

Workday Training Schedule - June 2024

| MON | TUES | WED | THURS | FRI |
|---|---|---------|---|---|
| 17 | 18 | 19 | 20 | 21 |
| Getting Started in Workday HR for Managers Time: 10:00 - 11:30 AM Location: S-326 | Getting Started in Workday HR for Managers Time: 11:00 - 12:30 PM Location: Zoom | Holiday | Getting Started in Workday HR for Managers Time: 12:00 - 1:30 PM Location: S-326 | Workday Finance for Cost Center Managers (By Invitation) Time: 2:15 - 3:45 PM Location: S-326 |
| Workday Finance for Cost Center Managers/Signature Auth (By Invitation) Time: 1:30 - 3:00 PM Location: S-326 | Workday Finance for Cost Center Managers/Signature Auth (By Invitation) Time: 1:30 - 3:00 PM Location: Zoom | | Workday Finance for Admin/Exec Assistants/Cost Center Managers/Signature Auth (By Invitation) Time: 1:30 - 3:00 PM Location: S-326 | Workday Finance for Admin/Exec Assistants/Cost Center Managers/Signature Auth (By Invitation) Time: 1:30 - 3:00 PM Location: S-326 |
| 24 | 25 | 26 | 27 | 28 |
| Getting Started in Workday HR for Managers Time Tracking and Absence Training Location: On-Demand | | | | |
| Workday Finance for Admin/Exec Assistants/Cost Center Managers/Signature Auth (By Invitation) Time: 1:30 - 3:00 PM Location: S-326 | Workday Finance for Admin/Exec Assistants/Cost Center Managers/Signature Auth (By Invitation) Time: 1:30 - 3:00 PM Location: S-326 | | | |

Workday Training Schedule - July 2024

| MON | TUES | WED | THURS | FRI |
|---|--|---|--|--|
| 8 | 9 | 10 | 11 | 12 |
| Getting Started in Workday for Employees Location: On-Demand | | | | |
| Time Tracking and Absences (Facilities Only) Time(s): 10:00 - 10:45 AM, 4:00 - 4:45 PM Location: K-001 | Time Tracking and Absences (Facilities Only) Time: 1:00 - 1:45 PM Location: Y-203 | Getting Started in Workday HR for Employees Time: 9:00 - 10:00 AM Location: K-001 | Time Tracking and Absences Time: 11:00 - 11:45 AM Location: Zoom Time: 3:00 - 3:45 PM Location: K-001 | Getting Started in Workday HR for Employees Time: 11:00AM - 12:00 PM Location: Zoom |
| Time Tracking and Absences Time: 1:00 - 1:45 PM Location: Zoom | Time Tracking and Absences Time: 3:00 - 3:45 PM Location: Zoom | Time Tracking and Absences Time(s): 10:00 - 10:45 AM, 2:00 - 2:45 PM Location: K-001 | Getting Started in Workday HR for Employees Time: 2:00 - 3:00PM Location: K-001 | Time Tracking and Absences Time: 1:00 - 1:45 PM Location: K-001 |
| Workday Finance: Requisitions (By Invitation) Time: 9:00 - 9:30 AM Location: Zoom | | Workday Finance: Requisitions (By Invitation) Time: 1:00 - 1:30 PM Location: Zoom | | Workday Finance: Requisitions (By Invitation) Time: 1:00 - 1:30 PM Location: Zoom |
| Workday Finance: Expenses (By Invitation) Time: 10:00 - 10:30 AM Location: Zoom | | Workday Finance: Expenses (By Invitation) Time: 2:00 - 2:30 PM Location: Zoom | | Workday Finance: Expenses (By Invitation) Time: 2:00 - 2:30 PM Location: Zoom |

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| MON | TUES | WED | THURS | FRI |
|--|--|--|---|-----------|
| 15 - Workday Goes Live! | 16 | 17 | 18 | 19 |
| Getting Started in Workday HR for Employees Time: 10:00 - 11:00 AM Location: Zoom | Getting Started in Workday HR for Managers Time: 10:00 - 11:30 AM Location: Y-203 | Getting Started in Workday HR for Employees Time: 2:00 - 3:00 PM Location: Zoom | Getting Started in Workday HR for Employees Time: 10:30 - 11:30 AM Location: Y-203 | |
| Getting Started in Workday HR for Managers Time: 12:30 - 2:00 PM Location: Zoom | Getting Started in Workday HR for Employees Time: 2:00 - 3:00 PM Location: K-001 | | Getting Started in Workday HR for Managers Time: 2:00 - 3:30 PM Location: Zoom | |
| Workday Finance: Requisitions Drop-In Sessions Time: 10:30 - 12:30PM (<i>held daily</i>), Location: Zoom | | | | |
| Workday Finance: Expenses Drop-In Sessions Time: 1:30 - 3:30PM (<i>held daily</i>), Location: Zoom | | | | |
| 22 | 23 | 24 | 25 | 26 |
| Getting Started in Workday HR for Employees Time: 11:00 - 12:00 PM Location: K-001 | Getting Started in Workday HR for Managers Time: 10:00 - 11:30 AM Location: Zoom | Getting Started in Workday HR for Managers Time: 2:30 - 4:00 PM Location: K-001 | Getting Started in Workday HR for Employees Time: 2:00 - 3:00 PM Location: Zoom | |