## Faculty Training Map

### If I...  

#### I should consider the following courses...

- 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...

#### If I...

<table>
<thead>
<tr>
<th>Role Description</th>
<th>I should also consider the following courses...</th>
</tr>
</thead>
<tbody>
<tr>
<td>... am a faculty member</td>
<td></td>
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</tbody>
</table>
- Introduction to Workday for Managers  
- Managing HCM Processes for Faculty  
- Time Processes, Work Schedules, and Reporting for Managers (only for nonexempt employees)  
- Core HCM Processes for Managers (P&S and Merit only)  
- Recruiting Fundamentals  
- Payroll Accounting for Departments  |
| ... 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  |
| ...procure goods or services using a **P-Card** |  
- shrine Card Transaction Verification  |
| ...am an **advisor or manager** for a campus organization |  
- Introduction to Workday grants Management  
- Effort Certification for Salaried Researchers  |
| ... 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).