Our Workday Training Catalog serves as a repository of all **job aids and video demos** created to assist end-user navigation in Workday. Although all training materials are viewable from this catalog, end-user functionality in Workday is based on security roles determined by job roles and responsibilities.

All webcourses will be released on the same date as their Workday categories. See course codes in catalog below and register in MyUCF.

Workday is now live as of July 1, 2022.
All job aids and video demos have been placed in Workday as "Help Articles" and are accessible using the Help application or Workday search box.

Getting Started in Workday (By Role)

a. All UCF Employees (Employee Self-Service)

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Workday Essentials (Getting Started) Register for WDY100 - "Workday Essentials" webcourse option.	Materials review employee self-service functionality in Workday, which includes a basic overview of the Workday system.	Use Tools and Navigation Workday Search Use Your Inbox Set Up Account Preferences Installing Workday Mobile Identify Your Place in the Organization Workday Accessibility Notification Preferences	30 mins.
Workday Pay & Absence	Materials review navigation of the Pay Application, including how to change W-4 withholding elections, manage payroll options, how to request time off and view/print paystubs.	Change W-4 Withholding Elections Manage Payroll Options Manage Your Time Off	10 mins.
Workday Learning	Materials review how to enroll in a course and manage course enrollment from the Learning application.	Enroll and Drop a Course	5 mins.

b. All Non-Exempt Employees

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Workday Essentials (Getting Started)	Materials review employee self-service functionality in Workday, which includes a basic	Use Tools and Navigation Workday Search Use Your Inbox Set Up Account Preferences	30 mins.

Register Now for WDY100 - "Workday Essentials" webcourse option.	overview of the Workday system.	Installing Workday Mobile Identify Your Place in the Organization Workday Accessibility Notification Preferences	
Workday Time Tracking (Clock In/Clock Out)	Materials review the Time Application, enter time, submit time and mobile time entry.	Enter Time Worked How to Manage your Time	5 mins.
Workday Pay & Absence	Materials review navigation of the Pay Application, including how to change W-4 withholding elections, manage payroll options, how to request time off and view/print paystubs.	Change W-4 Withholding Elections Manage Payroll Options Manage Your Time Off	10 mins.
Workday Learning	Materials review how to enroll in a course and manage course enrollment from the Learning application.	Enroll and Drop a Course	5 mins.

c.   All Managers & Supervisors

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Workday Essentials (Getting Started) Register Now for WDY100 - "Workday Essentials" webcourse option.	Materials review employee self-service functionality in Workday, which includes a basic overview of the Workday system.	Use Tools and Navigation Workday Search Use Your Inbox Set Up Account Preferences Installing Workday Mobile Identify Your Place in the Organization Workday Accessibility Notification Preferences	30 mins.
Workday for Managers Register Now for WDY101 - "Workday for Managers" webcourse option.	Materials review additional navigational tools for managers.	Additional Navigation for Managers Use Dashboards Start a Job Requisition for Employees View Team Compensation Manage Team's Time Manage Team's Absence Delegate Tasks	20 mins.
Workday Pay & Absence	Materials review how to navigate the Pay Application, including how to change W-4 withholding elections, manage payroll options, how to request time off and view/print paystubs.	Change W-4 Withholding Elections Manage Payroll Options Manage Your Time Off	10 mins.
Workday Learning	Materials review how to enroll in a course and manage course	Enroll and Drop a Course	5 mins.

	enrollment from the Learning application.		

d. Faculty

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Workday Academic Affairs - General Academic Self-Service	Materials review how to navigate academic appointment profile and review/sign faculty agreements.	Navigate Academic Appt Profile Review/Sign Faculty Agreements	10 mins.
Workday Essentials (Getting Started) Register Now for WDY100 - "Workday Essentials" webcourse option.	Materials review employee self-service functionality in Workday, which includes a basic overview of the Workday system.	Use Tools and Navigation Workday Search Use Your Inbox Set Up Account Preferences Installing Workday Mobile Identify Your Place in the Organization Workday Accessibility Notification Preferences	30 mins.
Workday Pay & Absence	Materials review how to navigate the Pay Application, including how to change W-4 withholding elections, manage payroll options, how to request time off and view/print paystubs.	Change W-4 Withholding Elections Manage Payroll Options Manage Your Time Off	10 mins.
Workday Learning	Materials review how to navigate the Learning application, include how to enroll and drop a course.	Enroll and Drop a Course	5 mins.

Specialty Areas in Workday

a. Academic Affairs

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
General Academic Self-Service	Materials review how to navigate academic appointment profile and review/sign faculty agreements.	Navigate Academic Appt Profile Review/Sign Faculty Agreements	10 mins.
Academic Info Management	Materials review how to manage (edit) academic appointment information within Workday.	Manage Academic Appts Manage Professorships Manage Academic Dashboard	20 mins.

