Explore

Workday Curriculum Guide – Workday Fundamentals

This guide presents instructional materials pertaining to Workday Fundamentals. These are topics about Workday functionality that span across all functional areas. Each topic is hyperlinked to its webpage on Workday Help. Materials are presented in one of these formats:

- **Webinars** are recordings of live seminar sessions presented by Workday Services.
- **Job Aids** are step-by-step instructions for a specific process.
- **Reference Guides** contain useful information and data on a topic.

We recommend that you view these materials in the order they are presented allowing that you are the Target Audience. This way you will not skip over important information in a previous topic.

Workday Topics	Format	Target Audience	Description
Monitoring Business Processes	Webinar	Business Process View Only, HR Contact, HR Partner, HR View Only	This webinar presents a detailed overview of business process definitions and framework with an insight on how to track and get answers to specific scenarios during your day-to-day activities in Workday using new Prism Dashboards.
View Business Process History	Job Aid	Everyone	This job aid outlines the process used to view the history of a business process, including the business process status. There are multiple ways to view the history of a business process. This guide will cover two methods: via the Inbox Archives and via an Employee's Worker History.
Using Search	Job Aid	Everyone	This job aid outlines how to perform searches in Workday. You can search for tasks, people, organizations, reports, and more in the Search Bar.
Managing Your Inbox Filters	Job Aid	Everyone	This job aid outlines the process to create and edit a custom Workday Inbox filter for efficient management of your Inbox and select one of your customized filters to be a default filter applied each time you sign in to Workday.
Managing Your Inbox	Job Aid	Everyone	This job aid outlines the features that you can use to manage your Inbox in Workday.
Delegations and Reassignments	Webinar	HR Contact, HR Partner, Security Partner	This webinar overviews the creation of delegations and requesting reassignments for business processes along with insight on managing inbox items in Workday. It also reviews existing delegations to make sure to create new delegations as needed and moving business process requests forward with reassignments to get approvals on time.

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Workday Topics	Format	Target Audience	Description
Delegate and Complete Delegated Task	Job Aid	Everyone	This job aid outlines the process for users to delegate an Inbox task to another user in Workday or complete a task that has been delegated to the user by switching accounts.
Correct, Cancel & Rescind	Webinar	Benefits Partner, Compensation Partner, HR Contact, HR Partner, Payroll Partner	This webinar presents a detailed overview of business process definitions and a framework for Correct, Cancel & Rescind.
Correct, Cancel & Rescind	Reference Guide	Benefits Partner, Compensation Partner, HR Contact, HR Partner, Payroll Partner	This reference guide provides a comprehensive list by security role of the business processes that can be canceled, corrected, or rescinded in order to provide easy access to information regarding the business processes on which you can complete these tasks.
Correct, Cancel & Rescind	Job Aid	Benefits Partner, Compensation Partner, HR Contact, HR Partner, Payroll Partner	This job aid outlines the process to Correct, Cancel, or Rescind a business process.