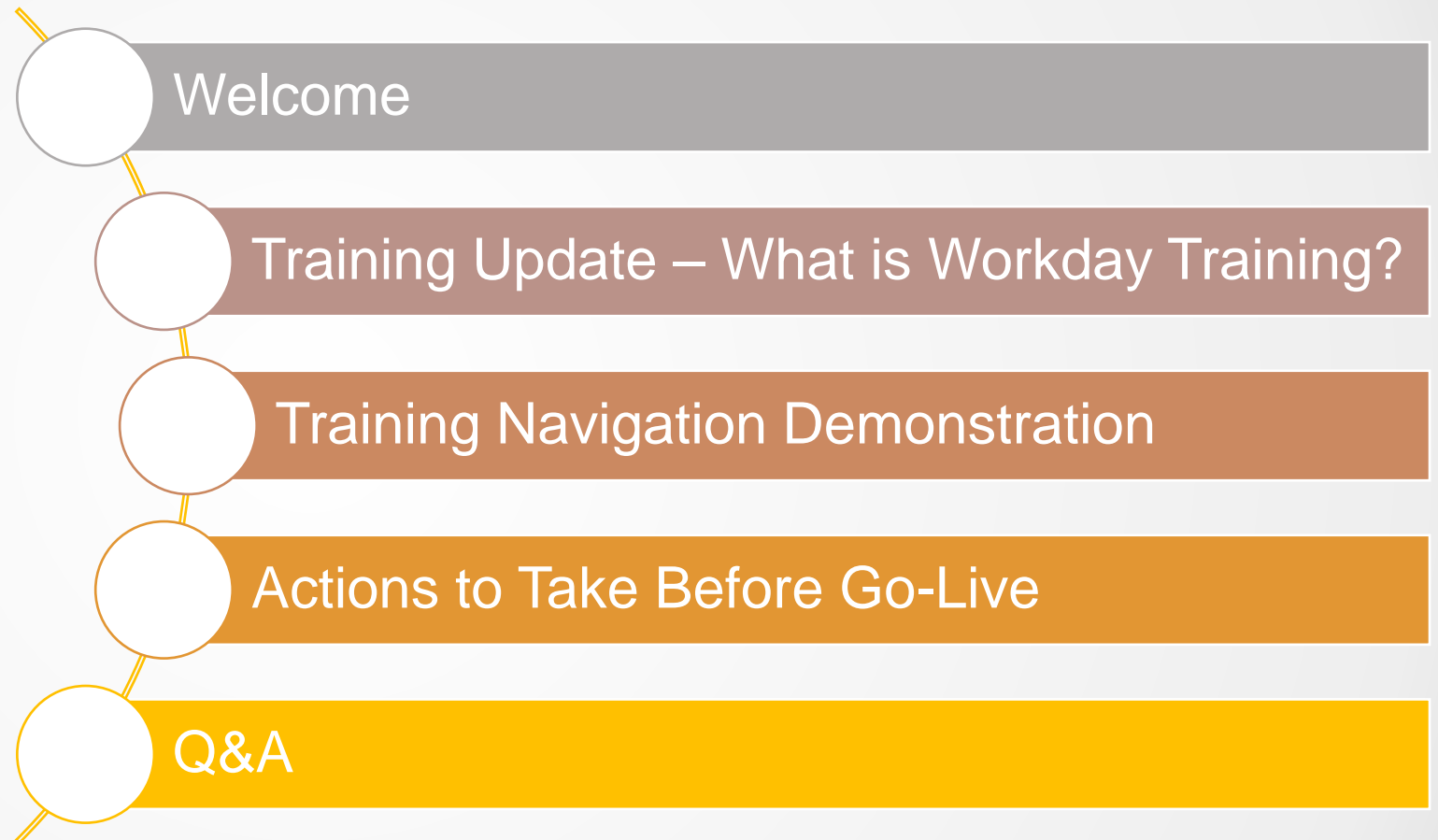


Workday Community Information Session 5/19/22



Agenda

- 
- Welcome
 - Training Update – What is Workday Training?
 - Training Navigation Demonstration
 - Actions to Take Before Go-Live
 - Q&A

Training Update

Workday Training is Now Live!

- ✓ View our **Workday Training Catalog** to access job aids and demos. See release dates for all materials.
- ✓ Leverage our **Helpful Handouts** as a learning resource.
- ✓ View available sessions for May on our **Workday Training Calendar**.
- ✓ Register for our newly released **Workday webcourses**.



Understanding your Learning Path

A **Learning Path** is the ability to align your job role to our Workday learning categories. This information will allow you to better identify with which training you will need.

