

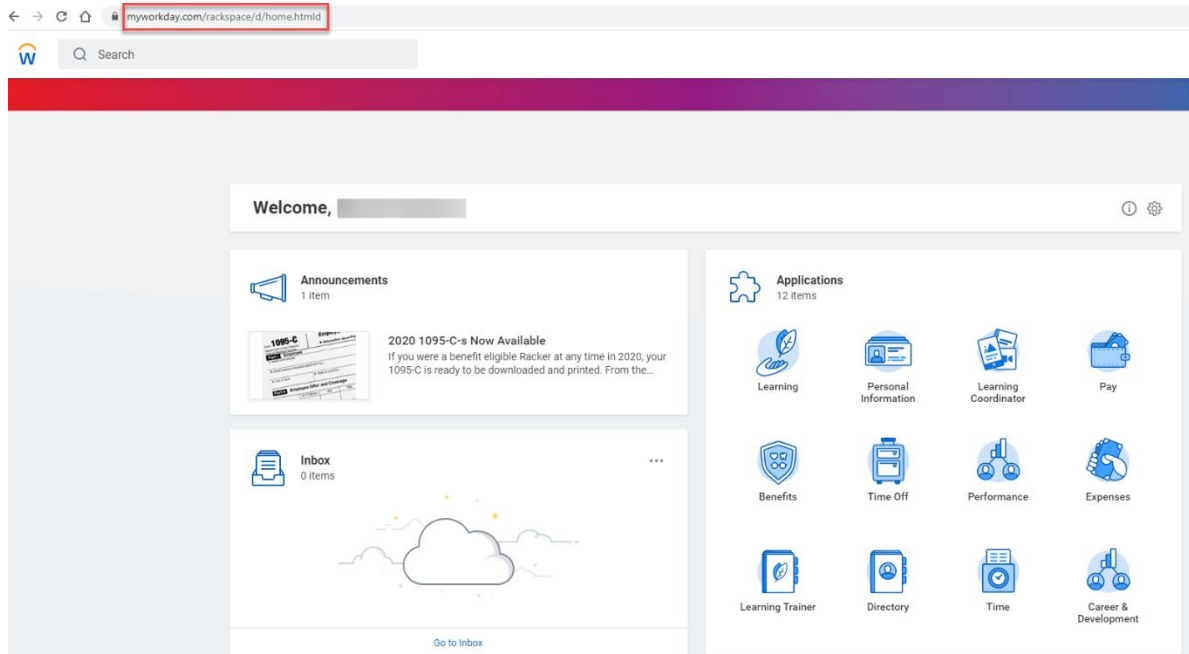
Adding Training Hours Into Workday

JOB AID

1

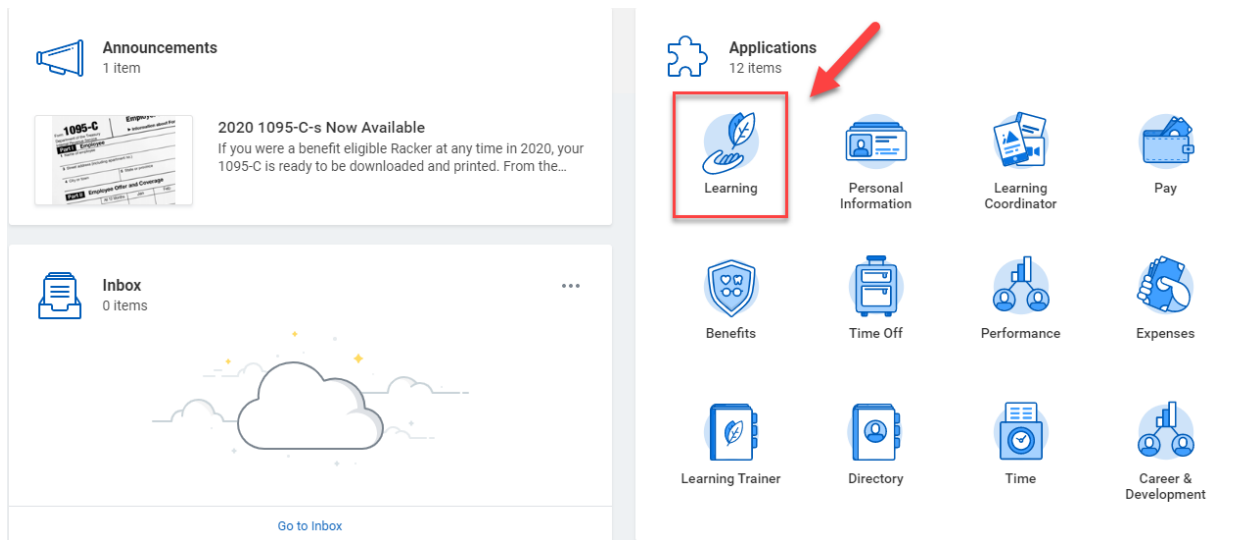
Go to the **Workday** website at:

<https://www.myworkday.com/rackspace/d/home.html>



2

Click on **Learning** at the top left.



3

Click on **Add or Edit 52+ Learning Activities** on the top right.

The screenshot shows the 'Learning' dashboard. On the right side, under 'Continuous Professional Development Records', the 'Add or Edit 52+ Learning Activities' button is highlighted with a red box and a red arrow. Other options include 'Combined Professional Development', 'Workday Hosted Learning' (with sub-options: Browse Learning Content, Topics, Waitlisted, Drop Learning Enrollment), and 'Dashboards' (with sub-options: Instructor Dashboard, Assessor Dashboard).

4

Click the **Add** button on the bottom left.

