

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 <i>eLearning</i> <u>Instructor Led</u>	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		
Auditor & Assessor (Learning)	<i>Introduction to Reporting</i>	1
Benefits Partner	<i>HCM Overview + Introduction to Reporting</i>	2
Compensation Partner & Planner	<i>Introduction to Reporting + <u>Manage Compensation</u></i>	3
Drug Test Partner	<i>HCM Overview</i>	.5
Employee Relations	<i>Introduction to Reporting + Talent Management + Performance Management</i>	3
Help Desk Contact Center (DOAS)	<i>HCM Overview + Introduction to Reporting + Talent Management + Performance Management</i>	3.5
Help Desk Manager (DOAS)	<i>HCM Overview + Introduction to Reporting + Talent Management + Performance Management + MSS + <u>Recruiting and Onboarding</u> + <u>Manage HR Transactions</u> + <u>Manage Compensation</u> + <u>Manage Payroll</u> + <u>Manage Time and Absence</u> + <u>Learning for Instructors</u> + Recruiting for Managers + Onboarding Setup + Security Partner Fundamentals</i>	21
Help Desk Team Lead (DOAS)	<i>HCM Overview + Introduction to Reporting + Talent Management + Performance Management + MSS + <u>Recruiting and Onboarding</u> + <u>Manage HR Transactions</u> + <u>Manage Compensation</u> + <u>Manage Time and Absence</u> + <u>Learning for Instructors</u> + Recruiting for Managers + Onboarding Setup + Security Partner Fundamentals</i>	19
Help Desk (SAO)	<i>HCM Overview + Introduction to Reporting + MSS + <u>Recruiting and Onboarding</u> + <u>Manage HR Transactions</u> + Talent Management + Performance Management + <u>Manage Payroll</u> + <u>Manage Time & Absence</u> + Security Partner Fundamentals</i>	15.5

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Role Based Learning Programs		
HR Director	<i>Introduction to Reporting + <u>Manage HR Transactions</u> + <u>Manage Compensation</u></i>	5
HR Partner	<i>HCM Overview + Introduction to Reporting + <u>Manage HR Transactions</u> + Talent Management + Performance Management + <u>Manage Compensation</u> + Onboarding Setup</i>	7.5
HR Specialist	<i>Introduction to Reporting + <u>Manage HR Transactions</u> + <u>Manage Compensation</u></i>	5
Instructor	<i>Introduction to Reporting + <u>Learning for Instructors</u></i>	3
Learning Admin & Partner	<i>Introduction to Reporting</i>	1
Recruiter, Recruiting Coordinator and Recruiting Manager	<i>Introduction to Reporting + <u>Recruiting & Onboarding</u></i>	3.5
Security Partner	<i>Introduction to Reporting + Security Partner Fundamentals</i>	2
Talent Partner & Talent Pool Manager	<i>Talent Management + Performance Management</i>	2