b. **Reporting Basics**

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Reporting Basics	Materials review how to access, generate and manage reports in Workday.	Generate Reports Access Dashboards View a Report in Workday	10 mins

c. **Finance**

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Accounting Basics Register Now for WDY200 - "Finance Accounting Basics" webcourse option.	Materials review the Foundation Data Model works and accounting basics in Workday.	About the Foundation Data Model Create Accounting Journals Create Accounting Adjustments How to Check Budget in Workday Create Asset Request Create Payroll Accounting Adjustments Import Accounting EIB Journal into Workday	35 mins.
Banking & Settlements	Materials review banking payments, transactions, settlements and cash forecast reports.	Manage Ad Hoc Banking Transactions Bank Account Reconciliation Processing Manage Ad Hoc Payments ACH Payment Returns Escheatable Payment Manage Payment Settlement	45 mins.
Customer Accounts	Materials review how to manage customer accounts including invoices, sales and payments and internal service delivery.	Manage Cash Sales Manage Customer Invoices & Payments Customer Overpayment Manage Internal Service Provider Create Internal Service Delivery Record a Cash Sale	40 mins.
Customer Contracts	Materials review how to manage customer contracts including creating, amending and billing.	Manage Customer Contracts & Billing Schedules	30 mins
Budgets	Materials review creating position budgets including compensation, fringe and reporting.	Create & Amend Position Budgets	35 mins

d. **Procurement**

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
General Procurement Register Now for WDY201 - "General Procurement" webcourse option.	Material reviews basic procurement functionality in Workday.	Create and Manage Purchase Requisitions Create and Manage Receipts Verify Procurement Card Transactions Create a Supplier Invoice Request	20 mins
Procurement Management	Materials review how to manage purchase orders, changes to purchase requisitions and receipt accruals.	Manage Purchase Requisitions Manage Purchase Orders Manage Change Orders Approve Purchase Requisitions Manage Supplier Contracts	25 mins.
Suppliers	Materials review how to create suppliers and manage supplier information in Workday.	Prospective Supplier Portal Create Remit-To/Order-From Connections Create Supplier Change Approve Suppliers Submitted via Create Supplier Request	45 mins
Supplier Accounts	Materials review how to create and manage payments to suppliers (supplier invoices) in Workday.	Create/Manage Supplier Invoices Supplier Invoice Adjustments NRA Supplier Paid with an Expense Card Review/Approve Supplier Invoice Request Supplier Invoice with Self-Assessed Tax	45 mins

e. **Expenses**

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Expenses Basics Register Now for WDY202 - "Expenses in Workday" webcourse option.	Materials review how to request approval and seek reimbursement for travel in Workday.	Create a Spend Authorization Create an Expense Report Enter and Submit Expense Report – Mobile Group Travel Spend Authorization Changing a Spend Authorization	25 mins
Managing Expenses	Materials review how to manage expense reports and spend authorizations in Workday.	Manage Expenses and Spend Authorizations Create Petty Cash Accounts	30 mins.

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
		Review/Approve Spend Authorizations & Expense Reports	
Expenses in Business Centers	Materials review how to prepare expense reports and spend authorizations on behalf of others. These functions will be performed by individuals in the Finance Business Centers and kNEXT.	Create Expense Report on Behalf of Worker Create Expense Report on Behalf of a Non-Worker Create Spend Authorization Behalf of a Worker Create Spend Authorization on Behalf of a Non-Worker Create Supplier Invoice for NRA Student Create Supplier Invoice for NRA Supplier NRA Supplier Paid with an Expense Card Return Cash Advance	40 mins.

f. Recruiting, Hiring & Onboarding

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Recruiting	Materials review how to navigate recruitment tasks in Workday.	Create a Position Create and Manage Job Requisitions Manage Candidates Schedule Candidate Interviews Creating Supplemental Questionnaires Job Requisition Approval & Post Job Student Employment Job Requisition Approval & Post Job Contract Contingent Worker	45 mins
Hiring & Onboarding	Materials review hiring management and onboarding tasks in Workday.	Direct Hire an Employee – Hourly Student Direct Hire an Employee – Adjuncts Direct Hire an Employee – Graduate Assistantship Direct Hire an Employee – Resident Assistants Direct Hire an Employee – Federal Workstudy Student Add Additional Job – Adjuncts/GAs Add Additional Job – OPS Hourly Student Add Additional Job – Dual Compensation Review Onboarding Summary Status	45 mins.

		Complete Background Check Complete Foreign Influence Check Complete I-9 Form Direct Hire - PageUp Candidate	

g. Staffing & Compensation

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Staffing Basics	Materials review how to manage basic staffing functionality in Workday.	End Job – Multiple Jobs End Job – One Job Manage Employee Job Changes Manage Contingent Worker Job Changes Manage Probation Period Job Change – Job Details Direct Hire and Employee – Resident Assistant Job Change – Renew Post-Doc Appt (USPS)	50 mins
Compensation	Materials review how to manage the Compensation application in Workday.	Manage Team Compensation Manage Period Activity Pay – Summer 9-month faculty Pay Rate Change – Line Employee Pay Rate Change – OPS Hourly Employee Pay Rate Change – Temporary Increase Default Compensation Change Period Activity Pay	55 mins.

h. Grants

Category Name	Category Description	Included Business Process Tasks	Estimated Duration
Grants Management - Accounting & Billing	Materials review how to draw funds using processing award costs at settlement.	Reprocess Award Costs Processing Create a Manual Invoice for Grants Manage Letter Credit of Draw	25 mins.
Grants Management - Awards Setup & Amendments	Materials review how to create awards with business rules, terms and conditions, creating award billing schedules.	Complete Award Setup in Workday Create Billing Schedule-Cost Reimbursements Create Billing Schedule-Fixed Amounts Add a Grant to a Billing Schedule	40 mins

Grants Management - Creating Sponsors and Contacts	Materials review how to create sponsors and contracts.	Create Sponsors & Contracts	35 mins