Workable HR

TRAINING TOOLKIT

The Workable HR Training Toolkit provides guidance for the use of available training resources for HR Admins and Employees.

Integrate these resources into communications and training programs to enhance the success of Workable HR at your organization.

HR Admin Resources & Training

User Guides

Utilize the user guides to learn how to manage your company's employee management and time-off features in Workable.

- Workable HR Handbook
- Onboard & Manage: HR Admin User Guide
- Time- off Management User Guide
- Workable HR Setup Guide

Implementation Guides

While your implementation of Workable HR is complete, these resources provide a great overview of how Workable HR was implemented.

- Onboard & Manage
- Time off

Videos and Articles

Our help center features a variety of step by step articles and walkthrough videos to assist you with a wide range of topics. Top resources are:

- Adding and managing employees
- Employee onboarding workflows
- Time off management
- Using the Time-off requests Report

Workable Academy Courses

Register for Workable Academy, our on demand training platform with self-paced courses to gain confidence as a Workable member. Learn from experts, ask questions, and more. Perfect for more in-depth learning and training new HR team members after launching Workable.

- Employee Onboarding & Management
- Time-Off Toolkit: Implementation & Management
- Employee Profiles: Templates for Efficient Data Management
- Preparing Document Templates for E Signatures
- Onboarding Excellence: A Step-by-Step Workflow Guide

Rollout and Communication Templates

Resources to plan and execute a successful launch of Workable HR. Utilize our email templates (based on invitation type) to help employees log in for the first time and become acquainted with Workable.

- Rolling out Workable HR at your organization
- Invite your employees
- Launch communication templates

Frequently Asked Questions

Help troubleshoot the frequently asked questions.

- What to do if my onboarding link has expired?
- Can I resend an onboarding email?
- Can I edit onboarding information if there was a mistake?
- How do I publish an employee profile?
- How can I edit a time-off balance of an employee?
- How can I correct time-off request mistakes?

Employee Training Materials

Support your employees use of Workable HR with effective training materials.

PDF Guides

PDF Guides are perfect to attach in emails or include in your company files.

- Employee User Guide
- Requesting time off

Walkthrough Guides

Walkthrough guides would be helpful to be used as training.

- Company & Employee Profile
- View & Sign documents
- Employee Time off Requests & Company Calendar

Articles

Our help center features a variety of step by step articles which can be linked in communication to employees.

Onboard and manage:
- Completing your onboarding tasks
- What to do if my onboarding link has expired?
- Managing your employee profile information
- Reviewing and signing a document

Time off:
- Requesting time off
- Canceling time off

Manager Training Materials

All employee related resource material apply to Managers, the following resources are dedicated to the management of employees.

PDF Guide

PDF Guides are perfect to attach in emails or include in your company files.

[Line Manager User Guide](#)

Article

Our help center features a variety of step by step articles which can be linked in communication to managers.

[Approving/rejecting time-off requests](#)

Support when you need it!

Evolving resources for continued support and guidance
with Workable HR features.

Learn

Help Center:
Find articles and videos to assist you with a wide
range of Workable topics.

Workable Academy:
Our centralized training hub for on-demand learning.

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Live Chat

In your Workable account, click your user icon in the
upper right and select **"Help"** > **"Ask a Question"**

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Email

support@workable.com

. . . .

Call

3:00am - 5:00pm ET
+1 (844) 657 7637, +44 (0) 800 086 8870

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