

## Chapter: 1 & 2 – Core concepts and Navigation Basics

- Core Concept Overview
  - Business Objects
  - Basic Navigation
  - Landing Pages
  - Related Action Menus
  - Search
  - Slide-out tabs
  - Hyperlinks
  - Additional Navigation Topics
  - Actionable Reports
  - Single and Multi-select prompt fields
  - Standard Screen Icons
  - Task Page Icons
  - Workfeed
  - Configuration options
  - Find Worker

## Chapter: 3 – Organizations in workday

- Organization types
  - Supervisory Organizations
  - Reorganization
  - Setup of supervisory org structure
  - Managing supervisory organization
  - Creating a subordinate org
  - Dividing a supervisory org
  - Additional org types
  - Organization Hierarchies
  - Organization Assignments on supervisory org
  - Organizational Reports

## Chapter: 4 – Staffing Models

- Types of Staffing Models
  - Configuring individual staffing model
  - Hiring Restrictions
  - Position Management
  - Headcount Management
  - Job Management
  - Differentiating between staffing models
  - Maintaining Staffing Models

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## Chapter: 5 – Jobs and Positions

- Job Profiles
  - Differentiating Job profiles, Job families, Job family groups
  - Job profiles and Localizations
  - Management Level Hierarchy
  - Creating Job profile
  - Creating Position and Headcount Groups
  - Managing Filled and Unfilled Position and Headcount Groups
  - Creating Positions
  - Edit Position Restrictions
  - Close Position vs. Managing a Hiring Freeze

## Chapter: 6 – Compensation

- Compensation Components
  - Creating Compensation
  - Compensation Rules
  - Compensation Reports
  - Compensation Packages
  - Compensation Grades
  - Bonus plans
  - Amount based
  - Percent based
  - Salary and Hourly plans
  - Compensation Segment Security
  - Initiating Compensation Event

## Chapter: 7 – Security Groups

- Security Group Types
  - Configuring Role based security
  - Configuring Job based security
  - Configuring User based security
  - Components of Configurable security
  - Functional Areas, Securable Items and Security Policies
  - Domain security policies
  - Business process security policies
  - Security Reports

## Chapter: 8 – Business Process

- Business Process Framework
  - Business Process Step types
  - Business Process Configuration Options
  - Default

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- Customize
- Business Process Functionality
- Completion Steps
- Due Date and Alerts
- Delays and Routing Restrictions
- Business sub processes
- Deploying Business Processes
- Business Process Reports

### **Chapter: 9 – Reports**

- Standard Reports
- Custom Reports
- Report Writer
- Data Sources
- Class Report fields
- Create Report
- Report type, Data source
- Objects, Fields
- Order columns
- Sort outputs
- Filter criteria
- Business Object

### **Chapter: 10 – Calculated Fields**

- Creating various kinds of Calculated Fields
- Calculated Field Reports
- Text functions
- Working with Related Business Objects
- Extract Single Instance
- Extract Multi Instance
- System wide vs. Report specific Calculated fields
- Security Admin Perspective – Calculated Fields

### **Chapter 11 – iloads**

- iLoads
- Data push
- Data extraction
- Kinds of Data load
- Foundation
- Master

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- Implementation Suites
- Implementation Areas
- Implementation Tasks

**Chapter: 12 – Transactions in workday**

- Creating Applicants
- Hiring in Supervisory Organizations
- Assigning User based security groups
- Hire into position/job/headcount management
- Staffing movement
- Termination
- Request Delegation, Rescind
- Move workers and Inactivate supervisory organizations
- Workday Accounts
- Viewing Personal Data