


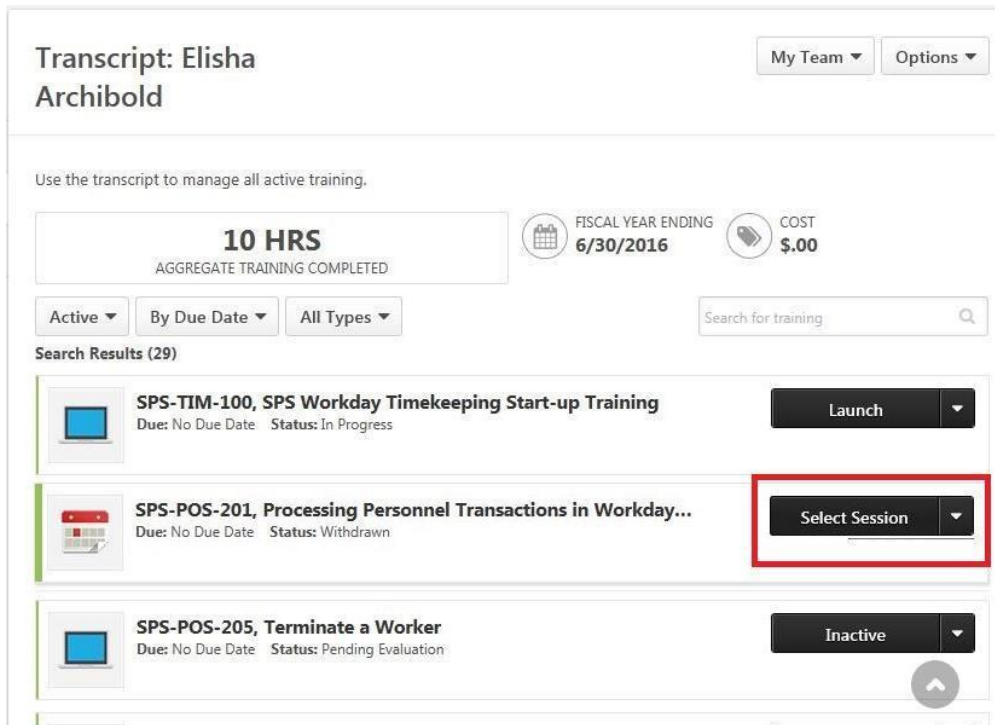
Register for a Course or Event in the HUB

Use this procedure to register for instructor-led classes or other events that require registration in the HUB.


Procedure:

1. From the Home page, click the View Your Transcript  link to access your transcript.

Transcript



2. Find the course/event that you want to register for, then click the Select Session

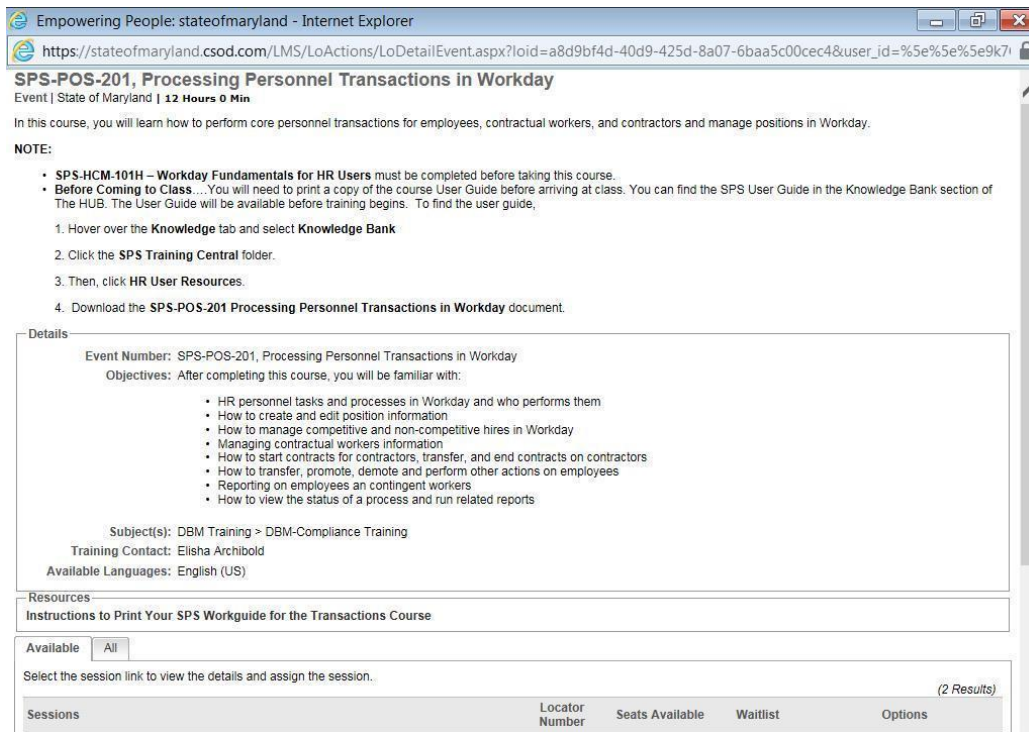
 button. A new browser window opens with event details.



Information: Alternatively, use the drop down arrow next to the button to select the "Select Session" option.

Other options, such as "View Training Details" can be selected using the drop down.

