Workday 101: Training!

Training is starting! The Workday 101 class will teach you how to navigate around Workday and manage your personal leave and timekeeping. In addition, Managers will learn their part of the process.

Training Two Ways - Choose what works best for you!

- There is a Workday 101 On-line training program for all employees. This is a self paced training program.
- If self-paced is not for you, Workday 101 Lab Class is available. The Training Calendar is posted where you can sign up! Lab space is limited, but don't worry, we will be adding more classes if needed.
- It is all on the Workday Website!

Workday Changes!

- Check out the "Changes are Coming" Section on the Workday Website under Change Management on the Training Tab/Shortcut.
- You will see a side by side comparison of how it is done vs. how it will be done in Workday!

Workday - Information!

- Recently a Workday retreat was held to highlight some of the Finance and HR features. You can find the PowerPoint slides on the Workday Website in the Resources Section of the Training Tab.
- There is a SmartTag crosswalk to help you understand the new terminology. Check it out by clicking here!
- Check it out...Lots of good information!