LEARN WORKDAY - HCM FOUNDATIONS

Focused Track - Agenda and Syllabus

February 2027 Cohort

Instructor: Jevonte Domond, Workday Pro HCM Certified Practitioner

PROGRAM OVERVIEW

Schedule Options - Same content, two paces:

- Weekdays: 4 weeks, Monday-Thursday, 8:30-10:30 PM CT, 16 live sessions, 32 hours, with extended lab time
- Weekends: 6 weeks, Saturday-Sunday, 7:00-9:00 PM CT, 12 live sessions, 24 hours, with lab time built into each weekend

Tuition:

- Founding: 1,495 dollars by Dec 8, 2026, training tenant included
- Standard: 1,995 dollars, training tenant included
- Bring Your Own Tenant: 1,695 dollars, for learners who already have employer-provided tenant access

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

Who this is for:

- HR analysts, Workday admins, HRIS analysts, and consultants who own core HCM configuration and day-to-day support

Prerequisites: Basic Workday navigation or completion of Foundations. You should know what a supervisory org and a business process are.

What you will be able to do by the end:

- Design and maintain org structures that support reporting, security, and payroll
- Run the full staffing lifecycle cleanly with correct effective dates
- Configure compensation and benefits with audit-ready documentation
- Design business processes that are simple, enforceable, and auditable
- Troubleshoot the most common HCM errors without escalating

MODULE-BY-MODULE AGENDA

MODULE 1 - Core HCM Architecture

- Supervisory orgs, companies, cost centers, locations, regions

- How org design drives reporting, security, and approvals
- Lab: Design an org hierarchy for a multi-location company and document the decisions

MODULE 2 - Jobs, Positions, and Staffing Models

- Job profiles, job families, position management vs. headcount management
- Position restrictions, FTE, and staffing transactions
- Lab: Build jobs and positions, fix a staffing model mismatch

MODULE 3 - Hiring, Onboarding, and Employee Data

- Hire process, worker types, personal data, onboarding tasks
- Data quality, duplicates, and corrections
- Lab: Hire three worker types and audit the data for completeness

MODULE 4 - Job Changes, Transfers, Promotions, Terminations

- All job change types, effective dates, rescinds, and corrections
- Termination checklist and downstream impacts
- Lab: Run transfer, promotion, and termination scenarios and document the audit trail

MODULE 5 - Compensation

- Grades, grade profiles, salary plans, merit, bonus, allowances, one-time payments
- Compensation changes inside job changes vs. standalone
- Lab: Build a comp structure and process a merit cycle scenario

MODULE 6 - Benefits

- Benefit groups, eligibility, plans, enrollment events, life events
- Open enrollment workflow and common errors
- Lab: Configure eligibility, enroll workers, process a life event, audit enrollment

MODULE 7 - Business Processes and Approvals

- Business process design: steps, condition rules, approvals, notifications, delegations
- Process security and audit considerations
- Lab: Redesign a messy approval process into a clean, auditable one

MODULE 8 - Capstone: Full Lifecycle Build and Audit Check

- End-to-end scenario: org to hire to job change to termination, with comp, benefits, and approvals
- Audit checklist: effective dates, approvals, security, and data quality
- Deliverable: Documented lifecycle build plus troubleshooting guide for your team

PACING

- Weekday format: 2 modules per week for 4 weeks, with extended lab time each session

- Weekend format: Same 8 modules across 6 weeks, with lab time built into each weekend

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