

Course Announcement – May 25, 2023

Dear A&M System Training Coordinators,

TrainTraq course no. [2114602](#) : *Workday Hiring Series – Part 1: Preparing for the Hire* has been added to TrainTraq. This course, which is part 1 of a four-part series, overviews the process of preparing for hiring an employee in Workday. Topics include Preparing for the Hire, New Hires vs Rehires, Pre-hire Records, Pre-hire Scenarios, What is a UIN? and UIN Scenarios. Parts 2, 3, and 4 are scheduled for summer 2023. It is recommended to complete each course in order.

The course content is provided by IT Training & Development, a department of The Texas A&M University System Offices. Please reach out to your local Human Resources office for any member-specific processes not covered in this course.

Regards,

Pat

Patricia Yee Hsieh | Learning Technology Consultant
Division of Human Resources and Organizational Effectiveness
1255 TAMU | College Station, Texas 77843-1255
tamus.edu/business/training | OrgDev.tamu.edu
979.845.0077 | phsieh@tamu.edu

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