This catalog provides an overview of training and services offered by OneSource Virtual. OneSource Virtual is dedicated to educating our customers about the Workday platform, ensuring they experience a successful deployment followed by a thriving life in production.
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At OneSource Virtual, we offer two training formats to best serve our customers’ needs.

**TRAINING DELIVERY OPTIONS:**

**CLASSROOM:**

This in-person training experience is designed for several of our classes. OSV’s instructor-led classroom training combines lecture, demonstration, hands-on exercises and troubleshooting to reinforce student learning. Classes are conducted at our training facility in Dallas or you can inquire about private classes at your facility.

**VIRTUAL:**

We know it is difficult to schedule travel. OSV’s virtual classes remove the time and expense of traveling for training. Virtual classes are led by a live instructor and include lecture, demonstration and hands-on exercises. They are conducted via WebEx and students connect with the Workday training environment over the Internet.
HCM Fundamentals

**Duration:** Four days, Dallas training facility or on-site available with a minimum of eight attendees

**DESCRIPTION:**
This comprehensive, hands-on course is an overview of Core HCM, consisting of lectures, demonstrations and individual activities. This course will help you progress through your Workday HCM deployment. You will learn how to execute major HCM business processes, perform administrative activities and set up the core system functionality.

**COST: PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.**
We recommend that administrators, implementers and members of the deployment team who will be using Workday on a daily basis take this course.

**PREREQUISITES:**
This course is the beginning of the road through Workday; therefore, there are no prerequisites. This course is often taken before or during the planning stage of deployment, although customers who are already in production will also find it helpful.

**YOU WILL LEARN:**
- Navigation through the Core Concepts within Workday
- To modify and customize your Business Process Framework
- To create your Supervisory Organization and the components around it
- To set up Compensation, Security and Staffing Models
- To perform Workday transactions, such as hiring or transferring an employee
- To build reports using the Report Writer
Payroll Fundamentals

**Duration:** Four days, Dallas training facility or on-site available with a minimum of eight attendees

**DESCRIPTION:**
This course is designed for payroll customers and deployment team members, focusing on payroll set up and deployment. The course also focuses on payroll input, as well as running pay calculations and reports using Workday’s Payroll. By the end of this course, you will discuss the payroll processing framework, establishing roles and security, creating earnings and deductions, and setting up tax reporting.

**COST:** PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.
We recommend at least one member of a payroll implementation team attend this class before payroll deployment begins, and at least one payroll team member participate in this class in preparation for life in production. Timing of post-implementation attendance will depend on the level of OSV payroll support and services the customer subscribes to.

**PREREQUISITES:**
Workday Core Concepts or HCM Fundamentals recommended

**YOU WILL LEARN:**
- Workday Navigation
- Payroll Processing Framework & set up
- Roles & Security
- Calculation Engine
- Earnings and Deductions
- Net Pay Validation and Arrears
- Payroll Input, Processing and Accounting
- Classroom Instruction
- Payroll Fundamentals
- Federal, State and Local Tax Reporting
- Withholding Orders
- Banking and Settlement
- Off Cycle Processing
- Self-Service
- Retroactive Processing
- Reporting in Workday
Payroll Processing

**Duration:** Three days, Dallas training facility or on-site available with a minimum of eight attendees

**DESCRIPTION:**
The OSV Payroll Processing course provides customers using the OneSource Payroll System with the knowledge and hands-on experience needed to process their own company’s payroll data. This course begins by ensuring you have the skills to successfully navigate through the Workday Payroll System, and then takes you step-by-step through the OSV Pay Cycle event utilizing a combination of lectures, demonstrations and hands-on exercises. You will learn how to build EIBs relevant to payroll, how to execute compulsory payroll, and to execute steps as well as optional steps, such as prenote and retro.

**COST: PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.**
Payroll Processing teaches customers how to perform payroll tasks in the context of OSV’s Pay Cycle Event, and explains how the Event is supported by the Workday Payroll Framework. The course is essential for customers who are using the OSV Pay Cycle Event.

