VIJAY KUMAR CHIRUTHA

WORKDAY

VKC
Educating The World

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NON-IT COURSES

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Module 1 — Introduction to Workday

Objective: Understand Workday as a cloud ERP platform.

1. Overview of Workday

2. Workday Architecture (Cloud-based ERP)

3. Workday Products & Modules

4. Workday vs Traditional ERP (SAP/Oracle)

5. Workday Navigation & User Interface

6. Tenant Types (Sandbox, Implementation, Production)

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Module 2 — Workday HCM Overview

Objective: Learn the core Human Capital Management structure.

1. **Workday HCM Framework**
2. **Supervisory Organizations**
3. **Staffing Models**
4. **Positions vs Job Management**
5. **Worker Types (Employee, Contingent Worker)**
6. **Business Process Framework (BPF) – Intro**

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Module 3 — Staffing & Core HR

Objective: Manage worker lifecycle in Workday.

1. **Hire, Termination & Job Change**
2. **Job Profiles & Job Families**
3. **Organizations (Company, Cost Center, Location)**
4. **Worker Data Management**
5. **Business Process Configuration (Hire, Terminate)**

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Module 4 — Compensation Management

Objective: Configure and manage compensation structures.

1. Compensation Packages

2. Compensation Grades & Plans

3. Allowances & Bonus Plans

4. Compensation Changes

5. Compensation Review Process

6. Security & Approval Workflows

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Module 5 — Talent & Performance Management

Objective: Understand talent-related modules.

1. Talent Management Overview
2. Performance Management
3. Goal Management
4. Talent Reviews
5. Succession Planning
6. Career & Development Planning

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Module 6 — Recruitment (Workday Recruiting)

Objective: Learn end-to-end recruitment process.

1. Job Requisitions
2. Candidate Lifecycle
3. Interview & Offer Process
4. Recruiting Business Processes
5. Integration with Core HCM
6. Reports & Dashboards for Recruiting

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Module 7 — Payroll & Time Tracking (Overview)

Objective: Understand payroll and time concepts.

1. Payroll Overview (Country-based)
2. Pay Groups & Pay Calendars
3. Earnings & Deductions (Intro)
4. Time Tracking Configuration
5. Time Entry & Approval
6. Payroll Integration with HCM

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Module 8 — Workday Financial Management (Intro)

Objective: Learn basics of Workday Financials.

1. Workday Financials Overview
2. Business Assets & Accounting Structure
3. Ledgers & Journals
4. Revenue & Expense Management
5. Procure-to-Pay (P2P) Overview
6. Financial Reporting Basics

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Module 9 — Security & Business Process Framework

Objective: Manage access and workflows.

1. Workday Security Model
2. Domain & Business Process Security
3. User-Based vs Role-Based Security
4. Business Process Framework (BPF)
5. Approvals & Notifications
6. Troubleshooting Security Issues

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Module 10 — Reporting & Analytics

Objective: Create and analyze Workday reports.

1. Standard Reports
2. Custom Reports
3. Calculated Fields
4. Dashboards & Scorecards
5. Report Sharing & Scheduling
6. Workday Worksheets (Intro)

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Module 11 — Integrations & Technical Basics

Objective: Understand Workday technical concepts.

1. Workday Integration Overview
2. EIB (Enterprise Interface Builder)
3. Core Connectors (Intro)
4. Web Services (SOAP/REST – Intro)
5. Inbound & Outbound Integrations
6. Integration Monitoring

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Module 12 — Workday Implementation & Project Lifecycle

Objective: Learn how Workday is implemented in organizations.

1. Workday Implementation Methodology
2. Project Phases
3. Data Migration
4. Testing (Unit, UAT)
5. Go-Live & Post-Production Support
6. Change Management & Documentation

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Module 13 — Workday Certification & Career Path

Objective: Prepare learners for jobs and certification.

1. Workday Roles (Functional vs Technical)
2. Certification Overview
3. Resume & Interview Preparation
4. Real-time Scenarios & Case Studies
5. Career Opportunities in Workday

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