GA@WORK

HCM/Payroll Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK HCM + Payroll Learning Programs and the estimated time to complete each one. For more details on courses and Learning Programs, visit the **GA@WORK Resource Library**.

Role	Courses in Learning Program *eLearning* | <u>Instructor Led</u>	Est. Hours
Foundational Learning Programs		
Employee	*Basic Navigation + ESS + Learning*	2.5
Manager	*Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup*	8
Role Based Learning Programs		
Auditor	*Basic Navigation + Introduction to Reporting + ESS + Learning*	3.5
Assessor (Learning)	*Basic Navigation + Introduction to Reporting + ESS + Learning*	3.5
Compensation Partner	*Basic Navigation + Introduction to Reporting + ESS +* <u>*Manage Compensation*</u> *+ Learning*	5.5
Compensation Planner	*Basic Navigation + Introduction to Reporting + ESS +* <u>*Manage Compensation*</u> *+ Learning*	3
Drug Test Partner	*Basic Navigation + HCM Overview + ESS + Learning*	3
Employee Relations	*Basic Navigation + Introduction to Reporting + ESS + Talent Management + Performance Management + Learning*	5.6
Help Desk Contact Center (DOAS)	*Basic Navigation + HCM Overview + Introduction to Reporting + ESS + Talent Management + Performance Management + Learning*	6.1
Help Desk Manager (DOAS)	*Basic Navigation + HCM Overview + Introduction to Reporting + ESS + Talent Management + Performance Management + Learning + MSS +* <u>*Recruiting and Onboarding*</u> *+ Manage HR Transactions + Manage Compensation +* <u>*Manage Payroll*</u> *+ Manage Time and Absence + Learning for Instructors + Recruiting for Managers + Onboarding Setup + Security Partner Fundamentals*	18.8
Help Desk Team Lead (DOAS)	*Basic Navigation + HCM Overview + Introduction to Reporting + ESS + Talent Management + Performance Management + Learning + MSS +* <u>*Recruiting and Onboarding*</u> *+ Manage HR Transactions + Manage Compensation + Manage Time and Absence + Learning for Instructors + Recruiting for Managers + Onboarding Setup + Security Partner Fundamentals*	17.6
Help Desk (SAO)	*Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS +* <u>*Recruiting and Onboarding*</u> *+* <u>*Manage HR Transactions*</u> *+ Talent Management + Performance Management +* <u>*Manage Payroll*</u> *+* <u>*Manage Time & Absence*</u> *+ Learning + Security Partner Fundamentals*	18.2

GA@WORK

GA@WORK

HCM/Payroll Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK HCM + Pay Learning Programs and the estimated time to complete each one. For more details on courses and Learning Programs, visit the **GA@WORK Resource Library**.

Role	Courses in Learning Program *eLearning* | Instructor Led	Est. Hours
Role Based Learning Programs		
HR Director	*Basic Navigation + Introduction to Reporting + ESS + Manage HR Transactions + Manage Compensation + Learning*	7.5
HR Partner	*Basic Navigation + HCM Overview + Introduction to Reporting + ESS + Manage HR Transactions + Talent Management + Performance Management + Manage Compensation + Learning + Onboarding Setup*	10.3
HR Specialist	*Basic Navigation + Introduction to Reporting + ESS + Manage HR Transactions + Manage Compensation + Learning*	7.4
Instructor	*Basic Navigation + Introduction to Reporting + ESS + Learning for Instructors + Learning*	5.5
Learning Admin	*Basic Navigation + Introduction to Reporting + ESS + Learning*	3.5
Learning Partner	*Basic Navigation + Introduction to Reporting + ESS + Learning*	3.5
Payroll Liaison	*Basic Navigation + Introduction to Reporting + ESS + Manage Payroll + Learning*	5.5
Payroll Partner	*Basic Navigation + Introduction to Reporting + ESS + Manage Payroll + Learning*	5.5
Recruiter	*Basic Navigation + Introduction to Reporting + ESS + Recruiting & Onboarding + Learning*	7.3
Recruiting Coordinator	*Basic Navigation + Introduction to Reporting + ESS + Recruiting & Onboarding + Learning*	7.3
Recruiting Manager	*Basic Navigation + Introduction to Reporting + ESS + Recruiting & Onboarding + Learning*	7.3
Security Partner	*Basic Navigation + Introduction to Reporting + ESS + Learning + Security Partner Fundamentals*	3.3
Talent Partner	*Basic Navigation + ESS + Talent Management + Performance Management + Learning*	4.6
Talent Pool Manager	*Basic Navigation + ESS + Talent Management + Performance Management + Learning*	4.6
Time & Absence Partner	*Basic Navigation + Introduction to Reporting + ESS + Talent Management + Performance Management + Manage Time and Absence + Learning*	6.3
Timekeeper	*Basic Navigation + Introduction to Reporting + ESS + Talent Management + Performance Management + Manage Time and Absence + Learning*	6.3

GA@WORK