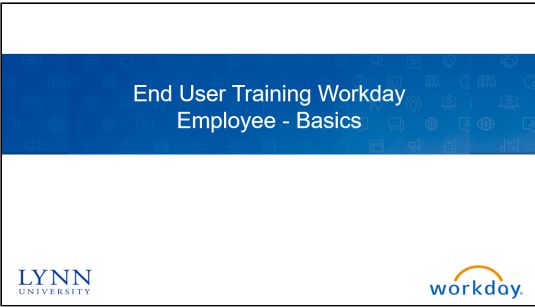
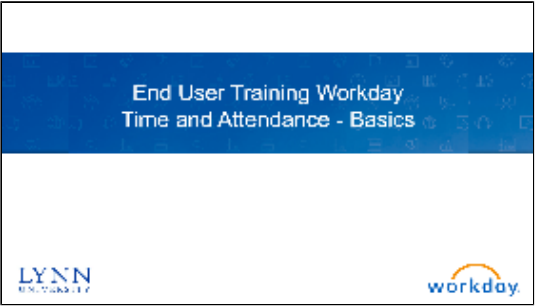
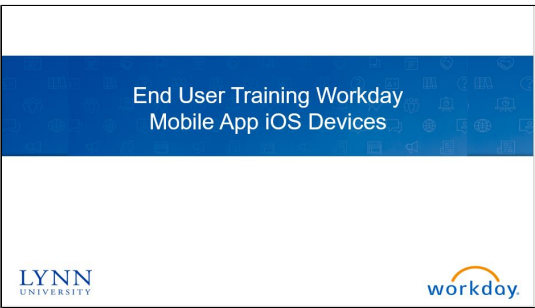


Workday Lynn Training Videos

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

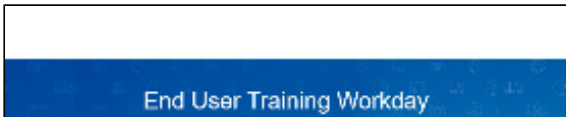


Employee Training Videos

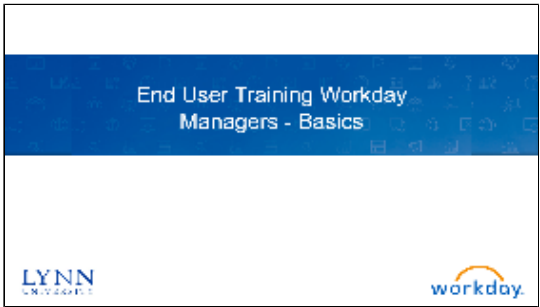
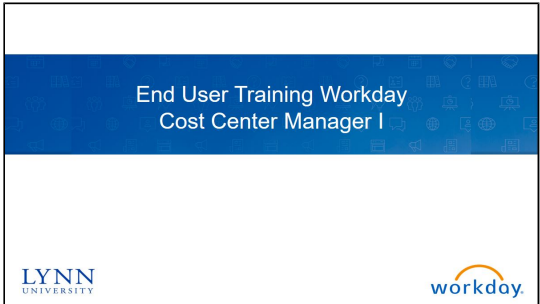
	Links	Description
 End User Training Workday Employee - Basics LYNN UNIVERSITY workday.	Workday Employee Basics Training Video (video link) Employee Basics Training PowerPoint	Audience: All Lynn University employees. Get an overview of Workday, learn key concepts, see how to use the self-service portal.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

Faculty Training Videos

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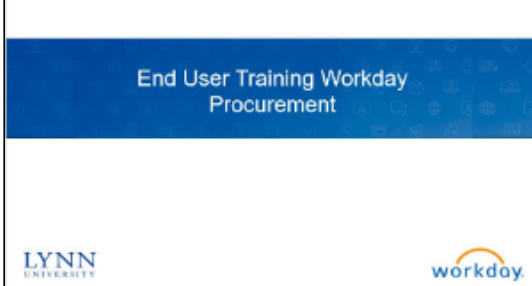
	Faculty Training Video Faculty Basics Training PowerPoint	Audience: All Lynn University faculty and academic staff. Get an overview of Workday, learn key concepts, see how to use the self-service portal. Academic appointments and Period Activity Pay.
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Manager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

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

Finance and Procurement Videos

[illegible]

 End User Training Workday Expense Reports LYNN UNIVERSITY workday.	Reimbursements / Expense Report Training (video link) Workday Expense Reports Training PowerPoint	Audience: All Lynn University employees and Lynn JPM Card holders. Learn how to create expense reports for reimbursements and Lynn T-Exp Card (brown card) transactions. Create Spend authorizations for cash advances.
 End User Training Workday Procurement LYNN UNIVERSITY workday.	Procurement: Goods, Services and Suppliers Training (video link) Workday Procurement Training PowerPoint	Audience: All Lynn University staff in charge of procuring goods and services for Lynn University (Requisitions purchase orders, Lynn PCard, and/or supplier invoices). Learn the procurement process in Workday: - Create Requisitions (for PO creation) - Create Supplier request - Create Supplier Invoice Request (processing vendor invoices) - Verify Procurement Card Transactions (Lynn P-Card)