LEARN WORKDAY - NEW TO WORKDAY FOUNDATIONS

12-Week Beginners Program - Agenda and Syllabus

February 2027 Cohort

Instructor: Jevonte Domond, Workday Pro HCM Certified Practitioner

PROGRAM OVERVIEW

Schedule: Saturdays and Sundays, 2:00-4:00 PM CT

Length: 12 weeks, 24 live sessions, 48 hours total

Tuition: 2,995 dollars

Format: Live virtual, small groups, hands-on labs in a training tenant, real enterprise scenarios, open Q and A

Registration closes: January 15, 2027

Payment due: January 20, 2027, full payment, no partials, unpaid seats released

Tenant: Training tenant included

Who this is for:

- People new to Workday who want the full picture, not just one feature
- HR, payroll, benefits, finance, IT, and operations professionals moving into Workday roles
- Career changers and new analysts who need to speak Workday fluently and configure with confidence

Prerequisites: None. No Workday experience required. Basic comfort with spreadsheets and HR or business operations is helpful.

What you will be able to do by the end:

- Navigate Workday confidently and explain how HCM, payroll, reporting, security, and integrations fit together
- Build and maintain supervisory organizations, jobs, positions, and employee data
- Run a full employee lifecycle: hire, job change, transfer, promotion, termination
- Configure compensation, benefits eligibility, and business process approvals
- Build reports, calculated fields, and dashboards
- Design basic role-based security and explain SOX controls
- Build and test a basic EIB integration and explain Core Connectors and PECI
- Walk into a Workday support, analyst, or admin role with a capstone portfolio to show

Format: Saturdays are concept plus live demo. Sundays are guided lab plus build and review. Each week ends with a takeaway checklist.

WEEK-BY-WEEK AGENDA

WEEK 1 - How Workday Works

Saturday — Navigation, Tenant, and Core Concepts

- Workday ecosystem: HCM, Payroll, Benefits, Time, Reporting, Security, Integrations, Prism, Accounting Center
- How to navigate: Search, My Tasks, Inbox, Worklets, Related Actions, Business Objects
- Tenant types and what you can and cannot change in each
- Supervisory organizations, companies, cost centers, locations, and how they connect

Sunday — Lab: Tenant Orientation

- Set up your tenant profile, navigate to key areas, and map an org chart from a sample company

  Takeaway: You can find anything in Workday and explain the org structure behind it

WEEK 2 - Organizations, Jobs, and Positions

Saturday — The Foundation of HCM

- Supervisory orgs, subordinate orgs, and org hierarchies
- Jobs, job profiles, job families, and position management
- Staffing models: position management vs. headcount management
- Locations, cost centers, regions, and company setup

Sunday — Lab: Build the Org

- Build a supervisory org hierarchy, create jobs and positions, and assign staffing

  Takeaway: You can build a clean org structure that reporting, security, and payroll can rely on

WEEK 3 - Staffing: Hire to Onboard

Saturday — Hiring and Onboarding

- Job requisitions, candidates, and the hire business process
- Hire action: worker type, employee ID, personal and contact data, onboarding tasks
- Probation, I-9, and onboarding checklists
- Common hire errors and how to fix them

Sunday — Lab: Hire Three Workers

- Hire a full-time employee, a contractor, and a part-time worker with different orgs and managers

  Takeaway: You can run a hire end to end without breaking downstream processes

WEEK 4 - Employee Lifecycle: Job Changes, Transfers, Terminations

Saturday — The Lifecycle in Action

- Job changes: transfer, promotion, demotion, location change, manager change, data change

- Termination: voluntary vs. involuntary, last day, final pay considerations, access removal
- Effective dates, rescinds, and corrections
- What breaks when lifecycle steps are done out of order

Sunday — Lab: Lifecycle Scenarios

- Run a transfer, a promotion with compensation change, and a termination with checklist

  Takeaway: You can handle the full lifecycle and explain effective dating clearly

WEEK 5 - Compensation and Benefits

Saturday — Pay and Benefits Setup

- Compensation: grades, grade profiles, salary plans, allowances, merit and bonus plans
- Benefits: benefit groups, eligibility rules, plans, enrollment events, life events
- How compensation and benefits connect to payroll
- Year-end and open enrollment basics

Sunday — Lab: Build a Comp and Benefits Case

- Set up a grade and salary plan, enroll a worker in benefits, process a life event

