

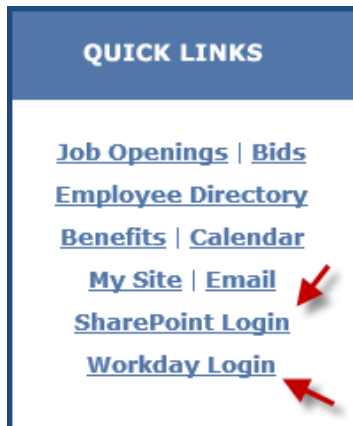
## Access Work Day Training Guides

Go to the District Website as shown in the Link below.

<http://www.socccd.edu/>

### Two ways to access training materials

Log into Workday or Log into SharePoint

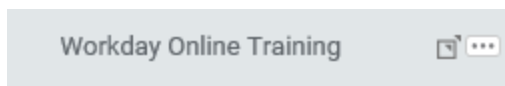


### First way

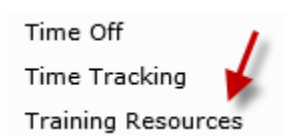
Log into Work Day and Select the “Who to contact Icon”



Click on the Workday Online Training button under the Quick link items



Click on the Training Resources link in the left navigation



## Access Work Day Training Guides

You will now be in the location where all the training resources are associated with Work Day; including videos and downloadable pdf manuals and job aids

Highlighted are some of the most common questions that arise such as :

- How do I create an expense report
- How do I modify my personal information/contact info
- Managing your time off/ Requesting Time off
- Check your Time Off Balance for vacation
- FAQ's

### JOB AIDS

- Create Expense Reports and Spend Authorizations
- Ledger Account Balance Summary Report
- Budget Amendments
- Create Supplier and Procurement Requests
- Print a PO
- What are Worktags?
- Manage Employee Job Changes
- Modify Your Personal Information
- Identify Your Place in the Organization
- Use Tools and Navigation
- Use Your Inbox
- Set Up Account Preferences
- Manage Your Career Interests
- Delegation
- Manage Employee Job Changes
- Create a Receipt
- Create a Return
- Find Purchase Order by Site
- Manually Register and Transfer Assets
- Manage Your Time Off
- Request a Leave of Absence
- Time Off Balances

### JOB AIDS: Mobile

- iPad: Getting Started with Workday
- iPhone & Android: Getting Started with Workday

### JOB AIDS: Managers

### VIDEOS

- Create a Spend Authorization Request
- Create an Expense Report
- Create a Procurement Request
- Navigate Using Search
- Navigate Using Worklets
- Navigate Using Related Actions & Links
- Worker Profile Page Overview
- Support Roles for Your Organization
- Request Time Off
- Banked Holiday

### VIDEOS: Mobile

- iPad: Navigate Workday
- Navigate Workday for iPhone, Android, & Mobile Web
- [My Team and Dashboards for Managers](#)

### VIDEOS: Managers

- Approve Expenses
- Approve a Procurement Request
- Inbox for Managers
- Change Location
- Initiate a Termination
- Request Compensation Change
- Initiate a Performance Review
- Enter Time Off for a Direct Report

### TRAINING MANUALS

- Workday 101 Basics Course Manual
- Procurement and Expense Course Manual
- Administrative Assistant Course Manual
- Managers & Administrators Course Manual
- HR Course Manual
- Purchasing Course Manual

### ACTIVITY GUIDES

- Deposit/Record Cash Sale
- PO Budget Check Failure
- Performance Review for Managers
- Out of Class Assignment
- Return from Out of Class Assignment
- Hire a New Part-Time Faculty Employee
- Reactivate a Part-Time Faculty

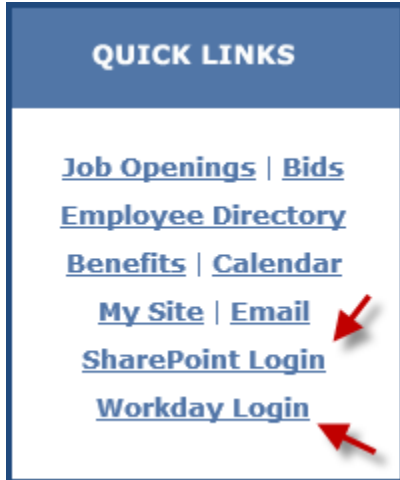
### HELPFUL LINKS

- [FAQs](#)
- [Glossary of Terms](#)

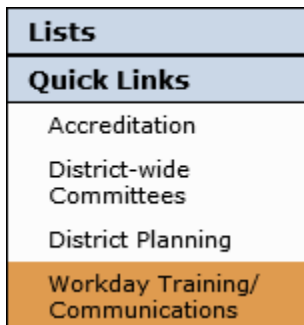
# Access Work Day Training Guides

## Second Way

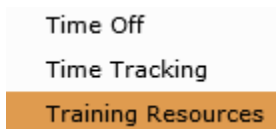
Log into SharePoint on the District Website



Select Work Day Training and Communications



Select Training Resources



This brings you to the same place just through a different door.