



GVSU Faculty and Staff,

Thank you for the successful launch of Workday training. Since November 6, over 900 GVSU faculty and staff have completed the Getting Started with Workday course (27 in Allendale, 18 in GR, 378 via Zoom, and 553 self-paced).

If you haven't yet begun your Workday training, please [start here](#). It's simple to get started!

- **WD 101: Getting Started with Workday for All Employees** is required for all GVSU faculty and staff to complete by December 22. You can complete the [self-paced](#) course in 30 minutes or choose the option of a virtual or in-person [instructor-led](#) course.
- After completing WD 101 and logging into the Workday training system, you're ready to continue with additional training based upon your role/responsibilities (time tracking, recruiting, etc.). If you do anything with expenses, purchases, requisitions, budgets, or financial accounts, you'll want to take the [Foundation Data Model \(FDM\)](#) course.
- If you're a manager, please complete WD 101 and 201 first, then move on to WD 301 for manager-specific training.

For more information, please see the Workday [Training Overview](#) or the Workday [Training FAQs](#). If you have questions about Workday training, please submit the [Workday contact form](#).

Workday Change Management
Belinda Boardman

1 Campus Drive
4465 P. Douglas Kindschi Hall of Science
Allendale, MI 49401

[Unsubscribe](#) from future emails