# Research Training Map

## If I…

### I should consider the following courses…

- 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

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## In addition, you may also have these roles or responsibilities…

### If I…

#### I should also consider the following courses…

- am a grant coordinator
  - Payroll Accounting for Departments

- am a dean, director, or department chair
  - Overview for Deans and Chairs
  - Academic 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).