

# Workday Quick Facts:

## Understanding your Learning Path



### What is a 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.

#### 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.*

#### 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



@UCFKNIGHTVISION

www.knightvision.it.ucf.edu