

Workforce Absence Manager 8.0 Learning Path

Course Title	Delivery Method	Project Team	Payroll Managers Payroll Administrators Payroll Training Managers	Configuration Specialists Application Administrators IS/IT Information Analysts Help Desk Specialists IS/IT Specialists	HR Managers HR Administrators HR Recruiters Benefits Managers Compensation Managers HR Training Managers	Attend. Administrators Leave Administrators Department Managers Scheduling Managers Store Managers	Employees
			Payroll	IT/IS	Human Resources	Manager/Supervisor	Employees
Workforce Absence Manager™							
■ Project Team Fundamentals: Attendance		●					
■ Managing Attendance Policies		●		●	●	●	
■ Administering the Application: Attendance		●		●			
■ Configuring and Managing Accruals		●		●			
■ Project Team Fundamentals: Leave		●					
■ Managing Leave Policies		●		●	●	●	
■ Administering the Application: Leave		●		●			
■ Train-the-Trainer Sessions		●			●		
■ Requesting Leave Employee Training Kit					●		●

For end users, Kronos offers various solutions and formats, including Kronos KnowledgePass™ and Train-the-Trainer programs, as well as tailored or customized training that reflects the organization’s processes, configuration and terminology.

For the most up-to-date information on educational offerings please visit <https://community.kronos.com/s/learn>

Workforce Absence Manager 8.0 Course Descriptions

Course Title: Workforce Absence Manager Project Team Fundamentals: Attendance 

Course Number: 9994330-0

Audience: Project Team

Description

This instructor-led course prepares you to effectively collaborate with the Kronos project team on the assessment, design, and implementation of an attendance management program that meets your business requirements using Workforce Absence Manager. You will learn key concepts associated with attendance processes and policies, and how to recognize them. You will also learn how to gather and prepare complete and accurate data for your attendance processes and policies, and the implementation decisions you will need to make. Through a series of targeted demonstrations, the instructor will also introduce you to some of Workforce Absence Manager's attendance capabilities and the decisions you will need to make in designing your configuration. This knowledge is critical to ensuring an efficient implementation that accurately aligns work processes with the business needs of your organization.

Objectives

After completing this course, you should be able to:

- Analyze your organization's attendance processes in order to provide complete and accurate information for implementing the processes with Workforce Absence Manager
- Analyze your organization's attendance policies in order to provide accurate information concerning the policies for the Workforce Absence Manager implementation

Audience

This course is designed for Project team members who will participate in meetings to assess your organization's attendance policies and processes for the Workforce Absence Manager implementation. Depending on the organization, this may include Human Resources staff and Operational Managers, as well as Payroll Staff and Application Administrators.

Prerequisites

- None
- Advance Preparation-None

Other

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training

Duration: ½ Day

Training Points: 275

Course Level: Introductory

CPE: 3

Instructional Method: Group-Live

Course Title: Workforce Absence Manager 8.0 Managing Attendance Policies 

Course Number: 9994331-0

Audience: Project Team, IT/IS, HR, & Managers/Supervisors

Description

This instructor-led course enables you to successfully monitor and administer employee attendance based on attendance policy rules. Through lecture, discussion, demonstration, and hands-on practice exercises, you will learn how to identify and apply timecard edits that affect attendance tracking, identify absence trends, view and forward automatically generated attendance documents, use the Attendance Editor to complete attendance actions and edit attendance events and actions.

Objectives

After completing this course, you should be able to:

- Identify timecard edits that affect attendance tracking
- Monitor absence trends
- View and forward automatically generated attendance documents
- Respond to and modify attendance events and actions
- Process attendance rules and view group edit results
- Interpret attendance audit trail information

Audience

This course is designed for those responsible for managing attendance polices using Workforce Absence Manager. This course also provides those who administer Workforce Absence Manager with experience using the tools and processes they maintain in the application.

