

# Workday HCM Training

## *COURSE CONTENT*

### GET IN TOUCH



Multisoft Systems  
B - 125, Sector - 2, Noida



(+91) 9810-306-956



[info@multisoftsystems.com](mailto:info@multisoftsystems.com)



[www.multisoftsystems.com](http://www.multisoftsystems.com)

## **About Multisoft**

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

## **About Course**

The Workday HCM Training by Multisoft Systems is a comprehensive program aimed at professionals seeking expertise in Human Capital Management using Workday. This training is ideal for software developers, IT professionals, architects, and operational engineers. It requires basic knowledge of Human Capital Management and is particularly beneficial for those with HR and recruitment experience.

## Module 1: What is HCM?

- ✓ What are HCM, HR, HRMS, and HRIM?
- ✓ Google Trends report on HCM, HRMS
- ✓ Importance of HCM and HRMC
- ✓ Estimated customer base for HRMS software (Its everywhere and massive)
- ✓ Will HCM rise or fall in future (Value of Human Capital)
- ✓ Comparing a Stray dog with a trained dog

## Module 2: What is Workday?

- ✓ What is Workday and how is it different from others?
- ✓ Is workday completely on Cloud, then what is workday Studio?
- ✓ Downtime and version upgrades in Workday
- ✓ Components of Workday like HCM, Studio, Finance, Payroll, Absence etc.
- ✓ Which workday component is used commonly by vendors?
- ✓ Compare all the HCM vendors and their market report
- ✓ Google Trends report on Workday
- ✓ Compare Workday with SAP SuccessFactors, Oracle HCM & Taleo in Trends

## Module 3: What are Main Concepts in Workday and Basics Navigation

- ✓ How to login and Navigate in Workday
- ✓ VPN in Workday for certain client (Overview)
- ✓ Overview of Worklets in Workday
- ✓ What is an Object in Workday
- ✓ Navigate the Homepage and all the options
- ✓ What are Business Objects
- ✓ Additional and advanced Navigations

## Module 4: Organizations in Workday

- ✓ Types of Organization in Workday
- ✓ What is a Supervisory Organization?
- ✓ Locations in Workday and Hierarchy
- ✓ What is reorganization and how to configure
- ✓ How to create Supervisory Organizations and Subordinate Organizations
- ✓ What is Cost Centers & Cost Center Hierarchy and how to create them
- ✓ How to create a Company in Workday
- ✓ Creating Locations with options and Location Hierarchy
- ✓ Creating Region with options and Region Hierarchy's
- ✓ Moving workers between organizations (Practical demonstration)

## Module 5: Staffing in Workday

- ✓ Different Types of staffing models
- ✓ What are Job Profiles and Job Families and How to create them?
- ✓ What are Positions?
- ✓ Job vs Positions

## Module 6: Compensation configuration

- ✓ What is Compensation Grade, Package and Rule?
- ✓ What is the difference between them and how to configure them?
- ✓ How to create a compensation package
- ✓ What is a Grade and How to create a Grade?
- ✓ What is Grade profile and how to create a Grade Profile?
- ✓ What are Compensation Eligibility Rules and how to create Compensation Eligibility Rules?

## Module 7: Security Configuration

- ✓ Domain Security Policy

- ✓ Business Process Security Policy
- ✓ Security Groups
- ✓ Role Based Security Group
- ✓ User Based Security Group
- ✓ Configuration of the Security

## **Module 8: Business Process configurations**

- ✓ Configuring a Business Process
- ✓ How to create an applicant
- ✓ Hire & Rescind Process
- ✓ Cancel a business process
- ✓ How to handle Terminations
- ✓ How to handle Promotions
- ✓ Transfers overview and configuration

## **Module 9: iLoad Module**

- ✓ How to prepare iLoad template
- ✓ How to Load the data into workday
- ✓ Validations

## **Module 10: Reports module**

- ✓ What are reports and why do we need them
- ✓ How to create a simple report in Workday?
- ✓ Advanced reports
- ✓ How to create different calculated fields
- ✓ Sharing report between multiple users
- ✓ Making report as a web service and using them
- ✓ Data Sources, Objects and fields
- ✓ Real time scenarios on report module

## Module 11: Calculated Fields Module

- ✓ Introduction to Calculated Fields
- ✓ Calculated fields basics

## Module 12: EIB module

- ✓ What is EIB and its practical use case
- ✓ Simple EIB Inbound Integrations & Outbound Integrations
- ✓ What are XSLT transformations and how to configure them
- ✓ Project use case on EIB implementation

## Module 13: Connectors in Workday

- ✓ Core connector outbound integration on Worker data
- ✓ Cloud connector outbound integration on Payroll Interface
- ✓ Cloud connector outbound integration on Benefit
- ✓ Document transformation
- ✓ System user creation

## Module 14: Canopy project in Workday

- ✓ Project Overview
- ✓ How to configure an End-to-end real-time project
- ✓ Project Guidance
- ✓ Project Submission and Verification

## Module 15: Mock Interviews with Questions and Answers

### Discussion

- ✓ Functional Q&A
- ✓ Technical Q&A

- ✓ Project Q&A (For Multiple Domains like Banking, Retail, Insurance, E-commerce etc.)
- ✓ Question for Fresher's and Experienced (How do they differ?)
- ✓ How to justify if the resource is not certified?

## **Module 16: Certification Preparation Session**

- ✓ How difficult is it to clear the certifications
- ✓ Levels of certification
- ✓ How to register for them (Technical details)
- ✓ Can I apply for certification if my company is not a partner
- ✓ If not, what is the alternative
- ✓ Certification Mock Q&A discussion

## **Module 17: Resume Preparation Help**

- ✓ What is the best resume
- ✓ What if my resume is worst
- ✓ How to prepare a great resume
- ✓ Should I be on LinkedIn, Of course, Yes
- ✓ Providing Photo, Facebook, LinkedIn, Twitter Links in a Resume
- ✓ Create Blog, Quora, Stack Exchange etc. and provide the links in the resume.
- ✓ SEO in Naukri (how to be on the Top)
- ✓ Creating Multiple Profiles in case you need a job urgently (Naukri loophole)
- ✓ Floating your resume in Monster, indeed, Shine, etc.
- ✓ How to Search for Job providers and jobs in LinkedIn
- ✓ Aggressive Follow, that's what counts

## **Module 18: Post Job Support**

- ✓ How can we support you if you are in a project
- ✓ Can we help you in a disaster recovery process
- ✓ How to be in touch with my colleagues and experts