

Workday Absence Training

COURSE CONTENT

GET IN TOUCH



Multisoft Systems
B - 125, Sector - 2, Noida



(+91) 9810-306-956



info@multisoftsystems.com



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

Workday Absence Training by Multisoft Systems is designed to help professionals understand and effectively manage employee leave and absence processes within the Workday Human Capital Management (HCM) platform. Absence management plays a critical role in workforce planning, compliance, and employee satisfaction, making it essential for HR professionals and system administrators to understand how to configure and manage absence policies efficiently.

Module 1: Introduction to Workday HCM and Absence Management

- ✓ Overview of Workday HCM
- ✓ Understanding Workday Absence Management
- ✓ Role of Absence Management in Workforce Planning
- ✓ Key Terminology in Workday Absence
- ✓ Navigation of Workday Interface

Module 2: Absence Framework and Configuration

- ✓ Absence Management Architecture
- ✓ Absence Types and Categories
- ✓ Creating and Configuring Absence Plans
- ✓ Understanding Time Off vs Leave of Absence
- ✓ Eligibility Rules and Policy Setup

Module 3: Absence Plans and Accruals

- ✓ Types of Absence Plans
- ✓ Accrual Calculations and Balances
- ✓ Accrual Scheduling and Rules
- ✓ Carryover and Maximum Balance Limits
- ✓ Leave Accrual Adjustments

Module 4: Leave Request and Approval Process

- ✓ Submitting Time-Off Requests
- ✓ Leave Approval Workflows
- ✓ Manager and HR Roles in Approval
- ✓ Absence Calendar and Scheduling
- ✓ Tracking Employee Leave Requests

Module 5: Holiday Calendars and Work Schedules

- ✓ Creating and Managing Holiday Calendars
- ✓ Work Schedules and Time Tracking Integration
- ✓ Assigning Holiday Calendars to Workers
- ✓ Handling Regional and Organizational Holidays

Module 6: Absence Reporting and Analytics

- ✓ Standard Absence Reports in Workday
- ✓ Monitoring Leave Trends and Employee Absences
- ✓ Creating Custom Reports
- ✓ Absence Data Analysis for Workforce Planning

Module 7: Compliance and Policy Management

- ✓ Managing Organizational Leave Policies
- ✓ Ensuring Compliance with Labor Regulations
- ✓ Handling Special Leave Cases
- ✓ Audit and Policy Review

Module 8: Absence Management Best Practices

- ✓ Optimizing Absence Processes
- ✓ Managing Large Workforce Absence Data
- ✓ Troubleshooting Common Issues
- ✓ Real-world Use Cases and Scenarios

Module 9: Integration and System Administration

- ✓ Integration with Payroll and Time Tracking
- ✓ Role-based Security in Absence Management
- ✓ System Configuration and Maintenance
- ✓ Data Management and Updates

Module 10: Practical Implementation and Case Studies

- ✓ Real-world Workday Absence Implementation
- ✓ Hands-on Configuration Exercises
- ✓ Absence Workflow Simulation
- ✓ Project and Final Assessment