
From: Workday <workday@richmond.edu>
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Subject: Workday "Expanded Learning" Course Registration Now Open

Workday @ Richm

Dear Colleagues,

As we recently announced, registration for Workday training is now open as we continue to prepare for our transition to Workday, the University's new finance, payroll, and HR system.

In addition to Workday Essentials courses, **registration for Workday Expanded Learning courses is now open and available [here](#):**

- ***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 hiring new staff members.
- ***Workday for Managers of Student Employees.*** This course is intended for staff and faculty who directly supervise student employees.

Before attending an Expanded Learning course, employees should attend one of the following Workday Essentials courses which 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.

Training Registration and Options

- Registration for all training courses, as well as descriptions for each course are available on the [Workday training website](#).
- Training offerings include live sessions (in person or Zoom) or prerecorded videos you can watch at your own pace (registration is not needed for pre-recorded video sessions).
- Training will continue in January and February, with additional sessions added as needed.
- Role-based trainings for specific employees who require specialized training based on their job responsibilities are underway. Those who will need to take the Procurement Specialist training will be notified in the coming days.

We will continue to publish additional training resources to the Workday website and we remain 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.

We look forward to seeing you at one of the many Workday Essentials and Expanded Learning trainings being offered in the coming weeks. Thank you for your engagement and openness as we work together in preparation for the Workday launch on January 2, 2025. T-minus 25 days! If you have any questions, please contact workday@richmond.edu.

Best,
Workday Training Team



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