# WORKDAY TRAINING CALENDAR

December	MON	TUE	WED	THU	FRI
2024	02	03	04	05	06
	9:00 AM In-Person	10:30 AM Virtual	10:30 AM Virtual		9:00 AM In-Person
Training Courses  Workday Essentials Courses:		3:30 PM In-Person	1:00 PM In-Person		2:00 PM Virtual
Workday Essentials for Staff			1:30 PM In-Person		
Workday Essentials for Managers					
Workday Essentials for Faculty					
Workday Essentials for Student Employees	09	10	11	12	13
Expanded Learning Courses:	9:00 AM Virtual	8:30 AM In-Person	9:00 AM In-Person	10:00 AM Virtual	11:00 AM In-Person
Workday for Hiring Managers	10:30 AM In-Person	10:00 AM In-Person	2:00 PM In-Person		1:00 PM Virtual
Workday for Managers of Student Employees	2:00 PM In-Person	1:00 PM In-Person	]		1:00 PM Virtual 2:00 PM
		In-Person			In-Person
Workday Finance Fundamentals					
<u>Specialized Role-Based Courses:</u>	16	17	18	19	20
Workday for Cost Center Managers	9:30 AM	9:00 AM In-Person	2:00 PM In-Person	9:00 AM	20
Workday for Timekeepers	2:00 PM In-Person	10:00 AM In-Person	2:00 PM In-Person	9:00 AM Virtual	
Workday for Procurement Specialists		1:00 PM In-Person	2:00 PM Virtual	9:00 AM In-Person	
Workday for HR Specialists		1:00 PM Virtual 1:00 PM		2:00 PM Virtual	
Workday for Help Desk		In-Person		3:30 PM Virtual	

Registration is required and available at workday.richmond.edu.

FRI

# WORKDAY TRAINING CALENDAR

# January (1/2) 2025 Training Courses Workday Essentials Courses: Workday Essentials for Staff Workday Essentials for Faculty Wed Thu O2 O2 Wed Thu W

03		
	9:00 AM Virtual	
	9:00 AM In-Person	
	10:30 AM Virtual	
	1:00 PM In-Person	
	3:00 PM Virtual	

<b>Expanded</b>	<b>Learning</b>	<b>Courses:</b>

Workday for Hiring Managers

Workday for Managers of Student Employees

Workday Finance Fundamentals

### **Specialized Role-Based Courses:**

Workday for Cost Center Managers

Workday for Timekeepers

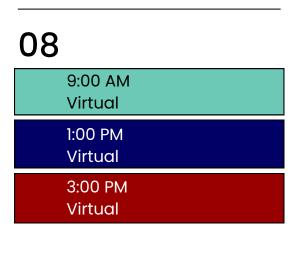
Workday for Procurement Specialists

Workday for HR Specialists

Workday for Help Desk

06	07
9:00 AM In-Person	
10:30 AM In-Person	
1:00 PM In-Person	
2:00 PM In-Person	
3:00 PM In-Person	





09	
	9:00 AM Virtual
	10:00 AM
	In-Person 1:00 PM
	In-Person
	2:00 PM Virtual

10:30 AM In-Person

10:30 AM In-Person

1:00 PM In-Person

10



2:00 PM Virtual

14
9:00 AM In-Person
1:00 PM In-Person
3:00 PM In-Person

15	
	3:00 PM
	In-Person

16	
	00 AM rtual
	0 PM rtual
	00 PM -Person

17	
	10:30 AM
	Virtual
	3:30 PM
	In-Person

Registration is required and available at workday.richmond.edu.

FRI

24

31

10:00 AM

Virtual

1:00 PM

Virtual

## WORKDAY TRAINING CALENDAR

TUE MON WED THU **January (2/2)** 20 21 22 23 2025 9:00 AM 11:00 AM 3:00 PM Virtual Virtual In-Person **Training Courses** 1:00 PM in-Person **Workday Essentials Courses: Workday Essentials for Staff** Workday Essentials for Managers Workday Essentials for Faculty Workday Essentials for Student Employees **Expanded Learning Courses:** Workday for Hiring Managers 29 30 27 28 10:00 AM 4:00 PM Workday for Managers of Student Employees Virtual In-Person Workday Finance Fundamentals **Specialized Role-Based Courses:** 

Workday for Help Desk

Workday for Cost Center Managers

Workday for Timekeepers

Workday for Procurement Specialists

Workday for HR Specialists

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