



Workday HCM Core(Functional)CourseContent

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*

Chapter 9– Reports

- *Report Writer*
- *Report Types*
- *Standard report*
- *Custom report*
- *Custom report Types*
- *Sharing Reports*
- *Data sources*
- *Business Object*
- *How RW works*

Chapter 10 – iLoads (Concept)

1. *iLoads*
 - a. *Data push*
 - b. *Data extraction*
2. *Kinds of data load*
 - a. *Foundation*
 - b. *b. Master*
3. *Implementation suites*
4. *Implementation areas*
5. *Implementation tasks*