
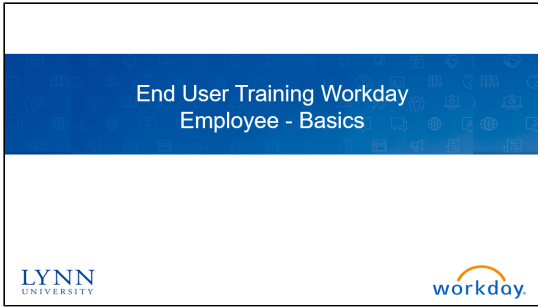
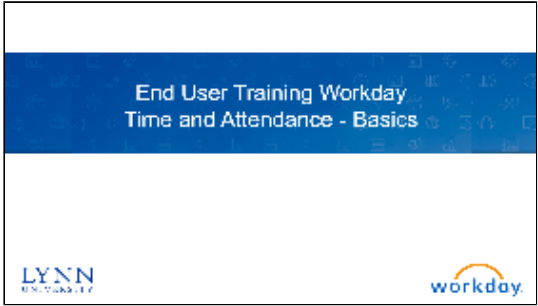
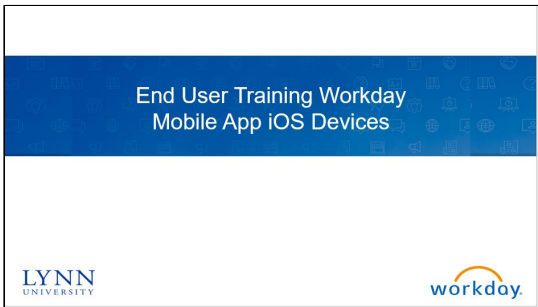


# Workday Lynn Training Videos

 After September 10, 2022, Workday modified the Home Page and Search functionalities. These videos have not been updated to reflect the new landing page.

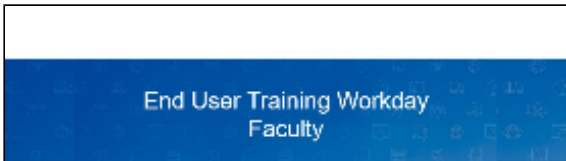


## Employee Training Videos

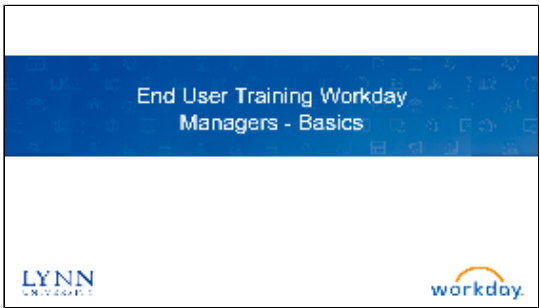
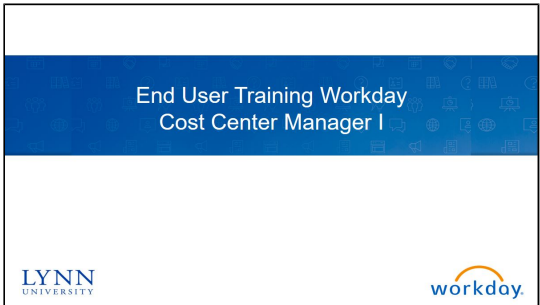
	Links	Description
 <p>End User Training Workday Employee - Basics</p> <p>LYNN UNIVERSITY</p> <p>workday.</p>	<p><a href="#">Workday Employee Basics Training Video (video link)</a></p> <p><a href="#">Employee Basics Training PowerPoint</a></p>	<p>Audience: All Lynn University employees.</p> <p>Get an overview of Workday, learn key concepts, see how to use the self-service portal.</p>
 <p>End User Training Workday Time and Attendance - Basics</p> <p>LYNN UNIVERSITY</p> <p>workday.</p>	<p><a href="#">Workday Time and Attendance Training Video (video link)</a></p> <p><a href="#">Workday Time and Attendance Training PowerPoint</a></p>	<p>Audience: All Lynn University employees.</p> <p>Learn how to enter time, request time off and view your schedule. Managers will learn to review and approve time.</p>
 <p>End User Training Workday Mobile App iOS Devices</p> <p>LYNN UNIVERSITY</p> <p>workday.</p>	<p><a href="#">Workday mobile installation for iOS devices (video link)</a></p>	<p>Audience: All Lynn University employees.</p> <p>Learn how to install the Workday app in your iOS mobile devices (iPad and iPhone).</p>

## Faculty Training Videos

	Links	Description
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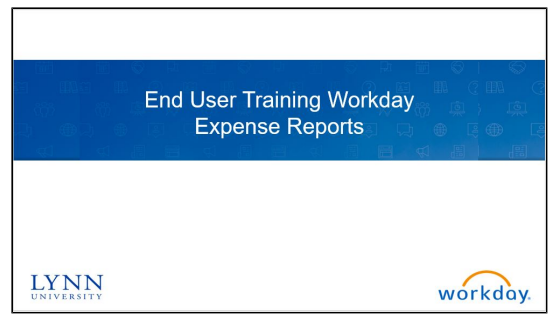
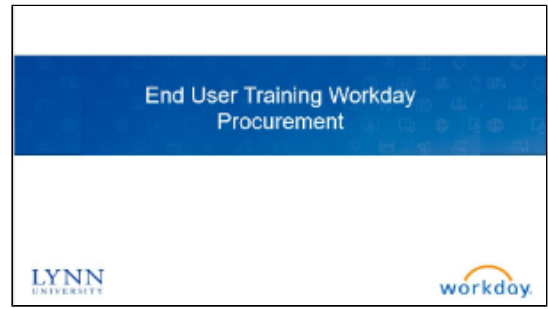
	<p>Faculty Training Video</p> <p>Faculty Basics Training PowerPoint</p>	<p>Audience: All Lynn University faculty and academic staff.</p> <p>Get an overview of Workday, learn key concepts, see how to use the self-service portal. Academic appointments and Period Activity Pay.</p>
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## Manager Training Videos