  Takeaway: You can explain and configure core comp and benefits without guessing

WEEK 6 - Payroll Foundations, Time, and Absence

Saturday — Pay, Time, and Absence

- Payroll setup: pay groups, pay periods, earnings, deductions, taxes
- Time tracking and absence: time entry, time off types, accruals, approvals
- How time and absence flow into payroll
- Common payroll errors and how to audit them

Sunday — Lab: Payroll and Time Walkthrough

- Enter time, request time off, review a pay calculation, and trace an error to its source

  Takeaway: You can trace a pay issue from time entry to paycheck

WEEK 7 - Business Processes and Approvals

Saturday — Designing Processes That Work

- Business process framework: steps, approvals, notifications, condition rules
- Initiation, approval chains, delegations, and escalations
- Security groups inside business processes
- How to design for audit: every step has an owner and a trail

Sunday — Lab: Build and Test a Process

- Build a job change approval process with condition rules and test it with two scenarios

  Takeaway: You can design a clean approval process that auditors can follow

WEEK 8 - Reporting Foundations

Saturday — Report Writer and Calculated Fields

- Reporting architecture: data sources, business objects, fields, prompts, filters, sorting
- Report Writer: simple, advanced, matrix, composite, and trending reports
- Calculated fields: what they are, when to use them, and common patterns
- Sharing, scheduling, and report security

Sunday — Lab: Build Three Reports

- Build a headcount report, an advanced report with prompts, and a calculated field for tenure

  Takeaway: You can build reports people actually use, not just exports

WEEK 9 - Security Foundations

Saturday — Roles, Groups, and Domains

- Security model: domains, domain security policies, securable items
- Role-based access control: constrained vs. unconstrained roles
- Groups: user-based, role-based, intersection, and segmentation
- Business process security and why security and process design go together

Sunday — Lab: Secure a Scenario

- Create a role, assign it to a group, test what that user can and cannot see and do

  Takeaway: You can grant the right access without over-provisioning

WEEK 10 - Integrations Foundations

Saturday — How Workday Connects to Other Systems

- Integration architecture: inbound vs. outbound, real-time vs. batch
- EIB: inbound and outbound, templates, mapping, transformation
- Core Connectors: Worker, Payroll, Benefits
- PECI: Payroll Effective Change Interface, what it carries and why it matters

Sunday — Lab: Build an EIB Outbound

- Build and test a basic EIB outbound file, review the output, and fix mapping errors

  Takeaway: You can explain and build a basic integration and troubleshoot a failed run

WEEK 11 - Prism Analytics, Accounting Center, and Controls

Saturday — Analytics and Controls

- Prism Analytics: blending Workday data with external data for reporting
- Accounting Center: bringing operational data into finance reporting
- SOX controls: segregation of duties, audit logs, change control, evidence
- Tenant management: implementation, sandbox, production, and change migration

Sunday — Lab: Controls Review

- Review a Prism use case, run a controls checklist, and document audit evidence for a change

  Takeaway: You can speak to analytics and controls like a practitioner, not just a user

WEEK 12 - Capstone: End-to-End Build and Career Playbook

Saturday — Capstone Build

- Full scenario: Build an org, hire workers, run job changes, configure comp and benefits, build a report, secure a role, and run an integration
- Present your build and defend your design choices

Sunday — Career Playbook and Review

- How Workday roles are structured: admin, analyst, consultant, product owner
- What hiring managers look for, how to talk about your capstone, and certification paths
- Final skills checklist and next-step plan

  Takeaway: You leave with a portfolio-ready capstone and a clear next role target

CAPSTONE DELIVERABLE

A documented end-to-end build covering org, lifecycle, comp, benefits, reporting, security, and integration, plus a skills checklist you can use in interviews.

WHAT IS INCLUDED

- Live instruction, not recorded videos
- Hands-on labs in a training tenant
- Lab guides, templates, checklists, and field maps you keep
- Real enterprise scenarios drawn from migration, payroll, benefits, reporting, security, and integrations work
- Capstone build you can show in interviews and on the job
- Q and A in every session

What is not included:

- Workday certification exam fees
- One-on-one consulting outside class sessions

INSTRUCTOR

Jevonte Domond, Workday Pro HCM Certified Practitioner Enterprise migrations: PeopleSoft and ADP, UKG, and Oracle to Workday Global scale: Directed a 20,000-employee Workday rollout Deep functional expertise: Payroll, benefits, Prism Analytics, and Accounting Center Controls that hold up: RBAC security, SOX controls, and integrations