

Group A – Training by Employee Type

Determine your Employee Type and choose one set of Suggested Workday Training from this category:

Employee Type	Suggested Workday Training
Managers/ Supervisors	<p><u>Workday for Managers Catalog:</u></p> <ul style="list-style-type: none"> • Workday Essentials (~30 min) – Learn how to get started with Workday mobile/desktop, utilize the search tool, modify preferences, navigate the homepage, find jobs, identify your place in the organization and more • Workday All Managers (~20 min) – Learn how to approve and modify your team’s time off, manage team compensation, manage workers’ time (in/out), approve workers’ time (in/out), use dashboards and more • Workday Pay & Absence (~10 min) – Learn how to change W-4 withholding elections, manage payroll options, how to request time off and view/print paystubs • Workday Learning (~5 min) – Learn about Workday Learning, the new access point for UCF training, including how to enroll in or drop a course
Exempt Employees (Non-Managers)	<p><u>Workday All Employees Catalog:</u></p> <ul style="list-style-type: none"> • Workday Essentials (~30 min) – Learn how to get started with Workday mobile/desktop, utilize the search tool, modify preferences, navigate the homepage, find jobs, identify your place in the organization and more • Workday Pay & Absence (~10 min) – Learn how to change W-4 withholding elections, manage payroll options, how to request time off and view/print paystubs • Workday Learning (~5 min) – Learn about Workday Learning, the new access point for UCF training, including how to enroll in or drop a course
Non-Exempt Employees (Overtime Eligible)	<p><u>Workday Non-Exempt Employees Catalog:</u></p> <ul style="list-style-type: none"> • Workday Time Tracking (Clocking in/out) (~5 min) – Learn how to enter time worked (ins/outs) in Workday and submit/edit your time off • Workday Essentials (~30 min) – Learn how to get started with Workday mobile/desktop, utilize the search tool, modify preferences, navigate the homepage, find jobs, identify your place in the organization and more • Workday Pay & Absence (~10 min) – Learn how to change W-4 withholding elections, manage payroll options, how to request time off and view/print paystubs • Workday Learning (~5 min) – Learn about Workday Learning, the new access point for UCF training, including how to enroll in or drop a course

Group B – Training by Area of Expertise

Determine your Area of Expertise and choose one set of Suggested Workday Training from this category:

Area of Expertise	Suggested Workday Training
<p>HR</p>	<p><u>Workday Recruiting, Hiring and Onboarding Catalog:</u></p> <ul style="list-style-type: none"> • Recruiting (~35 min) – Learn how to create a new job position, create/manage a job requisition, create a supplementary questionnaire, manage candidates and schedule candidate interviews • Hiring & Onboarding (~35 min) – Learn how to directly hire a federal work study student, directly hire an adjunct employee, directly hire an hourly student employee, view/manage the onboarding summary status and view an overview for hiring managers and recruiters <p><u>Workday Staffing and Compensation Catalog:</u></p> <ul style="list-style-type: none"> • Staffing Basics (~35 min) – Learn how to manage contingent worker job changes, manage employee job changes and manage probationary periods • Compensation (~35 min) – Learn how to manage your team’s compensation
<p>Finance</p>	<p><u>Workday Finance Catalog:</u></p> <ul style="list-style-type: none"> • Accounting Basics (~20 min) – Learn about the new Foundation Data Model (FDM), creating accounting adjustments, creating accounting Journals, creating asset requests and how to check budgets • Banking and Settlements (~45 min) – Learn about ACH payment returns, bank account reconciliation processing, escheatable payments, managing ad hoc bank transactions, managing ad hoc payments and managing payment settlements • Customer Accounts (~40 min) – Learn how to create internal service delivery, manage cash sales, manage customer invoices and payments, record a cash sale with cash, record a cash sale with check and record a cash sale with credit card • Customer Contracts (~30 min) – Learn how to manage customer contracts and billing schedules • Budgets (~35 min) – Learn how to amend operating budgets <p><u>Workday Procurement Catalog:</u></p> <ul style="list-style-type: none"> • General Procurement (~20 min) – Learn how to create and manage purchase requisitions, create and manage receipts, create supplier invoice requests and verify Procurement Card transactions • Procurement Management (~25 min) – Learn how to approve purchase requisitions, create and manage purchase requisitions, manage change orders,

<p>Finance (cont.)</p>	<p>manage purchase orders, review/approve supplier invoice requests and more</p> <ul style="list-style-type: none"> • Suppliers (~45 min) – Learn how to approve prospective supplier portal events, create order form connections, create remit to connections, create supplier changes, review/approve supplier invoice requests, create supplier requests for foreign suppliers and navigate the prospective supplier portal • Supplier Accounts (~35 min) – Learn how to create a supplier invoice and manage supplier invoices <p><u>Workday Expenses Catalog:</u></p> <ul style="list-style-type: none"> • Expenses Basics (~25 min) – Learn how to change a spend authorization, create a spend authorization, create an expense report and about group travel spend authorizations • Managing Expenses (~30 min) – Learn how to approve a spend authorization, create petty cash accounts and manage expense reports and spend authorizations • Expenses in Business Centers (~40 min) – Learn how to create an expense report and spend authorizations for a nonworker, create an expense report and spend authorizations on behalf of a worker, create a supplier invoice for NRA supplier, create a supplier invoice for NRA student travel tax withheld and create a supplier invoice for NRA student travel – part reimbursement <p><u>Workday Grants Catalog:</u></p> <ul style="list-style-type: none"> • Grants Management (Accounting and Billing) (~25 min) – Learn how to create a manual invoice for grants, manage a letter of credit draw and reprocess award cost processing • Grants Management (Awards Setup & Amendments) (~40 min) – Learn how to add a grant to a billing schedule, complete award setup in Workday, create a billing schedule (cost reimbursable and LOC) and create a billing schedule (fixed amount) • Grants Management (Creating Sponsors & Contacts) (~35 min) – Learn how to create sponsors and contacts
<p>Faculty</p>	<p><u>Workday Academic Affairs Catalog/Topics:</u></p> <ul style="list-style-type: none"> • General Academic Self Service – Learn how to navigate your academic appointment profile (to view your tenure clock, current appointments, future appointments and appointment history and review and sign faculty agreements • Academic Information Management – Learn how to manage your academic appointments and view named professorships (for faculty managers only)