
From: Workday <workday@richmond.edu>
Sent: Tuesday, November 26, 2024 3:41 PM
Subject: Workday Training Registration Now Open

Workday @ Richm

Dear Colleagues,

We are excited to announce that registration is now open for Workday training as we prepare for our transition to Workday as the University's new finance, payroll, and HR system!

Workday Essentials

All employees are highly encouraged to attend one of the following Workday Essentials courses, which will provide foundational knowledge for using the new system:

- **Workday Essentials for Staff:** This 90-minute course is intended for staff members who are individual contributors.
- **Workday Essentials for Faculty:** This 60-minute course is intended for faculty members who do not supervise staff.
- **Workday Essentials for Managers:** This 90-minute course is intended for managers who supervise staff members and will include all the content covered in the Workday Essentials courses for Staff and Faculty.
- **Workday Essentials for Student Employees:** Intended for student employees, this self-paced course introduces student employees to Workday's mobile features, enabling them to manage their work-related tasks efficiently.

To accommodate different learning preferences, **instructor-led training will be offered in-person and via Zoom, and video recordings of each Essentials course will soon be available for self-paced learning.**

Additional Training Opportunities

- **Expanded learning courses (registration will open next week):**
 - *Workday Finance Fundamentals:* This course is intended for all employees who make purchases as a part of their job.

- *Workday for Hiring Managers*: This course is intended for managers responsible for hiring new staff members.
- *Workday for Managers of Student Employees*: This course is intended for staff and faculty who directly supervise student employees.
- **Role-specific training**: Direct invitations will be sent to employees who require specialized training based on their responsibilities.

Training Registration and Options

- **Choose between live sessions (in-person or Zoom webinar) or pre-recorded self-paced videos (registration is not needed for self-paced sessions).**
- Full course descriptions are available [here](#).
- [Register](#) for Workday Essentials.
- Training will continue in January and February, with additional training added as needed.

Supporting Materials

In the coming weeks, we'll be publishing comprehensive training resources on our Workday webpage, including:

- Job aids and quick reference guides
- Short instructional videos
- Additional [frequently-asked questions](#)

We are committed to providing you with all the resources needed to successfully transition to Workday. Whether you prefer hands-on training, self-paced learning, or quick reference materials, we'll have options to support your learning style.

Please register for your Workday Essentials soon to ensure you're prepared when Workday launches on January 2, 2025.

If you have any questions, please contact workday@richmond.edu.

Best,
Workday Training Team



[UNIVERSITY OF RICHMOND](#) | [PRIVACY POLICY](#) | [MANAGE MY PREFERENCES OR UNSUBSCRIBE](#)
