Workday Recruiting and Onboarding modules.

Lessons

- Understanding the Recruiting Process
- Creating Job Requisitions
- Sourcing Candidates
- Screening and Interviewing Candidates
- Making an Offer
- Onboarding New Employees
- Setting Up Employee Profiles
- Managing Employee Records
- Understanding Compliance Requirements
- Leveraging Workday for Recruiting and Onboarding

After completing this module, students will be able to:

- Understand the fundamentals of the Workday HCM Recruiting and Onboarding process.
- Utilize the Workday HCM Recruiting and Onboarding tools to create and manage job postings, candidate profiles, and onboarding documents.
- Develop strategies to ensure a successful onboarding experience for new hires.

- Monitor and track the progress of new hires throughout the onboarding process.

Module 4: Talent Management

Module 4 of the Workday HCM course focuses on Talent Management. It covers topics such as recruiting, onboarding, performance management, and succession planning. It also provides an overview of the Workday Talent Management suite of tools and how they can be used to manage and develop an organization's talent.

Lessons

- Understanding the Talent Management Process
- Developing a Talent Management Strategy
- Recruiting and Retaining Talent
- Performance Management and Appraisals
- Succession Planning
- Training and Development
- Employee Engagement
- Compensation and Benefits
- Leveraging Technology for Talent Management
- Measuring Talent Management Success

After completing this module, students will be able to:

- Understand the importance of talent management and its impact on organizational success.
- Develop strategies to identify, recruit, and retain top talent.
- Utilize Workday HCM to create and manage job postings, track applicants, and manage onboarding processes.
- Implement performance management processes to ensure employees are meeting expectations and developing their skills.

Module 5: Time Tracking and Absence Management

Module 5 of the Workday HCM course focuses on Time Tracking and Absence Management. This module covers topics such as setting up time tracking, managing time off requests, tracking absences, and creating absence plans. It also covers how to use the Workday HCM system to track employee time and attendance, as well as how to use the system to manage employee absences.

Lessons

- Understanding Time Tracking and Absence Management in Workday HCM
- Configuring Time Tracking and Absence Management in Workday HCM
- Managing Time Tracking and Absence Management in Workday HCM
- Troubleshooting Time Tracking and Absence Management in Workday HCM
- Reporting on Time Tracking and Absence Management in Workday HCM
- Best Practices for Time Tracking and Absence Management in Workday HCM
- Integrating Time Tracking and Absence Management with Other Workday HCM Modules

- Leveraging Time Tracking and Absence Management for Compliance
- Automating Time Tracking and Absence Management in Workday HCM
- Auditing Time Tracking and Absence Management in Workday HCM

After completing this module, students will be able to:

- Understand the importance of tracking employee time and attendance accurately.
- Utilize Workday HCM to accurately track employee time and attendance.
- Create and manage employee absences in Workday HCM.
- Monitor and report on employee time and attendance data.

Module 6: Payroll and Compensation

Module 6 of the Workday HCM course covers the fundamentals of payroll and compensation. It provides an overview of the payroll and compensation processes, including setting up payroll and compensation plans, calculating payroll, and managing employee compensation. It also covers topics such as payroll taxes, deductions, and garnishments.

Lessons

- Overview of Payroll and Compensation in Workday
- Setting Up Payroll and Compensation in Workday
- Configuring Payroll and Compensation in Workday
- Understanding Payroll and Compensation Calculations in Workday
- Managing Payroll and Compensation in Workday
- Troubleshooting Payroll and Compensation Issues in Workday
- Best Practices for Payroll and Compensation in Workday
- Auditing Payroll and Compensation in Workday
- Reporting on Payroll and Compensation in Workday
- Integrating Payroll and Compensation with Other Systems in Workday

After completing this module, students will be able to:

- Understand the fundamentals of payroll and compensation in Workday HCM.
- Be able to configure and manage payroll and compensation processes in Workday HCM.
- Be able to troubleshoot and resolve payroll and compensation issues in Workday HCM.
- Be able to create and maintain payroll and compensation reports in Workday HCM.

