

WORKDAY HCM

Course Curriculum

Chapter 1: CORE CONCEPTS AND NAVIGATION BASICS

1. Overview
2. Core Concepts
3. Business Objects
4. Worklets
5. Basic and Additional navigations

Chapter 2: ORGANIZATIONS IN WORKDAY

1. Organization types
2. Supervisory organizations
3. Reorganization
4. Setup of supervisory org structure
5. Managing supervisory organization
 - a. Creating subordinate organization
 - b. Dividing a supervisory organization
6. Additional org types
 - a. Company Creation
 - b. Cost Center Organization
 - c. Location
 - d. Location Hierarchy
 - e. Region
 - f. Region Hierarchy
7. Organization hierarchies
8. Organizational assignments on supervisory org

9. Organizational reports

Chapter 3: STAFFING MODELS

1. Types of staffing models
2. Configuring individual staffing model
3. Hiring restrictions
 - a. Position management
 - b. Job management
4. Differentiating between staffing models
5. Maintaining staffing models

Chapter 4: JOBS & POSITIONS

1. Job profiles
2. Job profiles and localizations
3. Job profiles and compensation Grades
4. Management level hierarchy
5. Differentiating job profiles, job families, job family group
6. Creating job profile (Task)
7. Positions
8. Managing filled and unfilled positions
9. Creating positions (Task)
10. Edit position restrictions and Edit position

Chapter 5: COMPENSATION

1. Compensation Overview
2. Compensation Components
3. Compensation Elements
4. Compensation Plans
5. Compensation Grades, Grade Profiles and Steps

- 6. Compensation Package
- 7. Compensation Eligibility Rules

Chapter 6: SECURITY GROUPS

- 1. Configurable Security Basics
- 2. Set Up Considerations: Configurable Security
- 3. Security by Functional Area
- 4. Security Policy: Domain and Business Process Policies
- 5. Security Groups
- 6. Set up Security Permissions
- 7. Practice Exercise
- 8. Troubleshooting Security Issues

Chapter 7: DEFINING BUSINESS PROCESS

- 1. Business Processes Overview
- 2. Navigating to a Business Process Definition
- 3. Supervisory Organizations and Business Processes
- 4. Creation of a New Business Process from Scratch
- 5. Editing a Business Process
- 6. Condition Rules
- 7. Adding a Custom Notifications
- 8. Copying a Business Process

Chapter 8: Basic Workday Reporting

