



Division of Information Systems and Computing

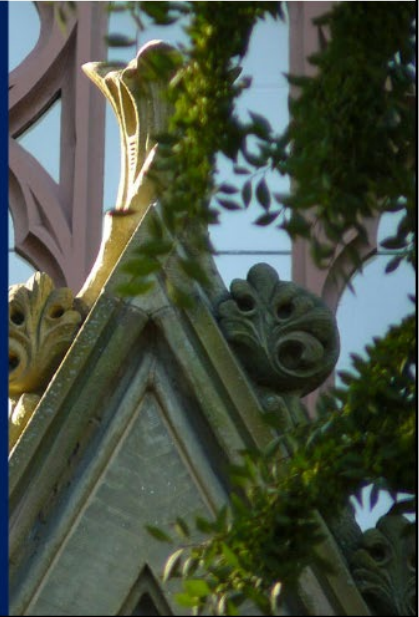


Workday@Penn

Workday Learning Update

Vice Provost for Student Engagement
Pipeline Program Directors Group
February 23, 2023

Stephanie Riley
IT Learning Solutions





What is Workday Learning?

Go-Live
March 6, 2023

Workday Learning is a learning management system (LMS) that houses, delivers, and tracks the University's administrative training content.

- **Replacing Knowledge Link**
- **Redesigning the assignment process to replace Penn Profiler**
- **Deploying a new learning portal to ease the experience of dual users of UPHS's Knowledge Link and the University's Workday**

Integration with Workday Functionalities

- ✓ Core Human Capital Management (HCM)
- ✓ Academic Unit
- ✓ Payroll
- ✓ Benefits
- ✓ Compensation

- ✓ Time/Attendance
- ✓ Absence
- ✓ Recruiting
- ✓ Onboarding
- ✓ Talent/Performance (Rollout of features and functionality began July 2022)



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Learning Home Page



MENU Penn

🔔 📧

Learning

- 🏠 Learning Home
- 📁 My Learning
- 🔍 Discover
- 🔗 Links
- Browse Learning Content
- My Learning History
- Learner Schedule Calendar
- Workday@Penn Toolbox

What will you learn today?

From Your Learning Team

Browse Catalog

The Learning Catalog is only one click away! Access Browse Learning here!

[Read More →](#)

89 days ago

Access your Learning History here!

Looking for your learning history?! You can access it right here in this announcement! (click Read More) It is also

[Read More →](#)

210 days ago

Required for You View All (5)

OVERDUE Wed, May 4, 2022

Laugh While You Learn

NOT STARTED

iContent: Driving Introduction

Course • 1 lesson

OVERDUE Tue, Jul 5, 2022

Chainsaws

0 of 1 mandatory lessons completed

OVERDUE Wed, Sep 28, 2022

Express Interest Test

0 of 1 mandatory lessons completed

OVERDUE Sat, Oct 1, 2022

NOT STARTED

Workday Costing Allocations Analyst...

Course • 1 lesson

DUE Sat, Sep 2, 2022

NOT STARTED

Penn Bookst... Card - 2 Year

Program • 1 item



Support Model



Online Self Service	<ul style="list-style-type: none"> • Tip sheets published on www.workday.upenn.edu on Feb. 27 (PennKey required) • WD learning guide on www.workday.upenn.edu (PennKey required) now available • Knowledgebase on Solution Center Freshdesk portal • FAQs on Your Workday www.workday.upenn.edu (Public)
In Workday	<ul style="list-style-type: none"> • LMS Support App (see next slide) * Future functionality in Workday Chatbot
Penn Employee Solution Center	<ul style="list-style-type: none"> • Phone, email, and Freshdesk online portal • Available through the LMS Support App
University Local Support Providers	<ul style="list-style-type: none"> • Series of email before go-live
Learner Demo on Zoom (Recorded for later access)	<ul style="list-style-type: none"> • Wednesday, March 8, Noon - 1:00 p.m. ET

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New Learning Support App



The screenshot shows the Workday Learning Support App interface. Callout 1 points to the 'Request Learning Support' link in the left-hand navigation menu. Callout 2 points to the 'Request Learning Support' modal window that is open over the 'What will you learn today?' page. Callout 3 points to the 'Request Learning Support' form, which includes radio buttons for 'Course Specific', 'General', and 'Not related to Workday Learning', and a section for selecting the issue type from a list of options.