	Links	Description
 <p>End User Training Workday Managers - Basics</p> <p>LYNN UNIVERSITY</p> <p>workday.</p>	<p><a href="#">Workday Manager Basics Training Video (video link)</a></p> <p><a href="#">Workday Time and Attendance Training PowerPoint</a></p>	<p>Audience: All Lynn University managers and supervisors.</p> <p>Learn additional navigation, approvals and delegations, and how to manage employee changes, time and absences.</p>
 <p>End User Training Workday Cost Center Manager I</p> <p>LYNN UNIVERSITY</p> <p>workday.</p>	<p><a href="#">Workday Cost Center Manager Part 1 (video link)</a></p> <p><a href="#">Workday Cost Center Manager part 1 PowerPoint</a></p>	<p>Budget managers and financial transaction approvers: Learn worktags, GL accounts, cost centers and more.</p>

## Finance and Procurement Videos

	Links	Description
<p><b>Foundation Data Model (FDM)</b></p> <p>The diagram illustrates the Foundation Data Model (FDM) with two main categories of data elements:</p> <ul style="list-style-type: none"> <li><b>Required on all transactions:</b> <ul style="list-style-type: none"> <li><b>Fund:</b> FDM*, FDM, FDM</li> <li><b>Fund Center:</b> C1000, C1001, C1002, C1003, C1004, C1005, C1006, C1007, C1008, C1009, C1010, C1011, C1012</li> <li><b>Fund Category:</b> C1000, C1001, C1002, C1003, C1004, C1005, C1006, C1007, C1008, C1009, C1010, C1011, C1012</li> <li><b>Fund Object:</b> C1000, C1001, C1002, C1003, C1004, C1005, C1006, C1007, C1008, C1009, C1010, C1011, C1012</li> </ul> </li> <li><b>Required for tracking on some transactions:</b> <ul style="list-style-type: none"> <li><b>Project:</b> C1000, C1001, C1002, C1003, C1004, C1005, C1006, C1007, C1008, C1009, C1010, C1011, C1012</li> <li><b>Program:</b> C1000, C1001, C1002, C1003, C1004, C1005, C1006, C1007, C1008, C1009, C1010, C1011, C1012</li> <li><b>Department:</b> C1000, C1001, C1002, C1003, C1004, C1005, C1006, C1007, C1008, C1009, C1010, C1011, C1012</li> <li><b>Location:</b> C1000, C1001, C1002, C1003, C1004, C1005, C1006, C1007, C1008, C1009, C1010, C1011, C1012</li> </ul> </li> </ul> <p>Below the diagram, three key benefits are highlighted:</p> <ul style="list-style-type: none"> <li><b>Ability to report on any (or multiple) worktags:</b> Represented by a bar chart icon.</li> <li><b>Minimize ledger accounts by utilizing worktags to provide detail:</b> Represented by a document icon with a pencil.</li> <li><b>Create flexibility by utilizing combination of worktags:</b> Represented by a document icon with a list.</li> </ul> <p>The diagram is branded with the <b>LYNN UNIVERSITY</b> logo on the left and the <b>workday</b> logo on the right.</p>	<p><a href="#">The Foundation Data Model (video link)</a></p>	<p>Audience: Lynn university employees staff responsible for procurement of goods and services.</p> <p>Learn the Foundation Data Model in Workday, Worktags.</p>

 <p>End User Training Workday Expense Reports</p> <p>LYNN UNIVERSITY</p> <p>workday.</p>	<p><a href="#">Reimbursements / Expense Report Training (video link)</a></p> <p><a href="#">Workday Expense Reports Training PowerPoint</a></p>	<p>Audience: All Lynn University employees and Lynn JPM Card holders.</p> <p>Learn how to create expense reports for reimbursements and Lynn T-Exp Card (brown card) transactions.</p> <p>Create Spend authorizations for cash advances.</p>
 <p>End User Training Workday Procurement</p> <p>LYNN UNIVERSITY</p> <p>workday.</p>	<p><a href="#">Procurement: Goods, Services and Suppliers Training (video link)</a></p> <p><a href="#">Workday Procurement Training PowerPoint</a></p>	<p>Audience: All Lynn University staff in charge of procuring goods and services for Lynn University (Requisitions purchase orders, Lynn PCard, and/or supplier invoices).</p> <p>Learn the procurement process in Workday:</p> <ul style="list-style-type: none"> <li>Create Requisitions (for PO creation)</li> <li>Create Supplier request</li> <li>Create Supplier Invoice Request (processing vendor invoices)</li> <li>Verify Procurement Card Transactions (Lynn P-Card)</li> </ul>