## Supervisors Training Map

### If I...  
**... am a manager of people...**
- Introduction to Workday
- Employee Self Service
- Report Navigation
- Introduction to Workday for Managers
- Foundation Data Model Overview
- Absence Management for Employees

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

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

### If I...  
**... and hire, supervise, or support managers with graduate assistants**
- Time Processes, Work Schedules, and Reporting for Managers

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

### If I...

**... 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

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

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

**... am a grant coordinator**
- Introduction to Workday Grants Management
- Payroll Accounting for Departments
- Effort Certification for Salaried Researchers

**... am a researcher (Principal Investigator or Lead Principal Investigator)**
- Introduction to Workday Grants Management
- Effort Certification for Salaried Researchers

**... 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

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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 5/22/2019