

# **Workday HCM Core (Functional) Course Content**

## **Chapter 1 – Core Concepts and Navigation Basics**

1. Core Concepts
2. Business Objects
3. Custom labels
4. Basic navigation

## **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
7. Organization hierarchies
8. Organization 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. Headcount management
  - c. 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. Creating position and headcount groups
8. Managing filled and unfilled position and headcount groups
9. Creating positions (Task)
10. Edit position restrictions and Edit position
11. Close position vs managing a hiring freeze

## Chapter 5 – Compensation

1. Compensation Overview
2. Compensation Components
3. Compensation Elements
4. Compensation Plans
  - a. Salary,
  - b. Hourly, Allowance,
  - c. One Time Payment, Merit, Bonus.
  
5. Compensation Grades, Grade Profiles and Steps
6. Compensation Package 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 Processes

1. Business Processes Overview
2. Navigating to a Business Process Definition
3. Supervisory Organizations and Business Processes
4. Editing a Business Process
5. Condition Rules
  
6. Adding a Notification
7. 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/headcount management
5. Staffing movement
6. Termination
7. Request delegation, rescind
8. Mover workers and inactivate supervisory organizations
9. Workday accounts Viewing personal data

Get Trained. Get Certified.

**Workday Integration(Technical)CourseContent**

## Reports

1. Report Writer Overview
2. Report Types
3. Standard report
4. *Developing Simple, Advanced Reports.*
5. Advance field calculations
6. Custom report Types
7. Sharing Reports
8. Data sources
9. Business Object
10. *Scheduling reports.*

## 11. How RW works

### 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:
6. Date Calculation and Formatting Functions
7. String and Text Functions
8. True/False Conditions
9. Evaluate Expression
10. Lookup Functions to leverage hierarchies
11. Functions that access Related Business Objects
12. Lookup Value as of Date
13. Arithmetic Calculations
14. Key Reports & Resources



### Core Connectors:

- Get Trained. Get Certified.
1. Integration Architecture Overview
  2. Integration cloud Connect.
  3. Integration System templates.
  4. Core Connector: Worker.
  5. Integration Services in Core connector.
  6. Change Deduction Procedure in Core Connectors.
  7. Integration business Process.

### EIB:

1. EIB Overview
2. EIB Design Pattern



3. *EIB Limitations.*
4. *Workday Public Webservices 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.*

## **Workday Studio**

1. *Introducing Workday Studio*
2. *Workday Studio Install*
3. *Workday Studio Navigation Tips*
4. *Studio Runtime Architecture*
5. *Features and Navigation of Workday Studio*
6. *Workday Studio Assemblies (integration systems) Components*
7. *Basic Flow of Control Between Assembly Components*
8. *Basics of Web Services, XSLT, and MVEL in Workday Studio.*