Event Page



Empowering People: stateofmaryland - Internet Explorer
 https://stateofmaryland.csod.com/LMS/LoActions/LoDetailEvent.aspx?loid=a8d9bf4d-40d9-425d-8a07-6baa5c00cec4&user_id=%5e%5e%5e9k7

SPS-POS-201, Processing Personnel Transactions in Workday
 Event | State of Maryland | 12 Hours 0 Min

In this course, you will learn how to perform core personnel transactions for employees, contractual workers, and contractors and manage positions in Workday.

NOTE:

- SPS-HCM-101H – Workday Fundamentals for HR Users must be completed before taking this course.
- Before Coming to Class... You will need to print a copy of the course User Guide before arriving at class. You can find the SPS User Guide in the Knowledge Bank section of The HUB. The User Guide will be available before training begins. To find the user guide,
 1. Hover over the Knowledge tab and select Knowledge Bank
 2. Click the SPS Training Central folder.
 3. Then, click HR User Resources.
 4. Download the SPS-POS-201 Processing Personnel Transactions in Workday document.

Details

Event Number: SPS-POS-201, Processing Personnel Transactions in Workday
 Objectives: After completing this course, you will be familiar with:

- HR personnel tasks and processes in Workday and who performs them
- How to create and edit position information
- How to manage competitive and non-competitive hires in Workday
- Managing contractual workers information
- How to start contracts for contractors, transfer, and end contracts on contractors
- How to transfer, promote, demote and perform other actions on employees
- Reporting on employees and contingent workers
- How to view the status of a process and run related reports

Subject(s): DBM Training > DBM-Compliance Training
 Training Contact: Elisha Archibold
 Available Languages: English (US)

Resources

Instructions to Print Your SPS Workguide for the Transactions Course

Available

Select the session link to view the details and assign the session. (2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
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3. Read the course details and then scroll down to see the session options.

Event Sessions



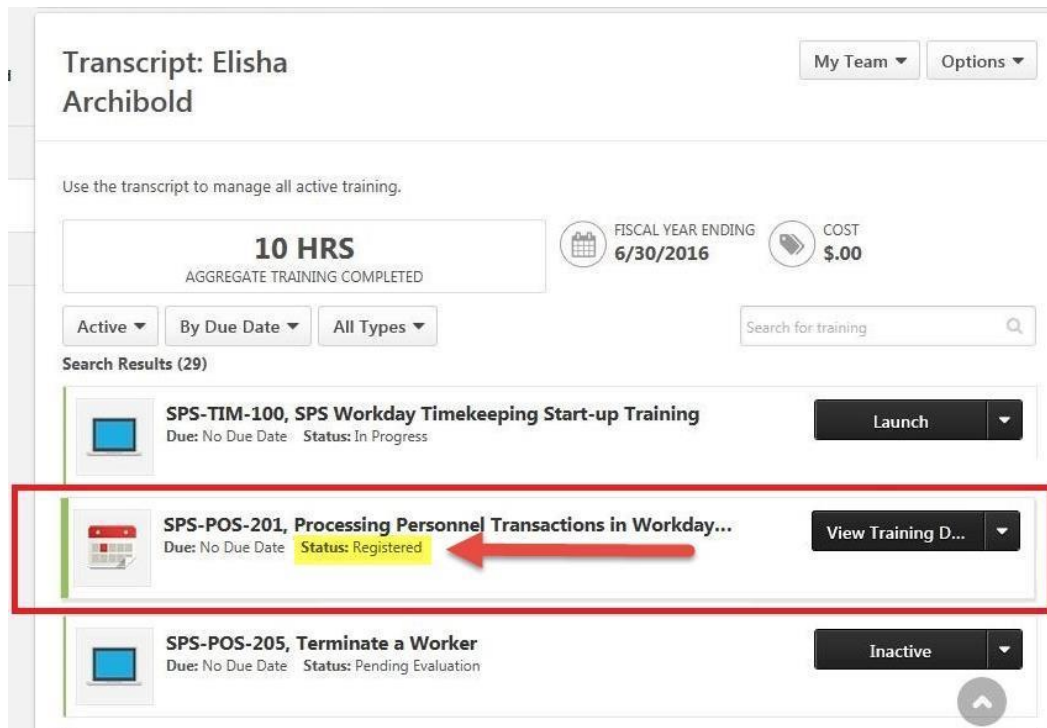
Available

Select the session link to view the details and assign the session. (2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
SPS-POS-201, Processing Personnel Transactions in 10/28/2015 (Wednesday) 10/29/2015 (Thursday) 8:30 AM EST 5:30 PM EST Duration: 18:00 Location: SPMS Locations Language(s): English (US)	1974	17	0	Request
SPS-POS-201, Processing Personnel Transactions in 12/3/2015 (Thursday) 12/4/2015 (Friday) 9:00 AM EST 4:00 PM EST Duration: 14:00 Location: SPMS Locations Language(s): English (US)	1975	17	0	Request

4. Click the Available tab to view the sessions that have open seats.
5. Find the session you want to attend, and then click the Request [Request](#) hyperlink next to the session. You are returned to your transcript after requesting the session.

Transcript



Transcript: Elisha Archibold

Use the transcript to manage all active training.

10 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2016** COST **\$.00**

Active ▾ By Due Date ▾ All Types ▾ Search for training

Search Results (29)

- SPS-TIM-100, SPS Workday Timekeeping Start-up Training**
Due: No Due Date Status: In Progress Launch ▾
- SPS-POS-201, Processing Personnel Transactions in Workday...**
Due: No Due Date Status: Registered View Training D... ▾
- SPS-POS-205, Terminate a Worker**
Due: No Due Date Status: Pending Evaluation Inactive ▾

6. Verify that the new course status is "Registered".
7. The System Task is complete.