



# GA@WORK

## HCM Course Descriptions

# GA@WORK Training - HCM Course Descriptions

Course	Delivery Channel	Description & Objectives
<b>GA@WORK Basic Navigation</b>	eLearning	<p>GA@WORK Basic Navigation is an eLearning course designed to equip users with essential skills to successfully navigate your homepage, utilize its features, and effectively use the GA@WORK mobile application for various HR tasks.</p> <ul style="list-style-type: none"> <li>• Describe the navigation features of the GA@WORK Homepage</li> <li>• Explain some of the key features and self-service options associated with Your Profile</li> <li>• Explain how to manage favorites and bookmark your frequently accessed tasks, reports and pages</li> <li>• Explain how to download the mobile application to have convenient access to GA@WORK.</li> <li>• Explain some of the key guidelines necessary to safely use GA@WORK Mobile</li> </ul>
<b>GA@WORK Employee Self-Service</b>	eLearning	<p>GA@WORK Employee Self-Service (ESS) is an eLearning course designed to empower employees with the knowledge and skills to efficiently manage personal information, view compensation details, and handle time tracking and absence management tasks</p> <ul style="list-style-type: none"> <li>• Explain features and benefits of Employee Self-Service</li> <li>• Explain how to update your personal information</li> <li>• Explain how to view your compensation</li> <li>• Explain how to enter and correct time worked</li> <li>• Demonstrate time tracking and absence management tasks</li> </ul>
<b>GA@WORK Manager Self-Service</b>	eLearning	<p>GA@WORK Manager Self-Service (MSS) is an eLearning course designed to equip managers with the skills to leverage MSS benefits and features, utilize management apps and dashboards, manage tasks in GA@WORK, and navigate employee data efficiently.</p> <ul style="list-style-type: none"> <li>• Explain key features and benefits of Manager Self-Service in GA@WORK</li> <li>• Explain how to view reports and review common management apps.</li> <li>• Explain common Manager Self-Service dashboards.</li> <li>• Explain how to review personal data change and explain how to review an edit to personal data</li> <li>• Explain how to request a compensation change</li> </ul>
<b>GA@WORK Expense Management</b>	eLearning	<p>GA@WORK Expense Manage is an eLearning course designed to empower employees with the knowledge and skills to complete non-travel expense reports for reimbursements.</p> <ul style="list-style-type: none"> <li>• Explain the basic navigation and uses for the Expenses Hub.</li> <li>• Explain the process for submitting expenses for reimbursement.</li> <li>• Describe how to submit a non-travel expense report.</li> <li>• Explain why they would submit an expense report on behalf of someone else.</li> <li>• Describe how to submit an expense report on behalf of someone else.</li> <li>• Describe the availability of submitting expense reports on their mobile device.</li> </ul>

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<b>GA@WORK HCM Overview</b>	eLearning	<p>GA@WORK HCM Overview is an eLearning course designed to provide a comprehensive understanding of how to use GA@WORK and support key Human Capital Management processes.</p> <ul style="list-style-type: none"> <li>• Explain the benefits and key change impacts associated with the GA@WORK implementation</li> <li>• Explain the Employee and Manager Self-Service processes that are available</li> <li>• Explain some key features available</li> <li>• Explain key processes that will be supported by GA@WORK</li> <li>• Explain key features of the self-service capabilities</li> </ul>
<b>GA@WORK Intro to Reporting</b>	eLearning	<p>GA@WORK Introduction to Reporting is an eLearning course designed to teach users how to navigate the reporting features within GA@WORK, save frequently used reports to Favorites, and effectively search, run, schedule, and download reports.</p> <ul style="list-style-type: none"> <li>• Navigate the reporting features within GA@WORK</li> <li>• Explain how to save your frequently used reports to Favorites and explain how to search, run, schedule and download a report</li> <li>• Explain the importance of data security policies and understand how to manage reports securely</li> <li>• Explain the best practices for maintaining data privacy, like steps to take in potential security incidents</li> <li>• Explain how to search, run, schedule and download reports and explain how to save your frequently used reports to Favorites</li> </ul>
<b>GA@WORK Manage My Learning</b>	eLearning	<p>GA@WORK Manage My Learning is an eLearning course designed to teach end users how to review and navigate the learning dashboard, including enrolling in and dropping courses, browsing the catalog, and creating personalized learning paths.</p> <ul style="list-style-type: none"> <li>• Explain the features and benefits of GA@WORK Learning module</li> <li>• Navigate the Learning Dashboard and demonstrate how to successfully enroll and drop a course.</li> <li>• Browse the course catalog and demonstrate how to add yourself to a course waitlist, print certificates of completed courses and track your learning progress.</li> <li>• Explain how to view transcripts and complete required for your tasks</li> </ul>
<b>GA@WORK Talent Mangement</b>	eLearning	<p>GA@WORK Talent Management is an eLearning course designed to teach users how to create and manage talent profiles, set and edit individual and team goals, conduct and track feedback and check-ins, and create succession plans.</p> <ul style="list-style-type: none"> <li>• Introduction to Managing Talent in Workday, highlighting change impacts and benefits</li> <li>• Create and manage talent profiles</li> <li>• Create and edit individual goals and add goals for team members</li> <li>• Manage and conduct ongoing, frequent feedback.</li> <li>• Track check-ins.</li> <li>• Manage Succession Planning</li> </ul>

