

# Workday Quick Facts: Understanding your Learning Path



## What is a Learning Path?

A learning path is the ability to apply your job role to our Workday learning categories. This information will allow you to better identify with what training you will need.

### STEP 1: ALL EMPLOYEES COMPLETE CORE CATEGORIES:

These courses are designed to provide the foundation for all employees

- **Workday Essentials**
- **Workday Pay & Absence**
- **Workday Learning**

### STEP 2: KNOW YOUR ROLE & COMPLETE YOUR CATEGORIES.

If you are a non-exempt employee:  
**Workday Time Tracking**

If you are a manager or supervisor:  
**Workday For Managers**

*TIP: Users may view the business process tasks associated with each Workday category from our training catalog to learn Workday functionality.*

### STEP 3: DETERMINE YOUR SPECIALTY.

- What functional area do you currently work in? (i.e., finance, HR, etc.)
- What business process tasks do you perform?

### WHAT'S NEXT?

Stay tuned for more information with the release of our Training Catalog and Training Calendar in April 2022.

This information will include:

- how to access on-demand training materials
- registration information for training sessions
- webcourse enrollment details
- coursework descriptions

### WORKDAY:

- **Recruiting, Hiring & Onboarding**
- **Staffing & Compensation**
- **Expenses**
- **Procurement**
- **Finance**
- **Grants**
- **Reporting**
- **Endowments**
- **Academic Affairs**



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