

# **WORKDAY HCM COURSE CONTENT**

## **WORKDAY HCM FUNCTIONAL COURSE CONTENT**

### **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. Matrix Organization
  - b. Company Creation
  - c. Cost Center Organization
  - d. Location
  - e. Location Hierarchy
  - f. Region
  - g. 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. Security groups
2. Security group types
3. Configurable security
4. Functional areas, securable items and security policies

## **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: TRANSACTIONS IN WORKDAY**

1. Creating applicants
2. Hiring in supervisory organizations
3. Assigning user-based security groups
4. Hire into position/job management
5. Staffing movement
6. Termination
7. Mover workers and inactivate supervisory organizations
8. Workday accounts Viewing personal data
9. Rescinding a Process
10. Compensation Changes

### Additional Functional Topics:

## **Chapter 9: RECRUITMENT**

1. Recruitment process
2. Job Requisitions
3. Job Applications
4. Questionnaires
5. Posting templates
6. Offer templates
7. Career sites

## **Chapter 10: TIME AND ABSENCE MANAGEMENT**

1. Time Calculations
2. Time Calculation groups
3. Time Calculation eligibilities
4. Time Tags
5. All Time Calculations
6. Time Tracking Templates
7. Time offs
8. Time Off Types/Plans
9. Time Off Calendar
10. Holiday Calendar

## **WORKDAY HCM TECHNICAL COURSE CONTENT**

### **Chapter 11: Reports**

1. Data Sources Overview
2. Business Object
3. Fields Overview
4. Report Writer Overview
5. Report Types
6. Workday Standard reports
7. Developing Simple, Advanced, Search bar, Matrix Reports.
8. Advance field calculations
9. Custom report Types
10. Sharing Reports
11. Scheduling reports.

### **Chapter 12: CALCULATED FIELDS**

1. Calculated Field Concepts
2. System wide vs. Report Specific Calculated Fields
3. Global Calculated Fields (e.g. Constants)
4. Calculated Field Dependencies
5. Available Functions, such as: Date Calculation and Formatting Functions
6. Arithmetic Calculations
7. String and Text Functions
8. True/False Conditions
9. Evaluate Expression
10. Lookup related Functions
11. Functions that access Related Business Objects

### **Chapter 13: EIB (Enterprise Interface Builder)**

1. EIB Overview
2. EIB Design Pattern Workday HCM Course Content
3. EIB Limitations.
4. Workday Public Web services overview.
5. Workday Reports-as-a-Service
6. Developing an Inbound EIB.
7. Developing a Outbound EIB.
8. Custom Report Transformation.
9. EIB Features.
10. Loading Customer Transactional Data into Workday using EIB's

## **Chapter 14: CORE CONNECTORS**

1. Overview
2. Architecture
3. Core Connector: Worker
4. Integration System Services
5. Integration System Field Attributes & Field Overrides
6. Integration Maps
7. Transaction Log
8. Integration System Integration Attributes & Sequence Generators
9. Integration Business Process
10. Launching Integrations
11. Overview of Document Transformation
12. Workday Studio Overview

## **Chapter 15: Interview Discussion**

11. Resume Guidance
12. Interview Tips
13. Mock Interview session

Workday Configuration Consultant  
Workday Support Consultant  
Workday Config Enhancement Consultant  
Workday Security Admin  
Workday Integration consultant  
Workday Reporting Specialist  
Workday Compensation Specialist  
Workday Time and Absence Specialist

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