The screenshot shows the 'Training' page for Brandi Andrews. It features a table with columns: Training, Training Type, Completed On, Description, Training Duration, Edit, and Remove. The 'Add' button is located at the bottom left of the table and is highlighted with a red box and a red arrow.

Training	Training Type	Completed On	Description	Training Duration	Edit	Remove
[blurred]	[blurred]	07/17/2020	[blurred]	1	Edit	Remove
[blurred]	[blurred]	07/16/2020	[blurred]	3	Edit	Remove
[blurred]	[blurred]	07/04/2020	[blurred]	1	Edit	Remove
[blurred]	[blurred]	06/30/2020	[blurred]	1	Edit	Remove
[blurred]	[blurred]	06/30/2020	[blurred]	1	Edit	Remove
[blurred]	[blurred]	06/29/2020	[blurred]	1	Edit	Remove

5

Enter Course Name.

Rackspace's 52+ learning plan sets a healthy target for dedicating learning hours in strengthening your knowledge, skills and expertise. Logging your learning hours gives you and your manager visibility to the time and opportunities dedicated to your growth.

Instructions:

Please populate all the fields with the relevant information to complete the form. Record your learning duration in hours only.

- Learning through others includes mentoring, coaching and peer to peer learning
- External learning and training include resources used outside of Rackspace
- Internal learning and training include using Rackspace University resources or BU functional training
- On the job are hours spent learning through doing, such as projects, solving for customers and being new in role

Training * AWS Cloud Practitioner

Training Type * select one

Description

Completed On MM/DD/YYYY

Training Duration

Remove

Add

enter your comment

Submit Save for Later Cancel

6

Enter the method* in which the course was taken.

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- Learning through others includes mentoring, coaching and peer to peer learning
- External learning and training include resources used outside of Rackspace
- Internal learning and training include using Rackspace University resources or BU functional training
- On the job are hours spent learning through doing, such as projects, solving for customers and being new in role

Training * AWS Cloud Practitioner

Training Type * External Learning/Training

Description

Completed On MM/DD/YYYY

Training Duration

Remove

Add

enter your comment

Submit Save for Later Cancel

***External Learning Training – anything outside of Rackspace University**

***Internal Learning/Training – all training completed through RU will be entered by the RU Trainer and can be viewed under Combined Professional Development. Path: Workday>Learning>Combined Professional Development>Workday Recorded Learning**

7

Enter the date of when the training took place. If multiple days, enter the first day of training.

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Instructions:

Please populate all the fields with the relevant information to complete the form. **Record your learning duration in hours only.**

- Learning through others includes mentoring, coaching and peer to peer learning
- External learning and training include resources used outside of Rackspace
- Internal learning and training include using Rackspace University resources or BU functional training
- On the job are hours spent learning through doing, such as projects, solving for customers and being new in role

The screenshot shows a form with the following fields: Training (AWS Cloud Practitioner), Training Type (External Learning/Training), Description (empty), Completed On (03/01/2021), and Training Duration (empty). A red box highlights the 'Completed On' field, and a red arrow points to it from the right. Below the form are 'Remove' and 'Add' buttons, a comment field, and 'Submit', 'Save for Later', and 'Cancel' buttons.

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Enter the time it took to complete the training in hours.

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Instructions:

Please populate all the fields with the relevant information to complete the form. **Record your learning duration in hours only.**

- Learning through others includes mentoring, coaching and peer to peer learning
- External learning and training include resources used outside of Rackspace
- Internal learning and training include using Rackspace University resources or BU functional training
- On the job are hours spent learning through doing, such as projects, solving for customers and being new in role

The screenshot shows the same form as above, but with the 'Training Duration' field containing the number '20'. A red box highlights the '20', and a red arrow points to it from the right. The 'Completed On' field is also highlighted with a red box. Below the form are 'Remove' and 'Add' buttons, a comment field, and 'Submit', 'Save for Later', and 'Cancel' buttons.

9

Click **Submit** at the bottom.

Rackpace's 52+ learning plan sets a healthy target for dedicating learning hours in strengthening your knowledge, skills and expertise. Logging your learning hours gives you and your manager visibility to the time and opportunities dedicated to your growth.

Instructions:

Please populate all the fields with the relevant information to complete the form. [Record your learning duration in hours only.](#)

- Learning through others includes mentoring, coaching and peer to peer learning
- External learning and training include resources used outside of Rackpace
- Internal learning and training include using Rackpace University resources or BU functional training
- On the job are hours spent learning through doing, such as projects, solving for customers and being new in role

The screenshot shows a form with the following fields: Training (AWS Cloud Practitioner), Training Type (External Learning/Training), Description (empty), Completed On (03/01/2021), and Training Duration (20). Below the form are buttons for Remove, Add, and a comment box. At the bottom, the Submit button is highlighted with a red box and a red arrow points to it.

10

If you only need to add one training, **exit** out of page.

The screenshot shows the 'Training' page for Brandi Andrews. A notification box at the top says 'You have submitted' with a green checkmark and a 'View Details' link. A red box highlights this notification, and a red arrow points to it. Below the notification is a table with columns: Training, Training Type, Completed On, Description, Training Duration, Edit, and Remove. The table contains several rows of training entries. An 'Add' button is at the bottom left.

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If you need to add more, **click the add button on the bottom left and start again.**

The screenshot shows a Workday interface for training management. At the top, there is a search bar and a notification that says "You have submitted" with a "View Details" link. Below the notification is a table with the following columns: Training, Training Type, Completed On, Description, Training Duration, Edit, and Remove. The table contains several rows of training items. At the bottom left of the table, there is an "Add" button, which is highlighted with a red box and a red arrow pointing to it.