Prerequisites

- Workforce Timekeeper Getting Started with WTK Tutorial – Navigator
- Workforce Timekeeper Managing Timecards Tutorial and Learning Assessment – Navigator
- Workforce Timekeeper Managing Schedules Tutorial and Learning Assessment – Navigator

OR

- Workforce Timekeeper Managing Timecards and Schedules

OR

- Workforce Timekeeper Managing Timecards and Preparing for Payroll

OR

- Equivalent experience

- Advance Preparation-None

Other

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training

Duration: 1 Day

Training Points: 500

Course Level: Introductory

CPE: 6

Instructional Method: Group-Live

Workforce Absence Manager 8.0 Course Descriptions

Course Title: Workforce Absence Manager 8.0 Administering the Application: Attendance 

Course Number: 9994332-0

Audience: Project Team & IT/IS

Description

This instructor-led course explains and demonstrates how to analyze written attendance policies and configure them using the attendance configuration building blocks. Through lecture, discussion, demonstration, and hands-on practice exercises, you will learn how to analyze a written attendance policy, configure the policy in Workforce Absence Manager, assign the policy profile to employees, test the policy, and maintain Workforce Absence Manager configuration components.

Objectives

After completing this course, you should be able to:

- Analyze written attendance policies
- Configure and deploy attendance policies
- Modify the Attendance Calendar
- Create and upload document templates
- Schedule the Attendance Processor

Audience

This course is designed for those responsible for maintaining the configured Workforce Absence Manager application for attendance.

Prerequisites

- Workforce Absence Manager Managing Attendance Policies
- Advanced Preparation-None

Delivery Type: Instructor Led Training

Duration: 1 Day

Training Points: 600

Course Level: Intermediate

CPE: 6

Instructional Method: Group-live

Course Title: Workforce Absence Manager Configuring & Managing Accruals 

Course Number: 9994336-0

Audience: Project Team & IT/IS

Description

This instructor-led course prepares you to configure and manage your organization's accrual policies—the policies associated with non-productive time such as vacation or sick time—in Workforce Absence Manager. You will learn principles for configuring efficient, accurate policy implementations for new groups, as well as how to maintain and update existing configurations for current groups. The course blends lecture and demonstration with extensive hands-on practice.

Objectives

After completing this course, you should be able to:

- Assess your accrual policy implementation requirements
- Design implementation solutions to support your accrual policy requirements
- Configure Workforce Accruals according to the designed implementation
- Test and validate your configured accrual policy implementation
- Update your accrual policy implementation in response to policy changes
- Manage special updates to accrual balances

Audience

This course is for those responsible for maintaining accrual policies in the configured Workforce Absence Manager application, including

- Configuration Specialists
- Help Desk Specialists

Prerequisites

- Workforce Timekeeper Managing Timecards and Preparing for Payroll
- Advance Preparation-None

Delivery Type: Instructor Led Training

Duration: 2 Days

Training Points: 1,200

Course Level: Intermediate

CPE: 12

Instructional Method: Group-Live

Workforce Absence Manager 8.0 Course Descriptions

Course Title: Workforce Absence Manager: Leave 8.0 Project Team Fundamentals Self-Paced 

Course Number: 9994330-CBT

Delivery Method: Self-Study

Audience: Project Team, IT/IS & HR

Description

This self-study course prepares you to effectively collaborate with the Kronos implementation team about your organization's leave of absence policies and prepare for your upcoming Solution Development Workshop. This course introduces you to Kronos terms and concepts, and helps you start identifying and gathering the leave of absence data that will be needed during your Kronos implementation. Through a series of video lessons and interactive software simulations, you will be introduced to some of Workforce Absence Manager's capabilities and to the decisions you will make in designing your configuration. You will be guided through the concepts and information that will be discussed during your upcoming Solution Development Readiness call. This course will prepare you with the information you need to ensure that your Workforce Absence Manager: Leave implementation accurately addresses your organization's business needs.

NOTE: This self-study content is in English.

Objectives

After completing this course, you should be able to:

- Identify key leave of absence concepts to participate more effectively in further discussions with Kronos Implementation Team
- Identify your organization's leave of absence processes and policies to help you provide key information to your Kronos Implementation Team

Audience

Project Team members who analyze the organization's leave of absence policies and business requirements in order to collaborate on and approve the implementation plan for Workforce Absence Manager: Leave. Depending on the organization, this may include Human Resources, Payroll and Accounting staff as well as Application Administrators and Information Technology staff.

Program/course expiration date: The WAM: Leave 8.0 Project Team Fundamentals Self-Study access will expire a year from the day of enrollment.

