

Finance Foundations Onboarding Program Manager FAQ

What is the Finance Foundations Onboarding Program?

Finance Foundations is an onboarding program that provides staff with the foundational knowledge and skills needed to fulfill their roles and responsibilities as financial professionals in the Yale community.

Who should complete the program?

Newly hired staff with financial roles and responsibilities supporting Central Finance, Yale Medicine Finance and Administration, or Academic Business Operations should complete the program. Newly hired staff transferring from another role within Yale University to a financial role supporting one of these areas should also complete the program.

What does the program consist of?

The [program](#) consists of six eLearning courses including:

1. Finance Overview
2. Internal Controls Foundations
3. Internal Controls Approval Authority
4. Engaging Effectively with Yale Policies and Procedures
5. Introduction to Chart of Accounts
6. Fraud Awareness and Prevention

How do employees access the program?

Staff newly hired to a financial role will be assigned* the program automatically in Workday Learning where it will appear in the *Recommended for You* section of their *Learning* dashboard.

Staff who transfer into a financial role from another role within Yale University must be assigned the program manually by their manager in Workday Learning. [Click here](#) for information on how to enroll staff into a course or program (use *Finance Foundations Onboarding* for your search term).

***NOTE:** While automatic assignments are set up for newly hired employees in Workday Learning, your new employee may fall outside the parameters used to assign the program. It is best practice to check Workday Learning for your employee's enrollment status for this program after their start date.

How can I monitor staff's enrollment in and progress with the program?

You can monitor your staff's enrollment in and progress with the program using the *My Team's Learning* report in Workday. [Click here](#) for instructions to run this report.

Who can I contact with additional questions or for support?

For questions on the Finance Foundations onboarding program or general questions about policies or processes, managers and staff can reach out to the Finance Support Center at askfinance@yale.edu.

For technical support with Workday Learning contact learning@yale.edu.