



Role-Based Workday Training

What training do you need? Don't know? The information below highlights specific Workday training options based on your role. Use the information and **work with your supervisor** to determine what best fits your role and departmental needs.

CORE			
Role	List of Workday Roles	On-Demand Training	Supplemental Training
Employees (Core)	Full Time Staff Part Time Staff Work Study Student Employee	Workday for Employees	Tip Sheets: Tip Sheets on CHES.S.edu Demo Clips: Creating an Inbox Filter Employee Profile Workday Navigation Employee Benefits Self-Service
Faculty (Core)	Full Time Faculty Part Time Faculty	Workday for Faculty	Tip Sheets: Tip Sheets on CHES.S.edu Demo Clips: Creating an Inbox Filter Employee Profile Workday Navigation Employee Benefits Self-Service



CORE			
Role	List of Workday Roles	On-Demand Training	Supplemental Training
Leadership (Core)	All Leadership roles including Executive Team	Workday for Executives Workday for Managers	<p>Tip Sheets: Tip Sheets on CHES.S.edu</p> <p>Demo Clips: Creating an Inbox Filter Employee Profile Workday Navigation Employee Evaluations Creating a Job Requisition Delegate Tasks Delegating Tasks from the Inbox Employee Benefits Self-Service Employee Separation Hiring Process Create Expense Report Financial Reports Receipts Reconcile P-Card Requisitions Spend Authorizations</p>



FOUNDATIONAL DATA MANAGEMENT (FDM) Finance

Role	List of Workday Roles		On-Demand Training	Supplemental Training
All Finance Roles, Includes: Accounting Budget Management Finance (FIN)	Accountant	1099 Specialist	FDM 101 Getting Started in Workday for Accounting Roles Budget Management in Workday	Tip Sheets: Tip Sheets on CHES.S.edu Demo Clips: Accounting Adjustments Budget Administration Budget Reports Create Expense Report Financial Allocations Financial Reports Journals Receipts Reconcile P-Card Requisitions Spend Authorizations
	Accounting Operations Lead	Accounts Payable Analyst		
	Budget Analyst	Accounts Payable Data Entry Specialist		
	Budget Director	Accounts Payable Operations Lead		
	Budget Manager	Accounts Payable Settlement Specialist		
	Cost Center Financial Analyst	Accounts Receivable Analyst		
	Cost Center Manager	Accounts Receivable Operations Lead		
	Finance Auditor	Settlement Specialist		
	Position Budget Specialist	Finance Analyst		
	Common Finance Analyst	Finance Executive		
	Common Finance	Operations Lead		



FOUNDATIONAL DATA MANAGEMENT (FDM) Finance

Role	List of Workday Roles	On-Demand Training	Supplemental Training
<p>Budget Management, Includes:</p> <p>Budget Management Grants</p>	<p>Budget Analyst Budget Director Budget Manager Cost Center Financial Analyst Cost Center Manager Principal Investigator (Grant) Position Budget Specialist</p>	<p>FDM 101 Tax Manager</p>	<p>Tip Sheets: Tip Sheets on CHES.edu</p> <p>Demo Clips: Accounting Adjustments Budget Administration Budget Reports Create Expense Report Financial Reports Reconcile P-Card Requisitions Spend Authorizations</p>



FOUNDATIONAL DATA MANAGEMENT (FDM) Finance

Role	List of Workday Roles	On-Demand Training	Supplemental Training
Accountants	Accountant Accounting Operations Lead Budget Analyst Budget Director Budget Manager Common Finance Analyst Common Finance Operations Lead Cost Center Financial Analyst Cost Center Manager Finance Analyst Finance Auditor Finance Executive Additional Roles: 1099 Specialist Accounts Payable Analyst Accounts Payable Data Entry Specialist Accounts Payable Operations Lead Accounts Payable Settlement Specialist Accounts Receivable Analyst Accounts Receivable Operations Lead Settlement Specialist Tax Manager	FDM 101 Getting Started for Accounting Roles	Tip Sheets: Tip Sheets on CHES.edu Demo Clips: Accounting Adjustments Budget Administration Budget Reports Create Expense Report Financial Allocations Financial Reports Journals Receipts Reconcile P-Card Requisitions Spend Authorizations