ACTION STEPS TO TAKE:

- **STEP ONE: Complete Core Categories** that provides a foundational understanding for all UCF employees.
- **STEP TWO: Know your Role.**
 - Are you a non-exempt employee?
 - Are you a manager or supervisor?
- **STEP THREE: Determine your Specialty.**
 - What functional area do you work in?
 - Are there specific business process tasks you perform?



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 (FACULTY + STAFF) 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.

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

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?

WORKDAY:

- [Recruiting, Hiring & Onboarding](#)
- [Staffing & Compensation](#)
- [Expenses](#)
- [Procurement](#)
- [Finance](#)
- [Grants](#)
- [Reporting](#)
- [Endowments](#)
- [Academic Affairs](#)

Training Release Plan

Workday training is here! All training materials will follow a roll-release schedule to provide support and enable knowledge retention.

***Includes: All on-demand materials (job aids/demos); webcourses; live training sessions (support labs/ILT)**

May 2 – May 13

- May 2: Workday Essentials, Pay & Absence, Time Tracking, Learning, Benefits UCFAA, Workday for Managers (WDY 100 & 101)
- May 9: Workday Academic Affairs, Workday Reporting Basics

May 16 – May 23

- May 16: Workday Finance, Workday Procurement - Basics (WDY 200 & 201)
- May 23: Workday Finance, Workday Procurement, Workday Expenses – FULL (WDY 202)

June 1 – June 30

- June 1: Workday Recruiting, Workday Staffing & Compensation
- June 6: Workday Grants, Workday Endowments
- June 13 – June 30: Drop-in Labs, Filler sessions (extra instruction)

ONGOING SUPPORT LABS

New! Workday Playground

This is an opportunity to practice Workday with access to our Workday Training Environment. These sessions allow users to drop-in, access and practice business process steps in Workday by using existing job aids and video demos (on-demand materials) that have been released.

- ✓ **Access** to Workday University training environment (sandbox).
- ✓ **Drop-in** and independently practice in Workday.
- ✓ **Sessions** offered either virtual or in-person.
- ✓ **Learn more** in our Workday Training Calendar.
- ✓ **Register** in MyUCF.

You can find upcoming Workday Playground sessions here:
<https://events.ucf.edu/calendar/6745/workday-training-calendar/>



About On-Demand/Self-Driven Training



Direct Access to SharePoint folder from **Workday Training Catalog** (NID login required)



Consists of **Job Aids (step-by-step)** and **Video Demos**. Some webcourse options will be available by registering on MyUCF.



All employees (faculty + staff) will have access to additional Workday training opportunities.

About Live Training Sessions



Live Training Sessions will be located in **Workday Training Calendar** on UCF Events. This includes virtual and in-person sessions.



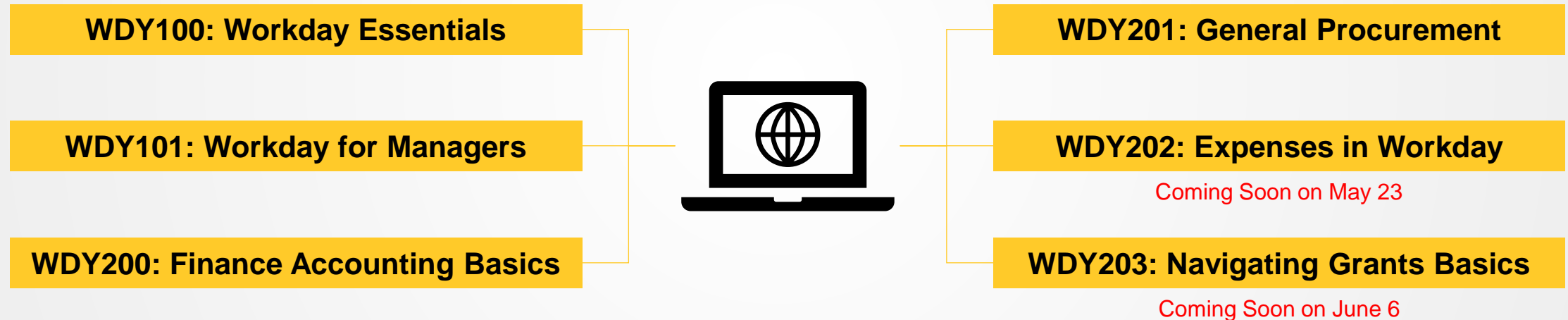
Registration will be **required** for all live training sessions to monitor capacity limits and ensure session accommodations.



Will consist of Support Labs, Instructor-led trainings and additional session types if needed.

