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. 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 & Assessor (Learning)	*Introduction to Reporting*	1
Compensation Partner & Planner	*Introduction to Reporting +* Manage Compensation	3
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* | <u>Instructor Led</u>	Est. Hours
Role Based Learning Programs		
HR Director	*Introduction to Reporting* + <u>*Manage HR Transactions*</u> + <u>*Manage Compensation*</u>	5
HR Partner	*HCM Overview* + *Introduction to Reporting* + <u>*Manage HR Transactions*</u> + *Talent Management* + *Performance Management* + <u>*Manage Compensation*</u> + *Onboarding Setup*	7.5
HR Specialist	*Introduction to Reporting* + <u>*Manage HR Transactions*</u> + <u>*Manage Compensation*</u>	5
Instructor	*Introduction to Reporting* + <u>Learning for Instructors</u>	3
Learning Admin & Partner	*Introduction to Reporting*	1
Payroll Liaison & Partner	*Introduction to Reporting* + <u>Manage Payroll</u>	5
Recruiter, Recruiting Coordinator and Recruiting Manager	*Introduction to Reporting* + <u>Recruiting & Onboarding</u>	3.5
Security Partner	*Introduction to Reporting* + *Security Partner Fundamentals*	2
Talent Partner & Talent Pool Manager	*Talent Management* + *Performance Management*	2
Time & Absence Partner & Timekeeper	*Introduction to Reporting* + <u>Manage Time & Absence</u>	3

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