

Workday Learn: New responsibilities for managers (action required)

If you manage employees at Saint Leo and did not attend the Workday Learn training session for managers, please review the information below.

Employees who have supervisory responsibilities are now responsible for assigning “position specific” training to their team members in Workday Learn. Standard core compliance training (such as “2020 SLU Compliance” which includes courses like “Ethics,” “VAWA and Title IX,” and “Acceptable Use Policy”) is automatically assigned to all employees through Workday; however, position specific training is not automatically assigned and must be assigned manually by each supervisor.

Examples of position specific training are “CPR,” “ADA,” “Bloodborne Pathogens,” “PCI, Campus Security Authority (CSA),” “HIPAA,” and “Red Flag Identity Theft.” These and any other modules required of a position must be assigned and tracked by each supervisor.

Please follow the steps below to locate and assign these courses:

1. Log on to Workday.



2. Click **Learning** and select **Browse Learning**.
3. Expand the **Topics** menu and **select SLU Position Specific Compliance Training** to view the list of courses.



NOTE: Position specific training modules for some positions, specifically those that were not designed by Saint Leo, may be found under other topic headers. For example: “Customer Service Fundamentals: Building Rapport in Customer Relationship” is found under the topic “Customer Service.”

4. To assign courses, click a course title.

5. **Select** the  button and **click**  .

Assign as Required Learning

- Yes
- No

6. **Select Yes or No** to assign this as required
7. If the assignment is required, the course will appear in the "required for you" section for your team members.



NOTE: You cannot set required completion dates in Workday, so you will need to communicate those expectations. Also, employees will receive a notification of position specific training assignments.

8. You can select your entire team or individual employees.

To verify an employee's course completion, type the task **SLU LRN My Employees Learning Status** in the Workday search field and make the appropriate selections from the drop-down menu.



! IMPORTANT: This report will display only **your** direct reports. If the hierarchy is incorrect, please contact your human resource business partner (HRBP). Additionally, this report pulls information based on user enrollment status. If an employee has not enrolled in a course—even if the course is required training—then their name will not appear on this report.

If you have questions or need assistance with this Workday Learn responsibility, please contact learning and development manager Shannon Moore at (352) 588-7426 or shannon.moore02@saintleo.edu.