Prerequisites

- None
- Advance Preparation- None

Delivery Type: QAS Self-Study*

Duration: 4 Hours

Training Points: 500

Course Level: Basic

CPE: TBD*

Instructional Method: QAS Self-Study*

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* Pending NASBA approval – credits cannot be offered until approval is finalized; check with your state board of accountancy to determine if credits will be accepted for this course before the approval is finalized.

Course Title: Workforce Absence Manager 8.0 Managing Leave Policies 

Course Number: 9994334-0

Audience: Project Team, IT/IS, HR & Managers/Supervisors

Description

This instructor-led course enables you to successfully administer leave policies, and track and monitor employee leave time based on leave policy rules. Through lecture, discussion, demonstration, and hands-on practice exercises, you will learn how to open a new leave case, determine an employee's leave eligibility, forward leave documents and change document statuses, track leave frequency and duration information from medical certifications, and manage and track the amount of leave time an employee takes.

Objectives

After completing this course, you should be able to:

- Open a new leave case and respond to an employee's leave case request
- Determine eligibility for a leave case
- Forward leave documents and change document statuses
- Adjust and apply leave rules that determine paid and unpaid leave takings and leave time
- Track leave frequency and duration information from medical certifications
- Manage and monitor paid and unpaid leave time
- Respond to requests for additional leave time against an existing leave case

Audience

This course is designed for those responsible for managing leave policies using Workforce Absence Manager. This course also provides those who administer Workforce Absence Manager with experience using the tools and processes they maintain in the application.

Prerequisites

- Workforce Timekeeper Getting Started with WTK Tutorial – Navigator
- Workforce Timekeeper Managing Timecards Tutorial and Learning Assessment – Navigator
- Workforce Timekeeper Managing Schedules Tutorial and Learning Assessment – Navigator

OR

- Workforce Timekeeper Managing Timecards and Schedules

OR

- Workforce Timekeeper Managing Timecards and Preparing for Payroll
- Advance Preparation-None

Other

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training

Duration: 1 Day

Training Points: 500

Course Level: Introductory

CPE: 6

Instructional Method: Group-Live

Workforce Absence Manager 8.0 Course Descriptions

Course Title: Workforce Absence Manager 8.0 Administering the Application: Leave 

Course Number: 9994335-0

Audience: Project Team & IT/IS

Description

This instructor-led course explains and demonstrates how to analyze written leave policies and configure them using leave configuration building blocks. Through lecture, discussion, demonstration, and hands-on practice exercises, you will learn how to analyze a written leave policy, configure the policy in Workforce Absence Manager, assign the policy profile to employees, test the policy, and maintain Workforce Absence Manager configuration components.

Objectives

After completing this course, you should be able to:

- Analyze written leave policies
- Configure and deploy leave policies
- Modify the Leave Calendar
- Create and upload document templates

Audience

This course is designed for those responsible for maintaining the configured Workforce Absence Manager application.

Prerequisites

- Workforce Absence Manager Managing Leave Policies
- Advance Preparation-None

Delivery Type: Instructor Led Training

Duration: 1 Day

Training Points: 600

Course Level: Intermediate

CPE: 6

Instructional Method: Group-Live

Course Title: Workforce Central 8.0 Train-the-Trainer – 1 participant 

Course Number: 9999726-0, 9999726-1

Audience: Individuals identified as end user trainers

Description

The purpose of the Train-the-Trainer program is to help you successfully deliver Kronos Workforce Central software training to manager and employee end users in your organization. Components of this program include:

- A welcome packet that provides guidance early in the implementation process on developing your Kronos training program.
- Access to adaptable course content (a course guide with exercises for managers; presentation files and job aids for employees) covering common tasks performed in Workforce Central. You can use this course content as the starting point for preparing training for your organization (a KnowledgePass™ subscription is required to access courseware materials).
- Workforce Central product training on manager-level tasks (*optional*).
- A follow-on consulting session that covers creating and implementing your Kronos training program, recommended training practices, and expert tips on adapting your Kronos training content (*optional*).

