

# HCM Business Assistant without Compensation

You have been identified as an **HCM Business Assistant without Compensation** in Workday. This role has the ability to initiate and view HR processes on behalf of manager(s), excluding compensation processes, and are 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
- Cost Center Allocation Information
- Open and Filled Positions
- Recruiting - Job Requisition and Job Application Processes
- Talent (Certifications)
- Performance Evaluations, Disciplinary Actions
- Leaves of Absence
- Time Offs
- Onboarding
- Termination
- Contingent Workers

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

### Initiate

- Cost Center Allocation Information
- Open and Filled Positions
- Recruiting - Job Requisition and Job Application Processes
- Talent (Certifications)
- Performance Evaluations, Disciplinary Actions
- Leaves of Absence
- Time Offs
- Termination
- Contingent Workers

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

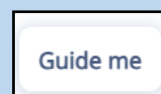
## Online Training is available in the Learning Exchange.

- [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-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***

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

- [WDHR-502-Q1 Create New Position](#)
- [WDHR-701 Create a Job Requisition](#)
- [Renew a Certification or License](#)
- [WDHR-804-Q1 Start Disciplinary Action for Employee](#)
- [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](mailto:BusinessEducation@vumc.org)