TECHNO EXPERT SOLUTIONS
AN INSTITUTE FOR SPECIALIZED STUDIES!

Course Content of Oracle Workday:

1. Introduction to Workday

This module will introduce you to Workday. Starting off with basic concepts of how to navigate, what are landing pages, how to slide out and create Hyperlinks and much more.

1. What are the Business Objects?
2. Basic Workday Navigation Landing Pages
3. Related Action Menus in Workday
4. Search, Slide-out tabs in Workday
5. Hyperlinks and Additional Navigation Topics in Workday
6. What are Actionable Reports, Single and Multi-select prompt fields in Workday
7. Setting up Standard Screen Icons and Task Page Icons in workday
8. Work-feed Workday Configuration options and Find Worker.

2. Organization in workday

After learning the basic navigation's in workday training, we will now talk about the different organization types in Workday, its hierarchies, how to set up and manage the supervisory organization structure.

1. Workday Organization types.
2. Supervisory Workday Organizations
3. Workday Reorganization
4. Setup of supervisory org structure in Workday
5. Managing Workday supervisory organization
6. Creating a subordinate org in Workday
7. Dividing a supervisory org in workday
8. Additional Workday org types
9. Workday Organization Hierarchies
10. Workday Organization Assignments on supervisory org

11. Workday Organizational Reports

3. Workday Staffing Module.

This module guides you on different types of Workday staffing models, what is meant by hiring restrictions and how management is done in WorkDay.

1. Types of Staffing Models available in Workday.
2. Configuring individual staffing model in Workday
3. Workday Hiring Restrictions
4. Workday Position Management, Headcount Management and Job Management
5. Differentiating between Workday staffing models.
6. Maintaining Staffing Models in workday.

4. Jobs & Position in workday suite

Hiring resources in an organization depends upon the requirement of the job they are being hired. Therefore, this module will cover concepts of job profiles, job families, how job positions are created and much more.

1. Job Profiles.
2. Differentiating Workday Job profiles
3. What are Workday Job families and Job family groups in workday
4. Workday Job profiles and Localization's
5. Management Level Workday Hierarchy
6. Creating Job profile
7. Creating Position and Headcount Groups in Workday
8. Managing Filled and Unfilled Position and Headcount Groups in Workday
9. Creating Positions in workday
10. Edit Position Restrictions

11. Close Position vs Managing a Hiring Freeze

5. Compensation in workday.

The Workday compensation module trains you on the components of Compensation, how Compensation package is designed based on certain rules, and grades and how to setup security and initiate the compensated event.

1. Workday Compensation Components.
2. Creating Compensation and Compensation Rules in Workday
3. Workday Compensation Reports
4. Compensation Grades in workday
5. Bonus plans, Amount based and Percent based in Workday
6. Salary and Hourly plans in Workday
7. Workday Compensation Segment Security and Initiating Compensation Event

6. Workday Security Groups.

Next we'll focus on, what are security group types, components of configurable security, its functional areas in workday and also the domain security policies.

1. Security Group Types in Workday.
2. Configuring Role based security
3. Configuring Job based security and Configuring User-based security in Workday.
4. Components of Configurable security in Workday
5. Workday Functional Areas
6. Securable Items and Security Policies in Workday
7. Workday Domain security policies
8. Workday business process security policies and Security Reports

7.Workday Business Process.

In this section, we'll learn about what a business process is, its functionality, the different sub-processes and generating business process reports in Workday.

1. Business Process Framework in Workday
2. Business Process Step types in Workday
3. Business Process Configuration Options
4. Default and Customize in Workday
5. Workday Business Process Functionality
6. Completion Steps
7. Due Date and Alerts, Delays and Routing Restrictions in Workday
8. Workday Business sub-processes
9. Deploying Business Processes in Workday
10. Workday Business Process Reports

8. Workday Reports.

Reports are utilized for monitoring and decision making, therefore this section of workday training will teach you what are standard and custom reports, what are the different data sources, what are objects, fields, order columns and the filter criteria in workday.

1. Standard Reports and Custom Reports in Workday.
2. Workday Report Writer
3. Data Sources in Workday
4. Workday Class Report fields
5. Create Reports in Workday.
6. Workday Report type and Data source
7. Objects, Fields and Order columns
8. Sort outputs
9. Filter criteria in Workday
10. Business Object

9. Calculated Fields in Workday.

By the end of this module, you will be able to create various kinds of calculated fields, text functions, extract single and multi-instances in workday.

1. Creating various kinds of Calculated Fields in Workday.
2. Calculated Field Reports in Workday
3. Workday Text functions
4. Working with Workday Related Business Objects
5. Extract Single Instance in workday
6. Extract Multi-Instance in Workday
7. System-wide vs. Report specific Calculated fields in Workday
8. Security Admin Perspective – Calculated Fields

10.iLoads.

A detailed discussion over iLoads in workday training, covers data extractions, how to lay foundation, master and implement suites in workday.

1. Workday iLoads.
2. Data push and Data extraction in Workday
3. Kinds of Data load
4. Foundation, Master and Implementation Suites in Workday
5. Implementation Areas and Implementation Tasks in Workday

11.Transaction in Workday.

We will also explain how to assign user based security during your workday training, what and why is staffing movement done, hiring supervisory organizations and finally workday accounts and viewing personal data.

1. Creating Applicants in Workday
2. Hiring in Supervisory Organizations in Workday
3. Assigning User-based security groups
4. Hire into position/job/headcount management

5. Staffing movement, Termination and Request Delegation in Workday

6. Rescind, Move workers and Inactivate supervisory organizations in Workday

7. Workday Accounts and Viewing Personal Data

12.EIB:

1. EIB Overview

2. EIB Design Pattern

3. EIB Limitations.

4. Workday Public Web services overview.

5. Workday Reports-as-a-Service

6. Developing an Inbound EIB.

7. Developing a Outbound EIB.

8. Custom Report Transformation.

9. EIB Features.

10. Loading Customer Transactional Data into Workday using EIB's

12. Practice & Interview question