The Workforce Central product training included varies according to the Workforce Central modules included in your Train-the-Trainer program:

Module	Included Optional Product Training
Workforce Timekeeper	Public class: <i>WTK 8.0 Managing Timecards and Schedules</i>
Workforce Absence Manager: Attendance	Public class: <i>Workforce Absence Manager 8.0 Managing Attendance Policies</i>
Workforce Scheduler (Core)	One free seat in your organization's private class: <i>Workforce Scheduler 8.0 Creating & Managing Schedules</i>
Workforce Scheduler (Healthcare)	Public class: <i>Workforce Scheduler 8.0 Creating & Managing Schedules for Healthcare</i>
Workforce Scheduler with Workforce Forecast Manager (Retail)	Public class: <i>Workforce Scheduler w/WFF 8.0 Managing Forecasts and Schedules</i>

Objectives

After completing this program, you should be able to:

- Strategize for your Workforce Central end user training rollout
- Define and explain common Workforce Central tasks for managers and employees in your organization
- Adapt provided course content to meet the needs of end users in your organization
- Identify KnowledgePass resources to supplement and support your training strategy
- Prepare to deliver Workforce Central training content to end users

Audience

Individuals responsible for delivering Workforce Central training to end users in the organization. This includes company trainers, project team members, super users or others within the company designated to deliver training.

Prerequisites

None

Delivery Type: Instructor Led Training

Duration: Varies depending on the Workforce Central modules included in your Train-the-Trainer program (see table above)

Training Points: Varies depending on size of organization

Course Level: Introductory

CPE: 0

Instructional Method: Group-Live

Workforce Absence Manager 8.0 Course Descriptions

Course Title: Workforce Central 8.0 Train-the-Trainer
– Private

Course Number: 9999727-0, 9999727-1, 9999727-2, 9999727-3

Audience: Individuals identified as end user trainers

Description

The purpose of the Train-the-Trainer program is to help you successfully deliver Kronos Workforce Central software training to manager and employee end users in your organization. Components of this program include:

- A welcome packet that provides guidance early in the implementation process on developing your Kronos training program.
- Access to adaptable course content (a course guide with exercises for managers; presentation files and job aids for employees) covering common tasks performed in Workforce Central. You can use this course content as the starting point for preparing training for your organization (a KnowledgePass™ subscription is required to access courseware materials).
- Workforce Central product training on manager-level tasks (*optional*).
- A consulting session that covers creating and implementing your Kronos training program, recommended training practices, and expert tips on adapting your Kronos training content (*optional*).

Objectives

After completing this program, you should be able to:

- Strategize for your Workforce Central end user training rollout
- Define and explain common Workforce Central tasks for managers and employees in your organization
- Adapt provided course content to meet the needs of end users in your organization
- Identify KnowledgePass resources to supplement and support your training strategy
- Prepare to deliver Workforce Central training content to end users

Audience

Individuals responsible for delivering Workforce Central training to end users in the organization. This includes company trainers, project team members, super users or others within the company designated to deliver training.

Prerequisites

None

Delivery Type: Instructor Led Training, Virtual

Duration: The Train-the-Trainer program duration varies according to the Workforce Central modules included in your program:

- Workforce Timekeeper – 1 day
- Workforce Absence Manager: Attendance – 1 day
- Workforce Scheduler (Core) – 2 days
- Workforce Scheduler (Healthcare) – 3 days
- Workforce Scheduler with Workforce Forecast Manager (Retail) – 2 days

Durations listed are the maximum duration – some organizations may complete their Train-the-Trainer session in fewer days based on participant familiarity with Workforce Central and/or training deployment.

Training Points: Varies depending on size of organization

Course Level: Introductory

CPE: 0

Instructional Method: Group-Live

Course Title: WAM 8.0 Requesting Leave Employee Training Kit

Audience: HR & Employees

Description

This kit is designed to train employees on submitting their leave requests and requesting additional leave time for an opened leave case.

Objectives

After completing this course, you should be able to train employees to successfully perform the following tasks:

- Request leave
- Request additional leave time for an open leave case

Audience

The kit is designed for HR administrators who train employees on using self-service features in Workforce Absence Manager to request leave.

Content

The kit includes the following materials:

- Sample job aids for requesting leave time using Workforce Absence Manager.
- Microsoft® PowerPoint® files for sample job aids are also included so that you can tailor these files to reflect your business practices.

Prerequisites

Microsoft PowerPoint skills are required to customize the contents of the kit.

Duration: 2 hours

Training Points: Kronos KnowledgePass™ subscription required.

Course Level: Introductory

CPE: 0

Instructional Method: Self-Paced

Method of deployment: This kit is accessed via Kronos KnowledgePass™.