FOUNDATIONAL DATA MANAGEMENT (FDM) Finance

Role	List of Workday Roles	On-Demand Training	Supplemental Training
<p>Administrative Assistant, Includes: Procurement & Supplier Accounts</p>	<p>Administrative Assistant Cost Center Financial Analyst Expense Data Entry Specialist Procurement Analyst</p> <p>Additional Roles: Buyer Central Receiving CNM Vehicle Approver ITS Approver Procurement Operations Lead Senior Level Procurement Approver Supplier Contract Specialist</p>	<p>FDM 101 Getting Started for Requisitions</p>	<p>Tip Sheets: Tip Sheets on CHES.edu</p> <p>Demo Clips: Budget Administration Budget Reports Create Expense Report Financial Allocations Financial Reports Journals Receipts Reconcile P-Card Requisitions Spend Authorizations</p>



HUMAN CAPITAL MANAGEMENT (HCM) HR

Role	List of Workday Roles	On-Demand Training	Supplemental Training
<p>All HR Roles, Includes:</p> <p>Benefits Budget Management HR Recruiting</p>	<p>Benefits Partner HR Auditor HR Executive HR Partner Position Budget Specialist Recruiter (Supervisory)</p> <p>Additional Roles: Candidate Pool Manager Talent Partner (Supervisory) Primary Recruiter</p>	<p>HCM 101 Budget Management in Workday</p>	<p>Tip Sheets: Tip Sheets on CHES.edu</p> <p>Demo Clips: Absence Partner Experience Benefits Administrator Dashboard Benefits Partner Dashboard Business Process Change Job Creating a Job Requisition Delegate Tasks Delegating Tasks from the Inbox Employee Benefits Self-Service Employee Separation Hiring Process Period Activity Pay Recruiting Hub</p>



HUMAN CAPITAL MANAGEMENT (HCM) HR

Role	List of Workday Roles	On-Demand Training	Supplemental Training
Benefits Administrator Benefits Partner	Benefits Partner	HCM 101 Getting Started in Workday for Benefits Roles	Tip Sheets: Tip Sheets on CHES.edu Demo Clips: Benefits Administrator Dashboard Benefits Partner Dashboard Recruiting Hub Employee Benefits Self-Service Employee Separation Hiring Process
Recruiters	Candidate Pool Manager Primary Recruiter Recruiter Additional Roles: Talent Partner (Supervisory)	HCM 101 Getting Started in Workday for Recruiters	Tip Sheets: Tip Sheets on CHES.edu Demo Clips: Creating a Job Requisition Hiring Process Period Activity Pay Recruiting Hub



HUMAN CAPITAL MANAGEMENT (HCM) HR

Role	List of Workday Roles	On-Demand Training	Supplemental Training
HR Partner	Academic Faculty Partner HR Auditor HR Partner (Supervisory)	HCM 101 Getting Started in Workday for HR Partners	<p>Tip Sheets: Tip Sheets on CHES.edu</p> <p>Demo Clips: Absence Partner Experience Benefits Administrator Dashboard Benefits Partner Dashboard Business Process Change Job Creating a Job Requisition Employee Benefits Self-Service Employee Separation Hiring Process Period Activity Pay Recruiting Hub</p>



HUMAN CAPITAL MANAGEMENT (HCM) HR

Role	List of Roles	On-Demand Training	Supplemental Training
Absence Partner Time Keeper	Absence Partner Time Keeper	Getting Started in Workday for Time & Absence Roles HCM 101	Tip Sheets: Tip Sheets on CHES.edu Demo Clips: Absence Partner Experience Time Keeper Manager Experience Time Off and Absence
Payroll	Payroll Accountant Payroll Partner Payroll Settlement Specialist	Getting Started in Workday for the Payroll Team HCM 101	Tip Sheets: Tip Sheets on CHES.edu