

WORKDAY TRAINING CALENDAR

Last updated 2/14

December

2024

Training Courses

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

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

MON	TUE	WED	THU	FRI
02 9:00 AM In-Person	03 10:30 AM Virtual 3:30 PM In-Person	04 10:30 AM Virtual 1:00 PM In-Person 1:30 PM In-Person	05	06 9:00 AM In-Person 2:00 PM Virtual
09 9:00 AM Virtual 10:30 AM In-Person 2:00 PM In-Person	10 8:30 AM In-Person 10:00 AM In-Person 1:00 PM In-Person 1:00 PM In-Person	11 9:00 AM In-Person 2:00 PM In-Person	12 10:00 AM Virtual	13 11:00 AM In-Person 1:00 PM Virtual 1:00 PM Virtual 2:00 PM In-Person
16 9:30 AM In-Person 2:00 PM In-Person	17 9:00 AM In-Person 10:00 AM In-Person 1:00 PM In-Person 1:00 PM Virtual 1:00 PM In-Person	18 2:00 PM In-Person 2:00 PM In-Person 2:00 PM Virtual	19 9:00 AM Virtual 9:00 AM Virtual 9:00 AM In-Person 2:00 PM Virtual 3:30 PM Virtual	20

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

WORKDAY TRAINING CALENDAR

Last updated 2/14

January (1/2) 2025

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Workday for HR Specialists

Workday for Help Desk

MON

TUE

WED

THU

FRI

01

02

03

10:30 AM
In-Person

10:30 AM
In-Person

1:00 PM
In-Person

9:00 AM
Virtual

9:00 AM
In-Person

10:30 AM
Virtual

1:00 PM
In-Person

3:00 PM
Virtual

06

07

08

09

10

9:00 AM
Virtual

10:00 AM
In-Person

1:00 PM
In-Person

2:00 PM
Virtual

13

14

15

16

17

1:00 PM
Virtual

2:00 PM
Virtual

9:00 AM
In-Person

10:00 AM
In-Person

1:00 PM
In-Person

3:00 PM
In-Person

10:00 AM
Virtual

1:30 PM
In-Person

3:00 PM
In-Person

9:00 AM
Virtual

9:00 AM
In-Person

1:00 PM
Virtual

3:00 PM
In-Person

3:00 PM
Virtual

10:00 AM
In-Person

10:30 AM
Virtual

1:30 PM
In-Person

3:30 PM
In-Person

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January (2/2) 2025

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MON	TUE	WED	THU	FRI
20	9:00 AM Virtual 3:00 PM Virtual	9:00 AM In-Person 11:00 AM Virtual 1:00 PM in-Person	10:00 AM In-Person OPEN LAB 10:30 AM Virtual 3:00 PM In-Person	10:00 AM Virtual 1:00 PM Virtual 1:00 PM Virtual 2:00 PM Virtual
27	28	29	30	31
10:00 AM In-Person 2:00 PM In-Person		9:00 AM In-Person 11:00 AM Virtual	1:00 PM In-Person 3:00 PM In-Person OPEN LAB	

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WORKDAY TRAINING CALENDAR

Last updated 2/14

February

2025

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MON	TUE	WED	THU	FRI
				01
03	04	05 10:30 AM Virtual	06	07
10	11	12	13 9:00 AM In-Person	14
17	18	19	20 1:00 PM In-Person 2:00 PM Virtual	21
24	25	26 3:00 PM In-Person	27	28

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WORKDAY TRAINING CALENDAR

Last updated 2/14

March
2025

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10	11 9:00 AM In-Person	12	13	14
17	18	19	20	21
24	25	26	27	28

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