HCM Business Assistant with Compensation

You have been identified as an **HCM Business Assistant with Compensation** in Workday. This role has the ability to initiate and view HR processes on behalf of manager(s), <u>including</u> compensation processes. This role is included on action steps to support inbox actions on behalf of manager(s). This document contains information specific to your role.

This role can **view** the following in Workday:

View

- Birthday and Anniversary report
- Compensation Changes / One-time Payments
- Cost Center Allocation Information
- Open and Filled Positions
- Recruiting - Job Requisition and Job Application Processes
- Talent (Certifications)
- Performance Evaluations, Disciplinary Actions
- Hire and Change Job
- Leaves of Absence
- Time Offs
- Onboarding
- Termination
- Contingent Workers

## This role can **initiate** the following in Workday:

Initiate

- Compensation Changes / One-time Payments
- Cost Center Allocation Information
- Open and Filled Positions
- Recruiting - Job Requisition and Job Application Processes
- Job Requisition Data
- Talent (Certifications)
- Performance Evaluations, Disciplinary Actions
- Hire and Change Job
- Leaves of Absence
- Time Offs
- Termination
- Contingent Workers

Online Training is available in the Learning Exchange.

- WDHR-401 Compensation Review & Adjustments (People Leaders)
- WDHR-502 Create New Positions in Workday (People Leaders)
- WDHR-701 Recruiting for Managers in Workday (People Leaders)
- WDHR-802-W5-Annual Performance Review in Workday for People Leaders
- WDHR-504 Job Changes (People Leaders)
- WDHR-204 Leave of Absence for Managers and FMLA Partners in Workday
- WDHR-710 Onboarding a New Employee (People Leaders)
- WDHR-811 Offboarding an Employee in Workday (People Leaders)
- WDHR-506 Manage Contingent Worker Contracts in Workday (People Leaders)

This is not a complete list. Additional optional modules are in the **Workday Curriculum: Managers**

Quick Reference Guides are available within the Resources tab of the respective online module or by clicking the links below:

- [WDHR-401-Q1 Request One-time Payment for Direct Reports](#)
- [WDHR-401-Q2 Create an Allowance Plan](#)
- [WDHR-502-Q1 Create New Position](#)

  Note: you are able to **initiate/create**, but not review/approve these processes.

- [WDHR-701 Create a Job Requisition](#)
- [Renew a Certification or License](#)
- [WDHR-804-Q1 Start Disciplinary Action for Employee](#)
- [WDHR-504 Job Changes](#)
- [WDHR-201-Q2 Time off for Managers](#)
- [WDHR-506-Q1 Manage Contingent Worker Contracts](#)
- [Organizing your Workday Inbox](#)
- Be on the lookout for Guide me buttons and Smart Tips (blue question marks) found within the system that provide step-by-step instructions to complete a process or additional information about a field or button you are seeing in the system.
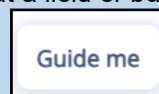
Visit the [Workday Training Hub](#) for a full list of quick reference guides and other resources.

Training Questions? Email **BusinessEducation@vumc.org**