Deans, Directors, and Chairs Training Map

If I... | I should consider the following courses...
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... am a Dean, Director, or Department Chair | - Introduction to Workday
- Employee Self Service
- Academics Fundamentals
- Overview for Deans and Chairs (Deans and Chairs only)
- Report Navigation
- Foundation Data Model Overview
- Absence Management for Employees
- Introduction to Workday for Managers

In addition, you may also have these roles or responsibilities...

If I... | I should also consider the following courses...
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... travel, or am reimbursed for ISU expenses, or currently use a P-Card for travel and hospitality | - Creating Spend Authorizations
- Creating Expense Reports
- Expense Reporting and Travel & Hospitality Cards

... purchase goods or services through cyBUY or by creating Non-Catalog Requisitions | - Using cyBUY in Workday
- Creating Non-Catalog Requisitions

... have been assigned a cost center or business unit manager role in Workday (involved in most financial business processes and approve financial transactions) | - New Concepts and Reporting for Budgets for Departments
- Financial Accounting and Reporting for Departments
- Payroll Accounting for Departments

... hire, supervise, or support managers with student workers | - Managing HCM Processes for Student Workers
- Time Processes, Work Schedules, and Reporting for Managers

... hire or supervise employees (P&S, Merit, or Faculty) | - Time Processes, Work Schedules, and Reporting for Managers (only for nonexempt employees)
- Compensation for Managers
- Talent Management for Managers
- Absence Management for Managers and Absence Coordinators
- Core HCM Processes for Managers (P&S and Merit only)
- Recruiting Fundamentals
- Payroll Accounting for Departments

... hire, supervise, or support managers with graduate assistants | - Managing HCM Processes for Graduate Assistants
- Time Processes, Work Schedules, and Reporting for Managers

... authorize spending from grant accounts | - Introduction to Workday Grants Management
- Effort Certification for Salaried Researchers

HCM (Human Capital Management) is the Workday term for what some people refer to as HR (Human Resources).
Updated as of 5/16/2019