**Research Training Map**

If I... | I should consider the following courses...
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... am a **researcher** (Principal Investigator or Lead Principal Investigator) |  
- Introduction to Workday  
- Employee Self Service  
- Report Navigation  
- Foundation Data Model Overview  
- Absence Management for Employees  
- Introduction to Workday Grants Management  
- Effort Certification for Salaried Researchers

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

If I... | I should also consider the following courses...
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... am a **grant coordinator** |  
- Payroll Accounting for Departments

... am a **dean, director, or department chair** |  
- Overview for Deans and Chairs  
- Academics Fundamentals

... have been assigned a **cost center or business unit manager role** in Workday (involved in financial business processes, 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 |  
- 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

... hire 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

... **travel**, 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

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