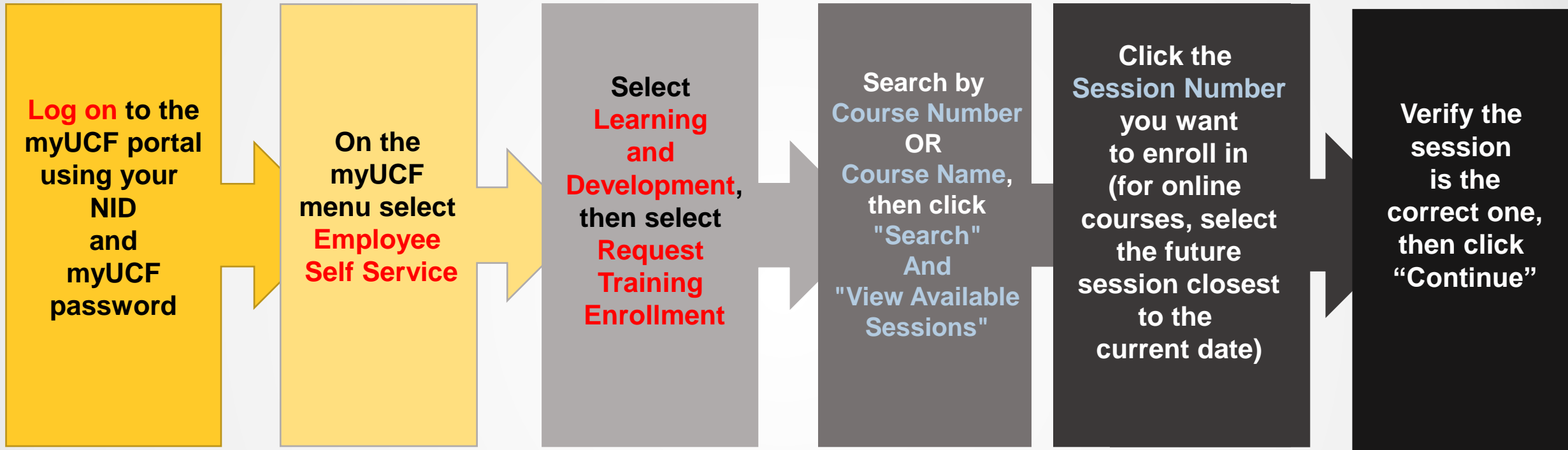
Available Workday Webcourses

We will be rolling out 6 webcourses to serve as an additional learning opportunity for high impact audience groups. All training materials within webcourses will also be available through the Workday Training Catalog.



All webcourses will require registration on MyUCF.
Enrollment and completion data will reflect in Workday prior to and following go-live.
See Workday Training Catalog for Release Dates.

How to Register for Training



Review the information on the Submit Request screen, then click **Submit**.

You will receive a registration confirmation via email. Online courses can be accessed 24/7 by logging into Webcourses (<https://webcourses.ucf.edu>).

Workday Training Navigation Demonstration

Workday Support



WORKDAY SUPPORT



Need some assistance with Workday? We're all learning together. Follow these 4 easy steps to get the solutions you need to be successful with Workday.



Actions to Take Before Go-Live

Actions to Take Before Go-Live

 <https://knightvision.it.ucf.edu/actions-before-workday-go-live/>

Human Resources Key Dates and Actions

With the implementation of Workday and our last payroll in PeopleSoft quickly approaching, we wanted to share some important HR and Payroll deadlines so you can plan accordingly.

The last payroll in PeopleSoft will be **PPE June 23, 2022**.

Job Postings*

- ▶ **May 31: Deadline to Post Faculty Jobs in PageUp for a Maximum of Four Weeks**
- ▶ **June 17: Deadline to Post Non-Faculty Jobs in PageUp for a Maximum of Two Weeks**
- ▶ **June 1-30: New Job Code Establishment, Job Code Updates and Functional Title Requests Freeze**
- ▶ **June 30: All Postings in PageUp Must Be Closed**
- ▶ **July 8: First Date to Post Jobs in Workday**

**All postings must have an end date of June 30th at the latest. Departments can continue to finish their recruitments in PageUp.*

How to Get Involved?



Keep up to date by visiting the Knight Vision website at knightvision.it.ucf.edu



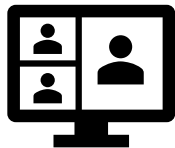
Email: knightvision@ucf.edu



Subscribe to our newsletter:
<https://tinyurl.com/KVNewsletterSubscription>



Provide feedback:
<https://tinyurl.com/KnightVisionFeedback>



Participate in our virtual events and open forums:
knightvision.it.ucf.edu/get-involved



@UCFKNIGHTVISION



Download and share our helpful handouts
<https://tinyurl.com/KVHandoutsandFlyers>

Giveaway Items

The **two** winners of this session's giveaway will be randomly selected and contacted by the **end of day**. Each winner will receive one item.

Thank you for your participation!



Q&A

workday.



Questions?

Thank you for your support!