New Learning Assigning Process



Automatic Assignments	<ul style="list-style-type: none"> Workday can trigger assignments for staff, postdocs, faculty, temps, and student workers on job roles and responsibilities based on the worker's record in Workday. Workday can also trigger assignments for those individuals who are not workers but need access to training. These individuals are referred to as Extended Enterprise Learners. They include students who are not workers, affiliates, service providers, and other non-Penn individuals.
Learner Groups	<ul style="list-style-type: none"> Workday can trigger assignments based on the selection of learner groups by self-selection or by the manager. The Workday user experience for searching for learner groups is concise and easily viewed within Workday. More information, demos, and tip sheets will be available soon. Available to both workers (in Workday HCM) and Extended Enterprise learners.
Mass Upload	<ul style="list-style-type: none"> Mass learning needs can be assigned in bulk via file upload by Workday Learning Leads*/training providers. *Learning Lead is a new Workday security role. This role closely resembles that of Knowledge Link administrator.
Training Content Owners	<ul style="list-style-type: none"> Some Penn Profiler branches are taking the opportunity to take direct control of the learning assignment process because they have evolved other tools and systems to identify who requires training. These include: <ul style="list-style-type: none"> Clinical Care - training will be assigned by UPHS in the future Development and Alumni Relations (DAR) Environmental Health & Radiation Safety (EHRS): Workplace Safety More information will be provided by the training provider/content owner.

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Questions



Workday@Penn

About Your Workday Toolbox Training News Learning and Talent Workday@Penn Login

- Change Job
- Data Audit and Governance
- Forms and Templates
- Learning**
- Mobile App
- Penn Community
- Penn Employee Solution Center
- Performance Management
- Reports and Dashboards
- Security Guide
- Work Location
- Workday Accounting
- Workday Policies

Home | Toolbox | Learning

Workday Learning Guide

The University of Pennsylvania will launch Workday Learning on March 6, 2023. Workday Learning will replace Knowledge Link, the University's current administrative learning management system (LMS). Workday Learning will connect University faculty, postdocs, staff, students and other workers with their required job-related training and other learning opportunities directly from Workday, the University's human capital management platform.

March 8th Workday Learning Demonstration. Members of the University community are invited to attend a live, virtual demonstration of Workday Learning on Wednesday, March 8, 2023 from 12:00 to 1:00 p.m. ET. Registration is required. The Zoom meeting is limited to 300 participants.

Workday is Coming Soon

Page Contents

- Demonstrations
- Workday Tip Sheets
- Workday Video Tutorials
- Workday Training for Learning Leads and Instructors
- UPHS and Knowledge Link
- Prepare for "Cutover Weekend" March 3 - 6, 2023
- New Learning Assignment Model

Last Updated: 2/22/2023

Contact Us

Penn Employee Solution Center solutioncenter@upenn.edu or (215) 898-7372

Quick Links

- Learning Cutover →
- Learning Glossary →

Stephanie Riley

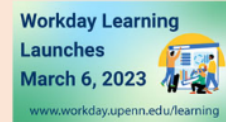
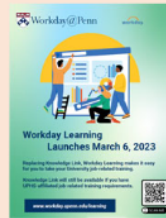
sdriley@upenn.edu

workday-announcement@upenn.edu

Workday Learning Guide

<https://www.workday.upenn.edu/home/toolbox/learning>

Flyer and Digital Signage Available on the Communications Go-Live Toolkit
<https://upenn.box.com/s/j7grqamq8fot9m87zrgh6rcsa1v3p24>



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