Chapter: 1 & 2 – Core concepts and Navigation Basics

- Core Concept Overview
- Business Objects
- Basic Navigation
- Landing Pages
- Related Action Menus
- Search
- Slide-out tabs
- Hyperlinks
- Additional Navigation Topics
- Actionable Reports
- Single and Multi-select prompt fields
- Standard Screen Icons
- Task Page Icons
- Workfeed
- Configuration options
- Find Worker

Chapter: 3 – Organizations in workday

- Organization types
- Supervisory Organizations
- Reorganization
- Setup of supervisory org structure
- Managing supervisory organization
- Creating a subordinate org
- Dividing a supervisory org

- Additional org types
- Organization Hierarchies
- Organization Assignments on supervisory org
- Organizational Reports

Chapter: 4 – Staffing Models

- Types of Staffing Models
- Configuring individual staffing model
- Hiring Restrictions
- Position Management
- Headcount Management
- Job Management
- Differentiating between staffing models
- Maintaining Staffing Models

Chapter: 5 – Jobs and Positions

- Job Profiles
- Differentiating Job profiles, Job families, Job family groups
- Job profiles and Localizations
- Management Level Hierarchy
- Creating Job profile
- Creating Position and Headcount Groups
- Managing Filled and Unfilled Position and Headcount Groups
- Creating Positions
- Edit Position Restrictions
- Close Position vs. Managing a Hiring Freeze

Chapter: 6 – Compensation

- Compensation Components
- Creating Compensation
- Compensation Rules
- Compensation Reports
- Compensation Packages
- Compensation Grades
- Bonus plans
- Amount based
- Percent based

- Salary and Hourly plans
- Compensation Segment Security
- Initiating Compensation Event

Chapter: 7 – Security Groups

- Security Group Types
- Configuring Role based security
- Configuring Job based security
- Configuring User based security
- Components of Configurable security
- Functional Areas, Securable Items and Security Policies
- Domain security policies
- Business process security policies
- Security Reports

Chapter: 8 – Business Process

- Business Process Framework
- Business Process Step types
- Business Process Configuration Options
- Default
- Customize
- Business Process Functionality
- Completion Steps
- Due Date and Alerts
- Delays and Routing Restrictions
- Business sub processes
- Deploying Business Processes
- Business Process Reports

Chapter: 9 – Reports

- Standard Reports
- Custom Reports
- Report Writer
- Data Sources
- Class Report fields
- Create Report
- Report type, Data source
- Objects, Fields
- Order columns
- Sort outputs
- Filter criteria
- Business Object

Chapter: 10 – Calculated Fields

- Creating various kinds of Calculated Fields
- Calculated Field Reports
- Text functions
- Working with Related Business Objects
- Extract Single Instance
- Extract Multi Instance
- System wide vs. Report specific Calculated fields
- Security Admin Perspective – Calculated Fields

Chapter 11 – Integrations-Technical

- Core Connecters
- EIB-inbound and Out Bound
- Workday Studio