Module 7: Reporting and Analytics

Module 7 of the Workday HCM course focuses on reporting and analytics. It covers topics such as creating reports, analyzing data, and using Workday's reporting tools. It also covers how to use the Workday Studio to create custom reports and dashboards. Finally, it covers how to use the Workday Analytics platform to create powerful insights from your data.

Lessons

- Overview of Workday Reporting and Analytics
- Creating Reports in Workday
- Using Advanced Filters and Calculations in Reports
- Working with Dashboards and Visualizations
- Using Workday Analytics for Data Exploration
- Creating Custom Reports with Workday Studio
- Integrating Workday Reports with External Systems
- Best Practices for Workday Reporting and Analytics

After completing this module, students will be able to:

- Understand the different types of reporting and analytics available in Workday HCM.
- Create custom reports and dashboards to track and analyze data.
- Utilize Workday HCM's reporting and analytics tools to identify trends and insights.
- Develop strategies to improve organizational performance based on data analysis.

Module 8: Security and Access Control

Module 8 of the Workday HCM course covers the fundamentals of security and access control. It provides an overview of the different types of security and access control available in Workday, as well as how to set up and manage security and access control for users. It also covers topics such as user roles, security groups, and access control policies.

Lessons

- Understanding Security and Access Control in Workday HCM
- Configuring Security and Access Control in Workday HCM
- Managing Security and Access Control in Workday HCM
- Troubleshooting Security and Access Control in Workday HCM
- Auditing Security and Access Control in Workday HCM
- Best Practices for Security and Access Control in Workday HCM
- Implementing Security and Access Control in Workday HCM
- Security and Access Control Reports in Workday HCM
- Security and Access Control Policies in Workday HCM
- Security and Access Control Roles in Workday HCM

After completing this module, students will be able to:

- Understand the different types of security roles and access control settings in Workday HCM.
- Implement security roles and access control settings to ensure data security and privacy.
- Monitor and audit security roles and access control settings to ensure compliance with organizational policies.
- Troubleshoot and resolve security and access control issues in Workday HCM.

Module 9: System Administration and Maintenance

Module 9 of the Workday HCM course covers the fundamentals of system administration and maintenance. It provides an overview of the system architecture, security, and data management, as well as how to troubleshoot and maintain the system. It also covers topics such as system configuration, system monitoring, and system upgrades.

Lessons

- Overview of System Administration and Maintenance
- System Security and Access Controls
- System Performance Monitoring and Tuning
- System Backup and Recovery
- System Troubleshooting and Problem Resolution
- System Upgrades and Patches
- System Monitoring and Alerts
- System Automation and Scheduling
- System Documentation and Change Management
- System Disaster Recovery Planning

After completing this module, students will be able to:

- Understand the fundamentals of system administration and maintenance for Workday HCM.
- Configure and maintain user accounts, roles, and security settings.
- Troubleshoot and resolve system issues.
- Monitor system performance and optimize system resources.

Module 10: Troubleshooting and Support

Module 10 of the Workday HCM course provides an overview of troubleshooting and support techniques for Workday HCM. It covers topics such as identifying and resolving common issues, understanding the Workday HCM support process, and using the Workday HCM support tools. It also provides guidance on how to effectively communicate with Workday HCM support teams.

Lessons

- Identifying and Resolving Common Issues in Workday HCM
- Troubleshooting Workday HCM Security Issues
- Understanding Workday HCM Support Resources
- Best Practices for Troubleshooting Workday HCM
- Analyzing and Resolving Workday HCM Performance Issues
- Troubleshooting Workday HCM Data Integrity Issues
- Understanding Workday HCM Error Messages
- Troubleshooting Workday HCM Integration Issues
- Troubleshooting Workday HCM Reporting Issues
- Troubleshooting Workday HCM Configuration Issues

After completing this module, students will be able to:

- Identify and resolve common Workday HCM issues.
- Utilize Workday HCM support resources to troubleshoot and resolve customer inquiries.
- Analyze customer data to identify root causes of Workday HCM issues.
- Develop and implement strategies to prevent future Workday HCM issues.