

## Finance Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK Finance 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 <i>eLearning</i>   <i>Instructor Led</i>	Est. Hours
Foundational Learning Programs		
Employee	<i>Basic Navigation + ESS + Learning</i>	2.5
Manager	<i>Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup</i>	8
Role Based Learning Programs		
Accountant	<i>Finance Overview + <u>Financial Accounting I</u> + <u>Financial Accounting II</u></i>	5.3
Accounting Operations Lead	<i>Finance Overview + <u>Financial Accounting I</u> + <u>Financial Accounting II</u></i>	5.3
AP Data Entry Specialist	<i>Finance Overview + <u>Manage Accounts Payable I</u> + <u>Manage Accounts Payable II</u></i>	5.3
AR Operations Lead	<i>Finance Overview + <u>AR Operations Leads</u> + <u>Intro to P-Card Principles</u></i>	4.2
Award Contract Specialist (Grants)	<i>Finance Overview + <u>Grants Management</u></i>	4.2
Award Contract Specialist Approver (Grants)	<i>Finance Overview + <u>Grants Management</u></i>	4.2
Banking Reconciliation Specialist	<i>Finance Overview + <u>Grants Management</u></i>	4.2
Budget Check Exception Override Approver	<i>Finance Overview + <u>Financial Budget Management</u></i>	3.3
Budget Analyst	<i>Finance Overview + <u>Financial Budget Management</u> + <u>Intro to Adaptive Planning</u> + <u>Adaptive Planning Deep Dive</u> + <u>Adaptive Planning for FY25 Budget</u> + <u>Adaptive Planning Workshop</u></i>	17
Budget Executive	<i>Finance Overview + <u>Intro to Adaptive Planning</u> + <u>Adaptive Planning Deep Dive</u> + <u>Adaptive Planning for FY25 Budget</u> + <u>Adaptive Planning Workshop</u></i>	10.3
Budget Manager	<i>Finance Overview + <u>Financial Budget Management</u> + <u>Intro to Adaptive Planning</u> + <u>Adaptive Planning Deep Dive</u> + <u>Adaptive Planning for FY25 Budget</u> + <u>Adaptive Planning Workshop</u></i>	13
Business Asset Accountant	<i>Finance Overview + <u>Business Assets I</u> + <u>Business Assets II</u></i>	5.1

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Role Based Learning Programs		
Business Asset Tracking Specialist	<i>Finance Overview</i> + <u>Business Assets I</u> + <u>Business Assets II</u>	5.1
Customer Billing Specialist	<i>Finance Overview</i> + <u>Customer Payment &amp; Billing Specialists</u>	3.3
Customer Payment Specialist	<i>Finance Overview</i> + <u>Customer Payment &amp; Billing Specialists</u>	3.3
Expense Data Entry Specialist	<i>Finance Overview</i> + <u>Expense Management</u> + <u>Intro to P-Card Principles</u>	1
Office of Planning & Budget	<i>Finance Overview</i> + <u>Financial Budget Management</u>	3.3
Payroll Settlement Specialist	<i>Finance Overview</i> + <u>Banking &amp; Settlement Management</u>	3.3
Planner	<i>Finance Overview</i> + <u>Intro to Adaptive Planning</u> + <u>Adaptive Planning Deep Dive</u> + <u>Adaptive Planning for FY25 Budget</u> + <u>Adaptive Planning Workshop</u>	11
Planning Administrator	<i>Finance Overview</i> + <u>Intro to Adaptive Planning</u> + <u>Adaptive Planning Deep Dive</u> + <u>Adaptive Planning for FY25 Budget</u> + <u>Adaptive Planning Workshop</u>	11
Procurement Specialist	<i>Finance Overview</i> + <u>Banking &amp; Settlement Management</u>	3.3
Project Administrator	<i>Finance Overview</i> + <u>Project Management</u>	3.2
Project Hierarchy Manager	<i>Finance Overview</i> + <u>Project Management</u>	3.2
Project Manager	<i>Finance Overview</i> + <u>Project Management</u>	3.2
Spend Settlement Specialist	<i>Finance Overview</i> + <u>Banking &amp; Settlement Management</u>	3.3
Sponsored Program Manager	<i>Finance Overview</i> + <u>Grants Management</u>	4.2
1099 Specialist	<i>Finance Overview</i> + <u>1099 Overview</u>	1.4