

# WORKDAY HCM FUNDAMENTALS PLUS TIME AND ABSENCE – 50 HOURS

## *Workday Core HCM*

1. **Core Concepts and Organizations (12 hours)**
  - Introduction to Workday
  - Overview of Workday
  - Navigation Basics
  - Organizations in Workday
  - Creating and Managing Supervisory Organizations
  - Additional Organizational Types
  - Organization Hierarchy and Reorganization
  - Location and Location Hierarchies
2. **Staffing Models (10 hours)**
  - Introduction to Staffing Models
  - Job Profiles, Job Classification Groups, and Job Families
  - Defining Job Families and Job Family Groups
  - Creating Positions and Job Requisitions
3. **Security (10 hours)**
  - Introduction to Workday Security
  - Security Overview, Types, and Processes
  - Security Groups and Configuration
4. **Business Processes and Functional Areas (8 hours)**
  - Configuring and Maintaining Business Processes
  - Functional Areas Overview
5. **Workday Transactions: Pre-Hire, Hire, and Termination (10 hours)**
  - Handling Workday Transactions
  - Managing Lifecycle Events

## *Workday Time and Absence Management (16 hours)*

- Introduction to Time and Absence
  - Absence Management Concepts
  - Setting Up Absence Policies
  - Creating and Managing Time-Off Plans
  - Dashboards and Reports
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# WORKDAY TECHNICAL – REPORTS (20 HOURS)

1. **Introduction to Workday Reporting (8 hours)**
  - Basics of Workday Reporting
  - Standard and Advanced Reports
  - Creating Custom Reports
2. **Calculated Fields (6 hours)**
  - Overview of Calculated Fields
  - Field Types and Usage
  - Creating and Using Complex Calculations

### 3. **Dashboards and Analytics (6 hours)**

- Building Dashboards
  - Embedding Analytics
  - Using Worklets for Reporting
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## **WORKDAY STUDIO – 15 HOURS**

### *Integration with Advanced Workday Studio*

1. **Workday Studio Overview (5 hours)**
    - Integration Architecture Overview
    - Workday Studio Runtime Architecture
    - Installing and Using Workday Studio
  2. **EIB (Enterprise Interface Builder) (5 hours)**
    - Outbound and Inbound EIBs
    - Features and Building EIB Integrations
    - Creating and Launching Integrations
  3. **Core Connectors and Assemblies (5 hours)**
    - Core Connector Worker
    - Integration Attributes and Field Overrides
    - Integration System Configuration
    - Privacy and Security in Integrations
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## **MODULE WISE BREAKDOWN**

### **WORKDAY HCM FUNDAMENTALS PLUS TIME AND ABSENCE**

- **Total Duration:** 50 Hours
- **Theory Percentage:** 30%
- **Hands-on Experience / Lab Percentage:** 70%
- **Module Total Percentage:** 100%

### **WORKDAY TECHNICAL - REPORTS**

- **Total Duration:** 20 Hours
- **Theory Percentage:** 30%
- **Hands-on Experience / Lab Percentage:** 70%
- **Module Total Percentage:** 100%

### **WORKDAY STUDIO**

- **Total Duration:** 15 Hours
- **Theory Percentage:** 40%
- **Hands-on Experience / Lab Percentage:** 60%
- **Module Total Percentage:** 100%

