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* | Instructor Led	Est. Hours
Foundational Learning Programs		
Employee	*Basic Navigation + ESS + Learning*	2.5
Manager	*HCM Overview + Introduction to Reporting + MSS + Talent Management + Performance Management + Recruiting for Managers + Onboarding Setup*	8
Role Based Learning Programs		
Auditor	*Introduction to Reporting*	1
Assessor (Learning)	*Introduction to Reporting*	1
Compensation Partner	*Introduction to Reporting* + Manage Compensation	2.2
Compensation Planner	*Introduction to Reporting* + Manage Compensation	2.2
Drug Test Partner	*HCM Overview*	.5
Employee Relations	*Introduction to Reporting + Talent Management + Performance Management*	3
Help Desk Contact Center (DOAS)	*HCM Overview + Introduction to Reporting + Talent Management + Performance Management*	3.5
Help Desk Manager (DOAS)	*HCM Overview + Introduction to Reporting + Talent Management + Performance Management + MSS + Recruiting and Onboarding + Manage HR Transactions + Manage Compensation + Manage Payroll + Manage Time and Absence + Learning for Instructors + Recruiting for Managers + Onboarding Setup + Security Partner Fundamentals*	21
Help Desk Team Lead (DOAS)	*HCM Overview + Introduction to Reporting + Talent Management + Performance Management + MSS + Recruiting and Onboarding + Manage HR Transactions + Manage Compensation + Manage Time and Absence + Learning for Instructors + Recruiting for Managers + Onboarding Setup + Security Partner Fundamentals*	19
Help Desk (SAO)	*HCM Overview + Introduction to Reporting + MSS + Recruiting and Onboarding + Manage HR Transactions + Talent Management + Performance Management + Manage Payroll + Manage Time & Absence + Security Partner Fundamentals*	15.5

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Role	Courses in Learning Program *eLearning* | Instructor Led	Est. Hours
Role Based Learning Programs		
HR Director	*Introduction to Reporting +* Manage HR Transactions *+* Manage Compensation	5
HR Partner	*HCM Overview + Introduction to Reporting +* Manage HR Transactions *+ Talent Management + Performance Management +* Manage Compensation *+ Onboarding Setup*	7.5
HR Specialist	*Introduction to Reporting +* Manage HR Transactions *+* Manage Compensation	5
Instructor	*Introduction to Reporting +* Learning for Instructors	3
Learning Admin	*Introduction to Reporting*	1
Learning Partner	*Introduction to Reporting*	1
Payroll Liaison	*Introduction to Reporting +* Manage Payroll	3
Payroll Partner	*Introduction to Reporting +* Manage Payroll	3
Recruiter	*Introduction to Reporting +* Recruiting & Onboarding	3.5
Recruiting Coordinator	*Introduction to Reporting +* Recruiting & Onboarding	3.5
Recruiting Manager	*Introduction to Reporting +* Recruiting & Onboarding	3.5
Security Partner	*Introduction to Reporting + Security Partner Fundamentals*	2
Talent Partner	*Talent Management + Performance Management*	2
Talent Pool Manager	*Talent Management + Performance Management*	2
Time & Absence Partner	*Introduction to Reporting + Talent Management +* *Performance Management +* Manage Time and Absence	6
Timekeeper	*Introduction to Reporting + Talent Management +* *Performance Management +* Manage Time and Absence	6

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