

Hexcel's Workday User Manual

Chapter 1-03

HR USER MANUAL INDEX - ENGLISH

Chapter	Title
1-0	General
1-01	HR Manual Cover Sheet to print
1-02	HR Contact Listing
1-03	HR Manual Index
1-04	HR Manual Numbering Protocol
1-05	Summary of Additions and Modifications
2-0	Human Capital Management (HCM)
2-01	Job and Position Tasks
2-01	Hire an Employee
2-03	Job Change
2-04	Employee Termination
2-05	Disciplinary Actions
2-06	Continuous Service Date Calculator <i>*New*</i>
3-0	Compensation
3-01	Compensation Changes
3-02	Add / Modify Bonus and/or Stock
3-03	One Time Payment
3-04	Step Increase
3-05	Transfer, Promote, Demote, Change Job
3-06	Viewing Information
3-07	Miscellaneous Comp
4-0	Benefits
4-01	New Hire Benefits Enrollment
4-02	Changing Benefits Mid-Year
4-03	Add or Change Beneficiary
4-04	Enroll Employee in Benefits
4-05	Adult Dependent Aging Out with COBRA
4-06	Open Enrollment
4-07	Enrolling in Employee Stock Purchase Plan (ESPP)

Hexcel's Workday User Manual

Chapter 1-03

HR USER MANUAL INDEX - ENGLISH

Chapter	Title
5-0	Absence Management
5-01	Place Employee on Leave of Absence (LOA)
5-02	Extend Expected Return to Work Date
5-03	Time Off Requests
5-04	Time Off Balances
5-05	Vacation Accrual Eligibility Exception
5-06	Time Tracking – Salaried Non Exempt
5-07	Time Tracking – Salaried Exempt
5-08	Occurrence Tracking
5-09	Return from Leave of Absence (LOA)
5-10	Garden Leave – EU Only
6-0	Payroll
6-01	Direct Deposit Instructions
7-0	Performance & Talent (<i>coming soon</i>)
8-0	Recruiting (<i>coming soon</i>)
9-0	Miscellaneous
9-01	Using Your Mobile Device
10-0	Administration
10-01	Creating Supervisory Organization
10-02	Creating Required Field on BP
10-03	Maintaining Executive ADD and Life Insurance
10-04	Scheduled Passive Events