**YOU WILL LEARN:**
- Tax Reports
- Workday Time Tracker
- How to utilize OSV Product Support and Workday Community
- How to build EIBs
- Prenote
- Retro
Compensation Fundamentals

**Duration:** Four days, Dallas training facility or on-site available with a minimum of eight attendees

**DESCRIPTION:**
This four-day course consists of lectures, demonstrations and hands-on activities covering Workday Compensation Fundamentals. You will learn the core concepts of Compensation as well as deep dive into advanced functionality such as Market Salary Data and step progression.

**COST:** PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.
We recommend this class for customers who currently work closely with Workday Compensation, or who are going through a Workday implementation and need a more thorough understanding of the Workday Compensation system.

**PREREQUISITES:**
Workday Core Concepts or HCM Fundamentals suggested.

**YOU WILL LEARN:**
- Compensation Basics (Eligibility Rules and Elements)
- Compensation Package and Plan Set Up
- Stock Grants and Updates
- Bonus Event Processing and Future Payment Plans
- Consolidated Merit Processing
- Total Compensation Reporting
- Market Salary and Benchmark Jobs
- Managing New and Existing Plans
Benefit Fundamentals

**Duration:** Four days, Dallas training facility or on-site available with a minimum of eight attendees

**DESCRIPTION:**
This four-day course consists of presentations, demonstrations and hands-on activities, providing an excellent overview of Workday Benefits with in-depth coverage of Benefits configuration, maintenance and processing.

**COST:** PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.
We recommend that HR Administrators, Benefit Administrators and members of the deployment team who will regularly use Workday Benefits take this course.

**PREREQUISITES:**
Workday Core Concepts and HCM Fundamentals suggested.

**YOU WILL LEARN:**
- Benefit foundation set up
- To establish benefit groups
- Creating benefit plans and rates
- Configuration of enrollment event types and rules
- Benefit business processes
- Enrollment event processing and coordination of events
- Passive events
- Evidence of insurability
- Processing Open Enrollment
Performance Management

Duration: Three days, five hours per day, virtual WebEx

DESCRIPTION:
This three-day virtual class consists of lectures, demonstrations and individual activities covering Workday Performance Management. You will learn the core concepts of Performance Management, focusing primarily on Employee Performance Reviews. Participants will learn how to create review templates, kick off employee reviews and learn the many configuration options within each template. Class participants will be provided with a supplemental guide that will help them fully understand the suggested configurations for Performance Business Processes. Additional topics covered include rating, weighting, reporting and Performance.

COST: PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.

PREREQUISITES:
Workday Core Concepts and HCM Fundamentals suggested.

YOU WILL LEARN:
- The building blocks of Performance Management
- Business Process Overview
- Employee Review Template set up and Configuration
- Ratings, Weightings and Calculations
- Performance Calibration
- Pay for Performance
- Performance Review Reporting
Report Writer

Duration: Two days, five hours per day, virtual WebEx

DESCRIPTION:
This virtual course introduces the concepts and fundamentals of the Workday Report Writer tool. Through a series of demonstrations and hands-on activities, the Workday Report Writer virtual course will teach you how to create custom reports for deployment throughout your organization.

COST: PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.
We recommend this class to any user who wants more expertise around pulling information from Workday and building reports.

PREREQUISITES:
Workday Core Concepts or HCM Fundamentals suggested.

YOU WILL LEARN:
• Report Writer terminology, concepts, navigation and tasks
• Understanding Report Data Sources, Primary and Related Business Objects, and Class Report Fields
• Running and copying Delivered Reports
• Creating and editing Simple, Advanced and basic Matrix Custom Reports
• Creating custom reports using Contextual reporting
• Sorting and Filtering results
• Grouping and Totaling results
• Sharing Reports and Report Security basics
• Scheduling Reports
• Enabling reports as Worklets
• Managing and tracking Custom Reports
• Reporting Resources
Calculated Fields

**Duration:** Three days, five hours per day, virtual WebEx

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**DESCRIPTION:**
In this class, you will unleash the power of Workday’s Calculated Fields. Through hands-on activities and demonstrations, learn how to develop rich, customized reports without coding or programming, using simple field configurations. Calculated Fields is also useful to perform simple arithmetic, date calculations, text concatenation, logical expressions, retrieval of related data, and transformations of their existing data. In this course, you will learn to apply calculated fields to reporting, business processes, integrations, scheduling recurring processes and other areas within Workday.

