

# Workday HCM Course Syllabus

## Chapter: 1 – Core Concepts and Navigation Basics

- ☒ Core Concept Overview
- ☒ Basic Navigation
- ☒ Business Objects
- ☒ Landing Pages
- ☒ Additional Navigation Topics
- ☒ Tenant Setup

## Chapter: 2 – Organizations in workday

- ☒ Organization types
- ☒ Supervisory Organisations
- ☒ Reorganisation
- ☒ 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

## Chapter: 3 – Staffing Models

- ☒ Staffing Models
- ☒ Hiring Restrictions
- ☒ Differentiating Staffing Models
- ☒ Maintain Staffing Models

## Chapter: 4 – Jobs and Positions

- ☒ Job Profiles
- ☒ Differentiating Job profiles, Job families, Job family groups
- ☒ Creating Positions and Jobs
- ☒ Job Requisitions
- ☒ Managing Filled and Unfilled Positions and Jobs

## Chapter: 5 – Compensation

- ☒ Compensation Overview
- ☒ Compensation Eligibility Rules
- ☒ Compensation Elements
- ☒ Compensation Grades
- ☒ Compensation Plans
- ☒ Compensation Events
- ☒ Compensation Reports

## Chapter: 6 – Hiring Workers

- ☒ Hiring and Supervisory Organizations
- ☒ Hire Process
- ☒ Hire into a Position Management Organization
- ☒ Hire into a Job Management Organization

## Chapter: 7 – Security

- ☒ Configurable Security
- ☒ Configurable Security Framework

- ☒ Security Policies
- ☒ Security Groups
- ☒ User Based Security Groups
- ☒ Role Based Security Groups
- ☒ Security Reports

## Chapter: 8 – Business Process

- ☒ Business Process Framework
- ☒ Business Process Definition
- ☒ Business Processes and Subprocesses
- ☒ Editing Business Processes
- ☒ Business Process Step Configuration
- ☒ Business Process Notifications

## Chapter: 9 – Additional Staffing Transactions

- ☒ Contracting Contingent Workers
- ☒ Staffing Movement
- ☒ Position Swap
- ☒ Switch Primary Job
- ☒ Termination
- ☒ Job Overlap
- ☒ Staffing Reports

## Chapter: 10 – Event Management

- ☒ Finding an Event
- ☒ Request Delegation Change
- ☒ Cancel and Rescind Business Process
- ☒ Correct Business Process
- ☒ Managing Supervisory Organizations

## Chapter: 11 – Reporting and Custom Fields

- ☒ Report Writer
- ☒ Report Writer Navigation
- ☒ Standard Reports
- ☒ Custom Reports
- ☒ Scheduling Reports
- ☒ Configurable Alerts
- ☒ Worker Trending Reports
- ☒ Custom Fields

## Chapter: 12 – Self Service

- ☒ Workday Accounts
- ☒ Employee Self Service
- ☒ Worker Profile
- ☒ Onboarding
- ☒ Manager Self-Service

## Chapter: 13 – Workday Mobile

- ☒ Objectives
- ☒ Inbox
- ☒ Analytics
- ☒ Mobile Notifications
- ☒ Setup
- ☒ Workday Mobile Solutions Features

## Chapter: 14 – Overview of Integrations

- ☒ Workday Web Services API
- ☒ Workday Integration Tools
- ☒ Integration Cloud Platform
- ☒ Custom Integrations
- ☒ High Volume Events

Course Duration

40 Hours

Course Fee

30,000/-INR

Additional-5,000/-INR

(Tenant)

Trainer – Trinadh.Chivukula