



FINANCIALS & PERFORMANCE MANAGEMENT

Training begins November 2019

FINANCE



Classroom Training Topics

- Account Transfers
- Budget Functions
- Expense Reimbursement
- Procurement Lifecycle
- Supplier Invoice

Methods of Training

- Classroom
- Informational Sessions
- Reference Guides
- Videos



Training FAQs

Will job aids be available?

All training materials will be posted under the **Training and Resources** tab on the Workday 2020 website:

<https://www.montclair.edu/information-technology/workday-2020-project/training-and-resources/>

How do I register for Workday Financials classes? **No Registration for Performance Management*

Go to <https://itdstraining.montclair.edu/>

PERFORMANCE MANAGEMENT



Training Topics

- Professional Staff Performance Review
- Managerial Performance Review
- Performance Assessment Review for Civil Service Employees

Methods of Training

- Lecture Hall Demo
- Informational Sessions
- Reference Guides
- Videos

Still have questions about Workday training?



Send us an email anytime at
workday2020@montclair.edu