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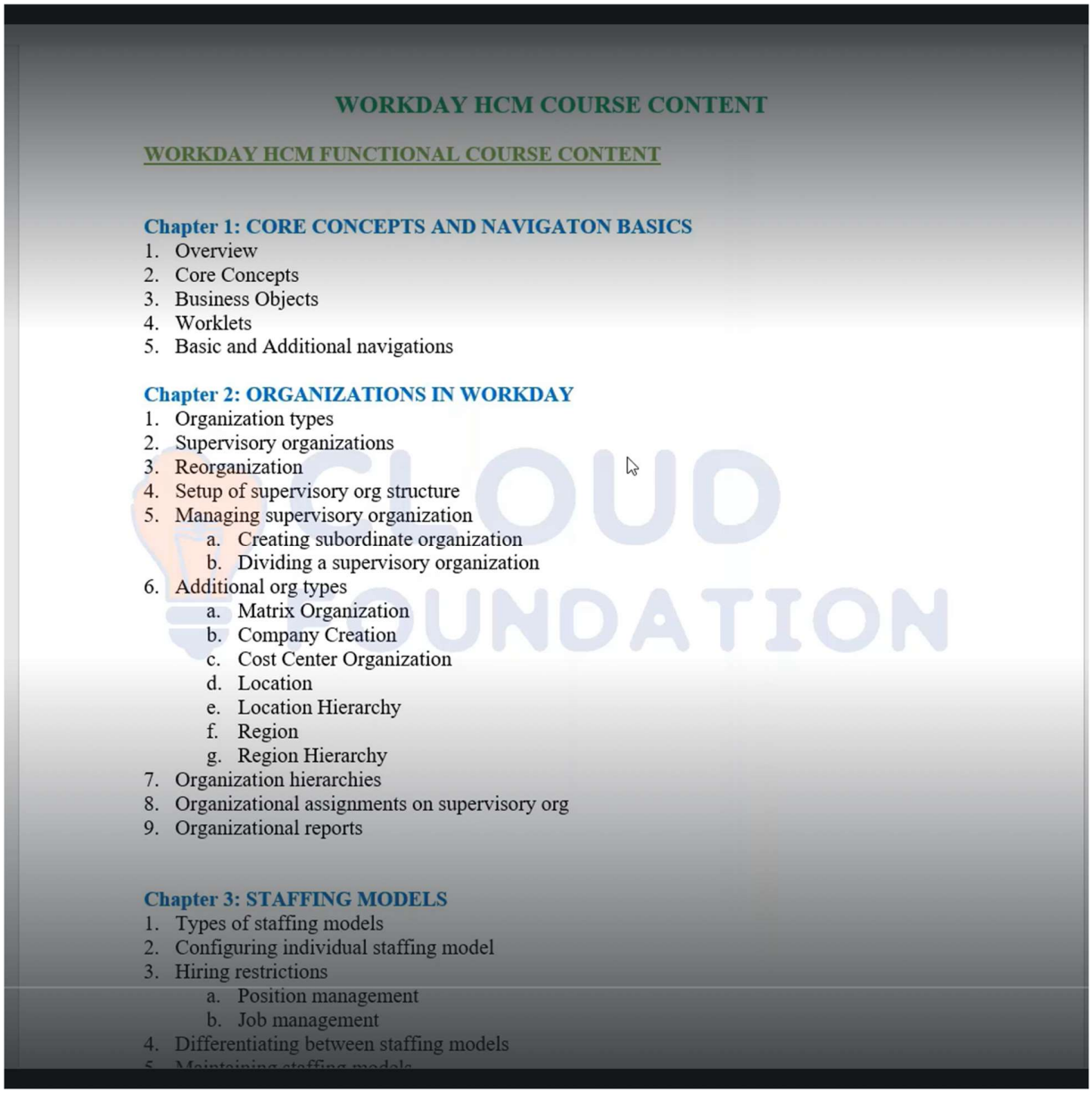

WORKDAY HCM COURSE CONTENT

WORKDAY HCM FUNCTIONAL COURSE CONTENT

Chapter 1: CORE CONCEPTS AND NAVIGATON 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

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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

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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 OVERVIEW

Chapter 10: TIME AND ABSENCE MANAGEMANT OVERVIEW

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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 an Outbound EIB.
8. Custom Report Transformation.
9. EIB Features.
10. Loading Customer Transactional Data into Workday using EIB's

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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

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