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<b>GA@WORK Learning for Instructors</b>	Instructor-Led Training	<p>GA@WORK Learning for Instructors is an instructor-led training course designed to teach users how to review the learning dashboard and navigation, manage blended course offerings, edit course offering details, and cancel course offerings.</p> <ul style="list-style-type: none"> <li>• Navigate to the Learning Trainer Dashboard and navigation for learning in GA@WORK</li> <li>• Schedule a course offering and edit a course offering</li> <li>• Find workers to enroll</li> <li>• Manage My Schedule to view classes, mark attendance in a blended course offering and cancel a course offering</li> <li>• Run learning enrollment and learning attendance reports</li> </ul>
<b>GA@WORK Manage Compensation</b>	Instructor-Led Training	<p>GA@WORK Manage Compensation is an instructor-led training course designed to explain how compensation is managed, including processing ad-hoc compensation changes, handling compensation changes due to job changes, and managing one-time payment requests.</p> <ul style="list-style-type: none"> <li>• Explain how compensation is managed in GA@WORK</li> <li>• Describe the purpose of ad-hoc compensation changes and process a request compensation change</li> <li>• Explain compensation change because of change of job and process a proposed compensation change</li> <li>• Describe the purpose of a one-time payment and process a one-time payment request</li> </ul>
<b>GA@WORK Manage HR Transactions</b>	Instructor-Led Training	<p>GA@WORK Manage HR Transactions is an instructor-led training course designed to teach users how to update employee data, manage data quality through the approval process, make necessary edits, and perform various HR transactions related to the employee life cycle in GA@WORK.</p> <ul style="list-style-type: none"> <li>• Update employee data, including making corrections and manage data quality by conducting reviews and approvals</li> <li>• Describe the employee lifecycle</li> <li>• Edit a position</li> <li>• Process hiring, including changing jobs for a current state employee</li> <li>• Explain the different reasons for a change job</li> <li>• Describe the termination process</li> </ul>
<b>GA@WORK Manage Payroll</b>	Instructor-Led Training	<p>GA@WORK Manage Payroll is an instructor-led training course designed to teach users how to review payroll, complete on/off cycle payroll processing, process retro payroll, and run payroll reports.</p> <ul style="list-style-type: none"> <li>• Explain the features of payroll management</li> <li>• Demonstrate on/off cycle payroll processing and retro payroll</li> <li>• Demonstrate running a payroll report</li> </ul>

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<b>GA@WORK Manage Time &amp; Absence</b>	Instructor-Led Training	<p>GA@WORK Manage Time and Absence is an instructor-led training course designed to teach users how to assign work schedules, enter time, request and correct time off, and manage leave of absence (LOA) requests and returns.</p> <ul style="list-style-type: none"> <li>• Develop an understanding of Time &amp; Absence features and demonstrate entering time and correcting time on behalf of an employee</li> <li>• Request time off and correct time off, on behalf of the employee</li> <li>• Request a LOA and request a return from a LOA</li> </ul>
<b>GA@WORK Onboarding Setup</b>	Microlearning	<p>GA@WORK Onboarding Setup for Managers is a microlearning designed to teach end users how to access, assign, and send notification tasks for new onboardees.</p> <ul style="list-style-type: none"> <li>• Explain how to access, assign and send a notification task(s) for an onboarder.</li> </ul>
<b>GA@WORK Recruiting for Managers</b>	eLearning	<p>GA@WORK Recruiting for Managers is an eLearning course designed to teach end users how to navigate the recruiting process, screen and evaluate candidates, conduct interviews and reference checks, and initiate job requisitions.</p> <ul style="list-style-type: none"> <li>• Learn to Create a Job Requisition and learn how to successfully screen a candidate in GA@WORK</li> <li>• Learn to assess a candidate in GA@WORK and learn to schedule a candidate for an interview and score a candidate interview</li> </ul>
<b>GA@WORK Performance Management</b>	eLearning	<p>GA@WORK Performance Management is an eLearning course designed to teach users how to manage performance reviews and improvement plans and handle disciplinary actions.</p> <ul style="list-style-type: none"> <li>• Introduction to Performance Management in GA@WORK, highlighting change impacts and benefits.</li> <li>• Initiate and manage performance reviews.</li> <li>• Create and manage performance improvement plans (PIPS) and initiate and manage development plans and manage disciplinary actions</li> </ul>
<b>GA@WORK Recruiting &amp; Onboarding</b>	Instructor-Led Training	<p>GA@WORK Recruiting and Onboarding is an instructor-led training course designed to provide a comprehensive understanding of the recruiting process, including creating and managing job and Evergreen requisitions, managing candidates through screening and interview processes, creating and extending offers, initiating hires, and explaining the onboarding process in GA@WORK.</p> <ul style="list-style-type: none"> <li>• Describe the recruiting process at a high level, navigate to the Recruiting GA@WORK Menu</li> <li>• Describe the basics of the job requisition process, create, edit and post a job requisition and an Evergreen job requisition</li> <li>• Manage the candidate pool process and manage interview process, create an offer, including the proposed salary and extend offer</li> <li>• Describe the background check process and initiate a hire – including the onboarding process</li> </ul>
<b>GA@WORK Security Partner Fundamentals</b>	eLearning	<p>GA@WORK Security Partner Fundamentals is an eLearning course designed will provide Agency Security Partners with an understanding of the different requests and approvals they will receive.</p> <ul style="list-style-type: none"> <li>• Demonstrate how to request security on behalf of Agency Personnel.</li> <li>• Demonstrate how to approve a security request.</li> <li>• Demonstrate how to confirm a delegation request.</li> </ul>