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**COST:** PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.

We recommend this class to individuals who need to master the Report Writer tool.

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**PREREQUISITES:**
Report Writer

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**YOU WILL LEARN:**
- To set up arithmetic calculations
- To set up true/false conditions
- To evaluate expressions
- Creating fields
- Building multiple reports
Business Process Fundamentals

**Duration:** Three days, five hours per day, virtual WebEx

**DESCRIPTION:**
Business Process definitions are used to automate business events in Workday. Through instructor-led demos and activities, you will learn about the different types of process steps, such as Action, Approval, Approval Chain and Checklist, and how they work and integrate with security groups. Also covered will be the creation of notifications and the use of condition rules within a business process. As part of this course, there is a LAB section where we will run reports to help answer everyday business process questions.

**COST:** PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.

We recommend that Business Process administrators and project team implementers take this course.

**PREREQUISITES:**
Workday Core Concepts or HCM Fundamentals suggested.

**YOU WILL LEARN:**
- The definition of a Business Process
- Organizations and Business Processes
- Configurable Security Overview
- Maintaining Business Processes
- Approvals for Business Processes
- Notifications of Business Processes
- Alert Notifications
- Additional Business Process Functionality
- Event Management
Configurable Security Fundamentals

Duration: Two days, five hours per day, virtual WebEx

DESCRIPTION:
Security gives you greater control over your Workday deployment. This virtual course will explore the concepts of Workday’s Configurable Security Model. You will learn about Configurable Security principles, basic set up and terminology.

COST: PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.

We recommend that Business Process and Security administrators as well as project team implementers take this course.

PREREQUISITES
Workday Core Concepts or HCM Fundamentals suggested.

YOU WILL LEARN:
• An Overview of Configurable Security
• Guiding Principles
• Terminology
• Big Picture
• Steps to Configure
• Security Groups
• Security Group Types
• New User-Based Security Groups
• Editing Security Groups for Functional Areas
• Security Policies
• Domain and Sub-Domain
• Business Process Security Policies
• Configurable Security Fundamentals
Payroll Processing Refresher

Duration: One day, three hours, virtual WebEx

DESCRIPTION:
The OSV Payroll Processing Refresher Seminar is designed to provide a high-level overview of the concepts explored within the Payroll Processing Course. This three-hour, web-based seminar covers the Steps of the Pay Cycle Event and the tasks associated with the responsibilities of the Payroll Administrator through lecture, discussion and demonstration. After taking this course, students will feel confident in their ability to process payroll in Workday as it relates to OSV.

COST: PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.
We recommend it for any customer who has completed OSV’s Payroll Processing course and would benefit from a refresher before go-live.

PREREQUISITES:
Payroll Processing
Canadian Payroll Processing

**Duration:** One day, four hours, virtual WebEx

**DESCRIPTION:**
The OSV Canadian Payroll Processing Seminar is designed to provide an overview of the concepts explored within the Payroll Processing Course, with a look into the differences specific to Canadian customers. This four-hour, web-based seminar reviews and demonstrates the Steps of the Pay Cycle Event and the tasks associated with the responsibilities of the Payroll Administrator. After taking this course, students will feel confident in their ability to process payroll in Workday as it relates to OSV.

**COST:** PLEASE CONTACT YOUR OSV TRAINING REPRESENTATIVE FOR PRICING.
This course is recommended for Canadian customers who have already completed the OSV Payroll Processing Course.

**PREREQUISITES:**
Payroll Processing
We are committed to the success of our customers, and will strive to ensure that you have a thorough understanding of the Workday platform.

IF YOU HAVE ANY QUESTIONS ABOUT REGISTERING FOR CLASSES, PLEASE EMAIL:

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