**Faculty Training Map**

<table>
<thead>
<tr>
<th>If I...</th>
<th>I should consider the following courses...</th>
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</thead>
</table>
| ... am a **faculty member** | - Introduction to Workday  
- Employee Self Service  
- Report Navigation  
- Introduction to Workday for Managers  
- Foundation Data Model Overview  
- Absence Management for Employees  
- Workday HCM Processes for Faculty |

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

<table>
<thead>
<tr>
<th>If I...</th>
<th>I should also consider the following courses...</th>
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</thead>
</table>
| ... am a **dean or department chair** | - Overview for Deans and Chairs  
- Academics Fundamentals |
| ... **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 creating Non-Catalog Requisitions | - Using cyBUY in Workday  
- Creating Non-Catalog Requisitions |
| ... **hire, supervise, or support managers** with student workers | - Introduction to Workday for Managers  
- Managing HCM Processes for Student Workers  
- Time Processes, Work Schedules, and Reporting for Managers |
| ... **hire or supervise employees** (P&S, Merit, or Faculty) | - Introduction to Workday for Managers  
- 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 |
| ... **and hire, supervise, or support managers** with graduate assistants | - Introduction to Workday for Managers  
- Managing HCM Processes for Graduate Assistants  
- Time Processes, Work Schedules, and Reporting for Managers |
| ... am a **researcher** (Principal Investigator or Lead Principal Investigator) | - 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