Workday Learning Update

Vice Provost for Student Engagement
Pipeline Program Directors Group
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IT Learning Solutions
What is Workday Learning?

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)

Learning Home Page

What will you learn today?

From Your Learning Team

Required for You

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Support Model

| Online Self Service | • Tip sheets published on [www.workday.upenn.edu](http://www.workday.upenn.edu) on Feb. 27 (PennKey required)  
|                     | • WD learning guide on [www.workday.upenn.edu](http://www.workday.upenn.edu) (PennKey required) now available  
|                     | • Knowledgebase on Solution Center Freshdesk portal  
|                     | • FAQs on Your Workday [www.workday.upenn.edu](http://www.workday.upenn.edu) (Public)  
| In Workday          | • LMS Support App (see next slide)  
|                     | * Future functionality in Workday Chatbot  
| Penn Employee Solution Center | • Phone, email, and Freshdesk online portal  
|                     | • Available through the LMS Support App  
| University Local Support Providers | • Series of email before go-live  
| Learner Demo on Zoom (Recorded for later access) | • Wednesday, March 8, Noon - 1:00 p.m. ET

New Learning Support App

1. [Image of Learning Support App](image1)
2. [Image of What will you learn today?](image2)
3. [Image of Request Learning Support](image3)
## New Learning Assigning Process

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| **Automatic Assignments** | - 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**    | - 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**       | - 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** | - Some Penn ProFile 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:  
  - 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. |
Questions

Workday Learning Guide

The University of Pennsylvania will launch Workday Learning on March 6, 2023. Workday Learning will replace Penn PeopleSoft, the University’s current administrative learning management system (LMS). Workday Learning will connect University faculty, students, staff, and other members with their required professional training and other learning opportunities directly from Workday, the University’s human capital management platform.

- March 06: Workday Learning Demonstration
  Members of the learning community are invited to attend a live virtual demonstration of Workday Learning on Monday, March 6, 2023 from 12:00 to 1:00 p.m. ET. The demonstration will be held for UPHS faculty. Registration is required. The Zoom meeting is limited to 500 participants.

Page Contents

- Demonstrations
- Workday 101 Sheets
- Workday Video Tutorials
- Workday Training for Non-Accredited Programs
- Workday and PeopleSoft
- Process for “Open Workday” March 7, 6, 2023
- New Learning Assignment Model

Last Updated: 2/22/2023