



**STATE OF NORTH CAROLINA  
OFFICE OF STATE HUMAN RESOURCES**

**JOSH STEIN**  
GOVERNOR

**STACI MEYER**  
DIRECTOR

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**TO:** Agency Heads  
**CC:** Human Resources Directors  
**FROM:** Staci Meyer, Director *SM*  
**RE:** Workday Training Now Available

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Thank you for your ongoing support as the Office of State Human Resources (OSHR) works to modernize our state's HR system. One of the most important milestones to achieve this goal is our upcoming transition to Workday as the state's human capital management platform.

With Workday, jobseekers will benefit from a faster, simpler application process and improved communication. Our HR teams and hiring managers will be able to make data-driven decisions and continuously refine hiring strategies, helping to achieve our ultimate goal: filling vital state government positions and retaining state employees.

**End-User Training**

Today, OSHR launched the Workday Training section in the Learning Management System (LMS). HR professionals, hiring managers, and general employees can all find helpful resources for system tasks on this site. This one-stop shop includes quick resource guides, web-based training, a schedule of instructor-led trainings, and micro-learnings for specific tasks within the system. As shown in the image below, Workday Training has been organized into four sections: Navigating Workday, Recruiting and Hiring Managers, HR Non-Recruiting, and I-9 and Security Partner.



We ask that you emphasize the value of these trainings to your staff; these materials are crucial to a successful system adoption. Within Workday Training, **all employees** should complete the training course **WD: Workday Features and Navigation** in the LMS by **October 7, 2025**. This will help all staff be fully prepared for Workday's launch the following day.

### **I-9 and Security Partner Trainings**

Training is tailored and assigned based on each user's roles and responsibilities in Workday. The attached document outlines the various Workday security roles and their functions in the system.

Individuals assigned I-9 and Security Partner roles require additional training before Workday's launch to receive security access for their job responsibilities. OSHR has obtained from your agency's HR staff those who require this training and have provided registration information directly to these employees for completion. These employees must complete required trainings before they receive their security roles. These mandatory training courses are underway, with additional sessions planned after Workday launches in October.

Thank you for your continued partnership as we prepare everyone for this transition. In just a few weeks, we will transform how the state recruits talented individuals and strengthen our workforce. I look forward to working together through this and all future phases of Workday implementation.

Workday will help us elevate public service and make the state's HR system easier, faster, and better. Thanks for your commitment to a better North Carolina for all.