

WORKDAY TRAINING CALENDAR

Last updated 12/15

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 In-Person 2:00 PM Virtual 3:30 PM Virtual	20

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

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January (1/2) 2025

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MON	TUE	WED	THU	FRI
		01	02	03
			10:30 AM In-Person	9:00 AM Virtual
			10:30 AM In-Person	9:00 AM In-Person
			1:00 PM In-Person	10:30 AM Virtual
				1:00 PM In-Person
				3:00 PM Virtual
06	07	08	09	10
9:00 AM In-Person	9:00 AM In-Person	9:00 AM Virtual	9:00 AM Virtual	
10:30 AM In-Person	10:30 AM In-Person	1:00 PM Virtual	10:00 AM In-Person	
1:00 PM In-Person	1:00 PM In-Person	3:00 PM Virtual	1:00 PM In-Person	
2:00 PM In-Person	2:00 PM In-Person		2:00 PM Virtual	
3:00 PM In-Person	3:00 PM Virtual			
13	14	15	16	17
1:00 PM Virtual	9:00 AM In-Person	3:00 PM In-Person	9:00 AM Virtual	10:30 AM Virtual
2:00 PM Virtual	1:00 PM In-Person		1:00 PM Virtual	3:30 PM In-Person
	3:00 PM In-Person		3:00 PM In-Person	

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WORKDAY TRAINING CALENDAR

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January (2/2) 2025

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Workday for HR Specialists

Workday for Help Desk

MON	TUE	WED	THU	FRI
20	21 9:00 AM Virtual	22 11:00 AM Virtual 1:00 PM in-Person	23 3:00 PM In-Person	24 10:00 AM Virtual 1:00 PM Virtual
27 10:00 AM In-Person	28	29 4:00 PM Virtual	30	31

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