

Workforce Central 8.0 Course Descriptions

Course Title: Workforce Timekeeper 8.0 Project Team Fundamentals

Course Number: 9994322-0

Audience: Project Team

Description

This instructor-led course prepares you to effectively collaborate with the Kronos implementation team about your business processes during the Momentum Plan and Assess phases of your Workforce Timekeeper implementation. You will learn how to prepare your organization's pay and accrual policy data for use during the implementation, as well as how to explain the Workforce Timekeeper automation and optimization options available for meeting pay and accrual policy business needs. Through a series of targeted demonstrations, the instructor will also introduce you to some of Workforce Timekeeper's capabilities and the decisions you will need to make in designing your configuration. This knowledge is critical to ensuring an efficient Workforce Timekeeper implementation that accurately addresses the business needs of your organization.

Objectives

After completing this course, you should be able to:

- Describe the importance of successfully recruiting all the necessary stakeholders in the business to be a part of the Project Team
- List the tasks and decisions for which Project Team members are responsible during the Momentum Plan and Assess phases of an organization's Workforce Timekeeper implementation
- Begin to locate and/or produce the organization's pay accrual policy data for use during the implementation
- Explain the Workforce Timekeeper automation and optimization options available for meeting pay and accrual policy business needs
- Recognize the options available for reflecting organizational structures in Workforce Timekeeper
- Begin to design the organization's role-based navigators and develop a notification strategy

Audience

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

Prerequisites

- None
- Advance Preparation-None

Duration: 1 day

CPE: 6

Course Title: Workforce Timekeeper 8.0 Managing Timecards and Preparing for Payroll

Course Number: 9994324-0

Audience: Project Team, Payroll, IT/IS

Description

This course is designed for those responsible for managing time and labor information in the Workforce Timekeeper environment to either prepare for payroll processing or to effectively administer the application. You will learn how to use Workforce Timekeeper tools to effectively and efficiently perform daily and periodic tasks that manage employee time and labor data and prepare that data for payroll processing. Using a combination of discussion, hands-on, and application simulation experience, you will monitor timecard exceptions and resolve differences between scheduled and actual time recorded on timecards, add and modify employee schedules, review, and approve timecards, process payroll, make corrections to previous pay periods, and add and maintain employee data.

Objectives

After completing this course, you should be able to:

- Navigate through the Workforce Timekeeper application
- Display employee information for analysis and task performance
- Add personal and job information for new employees
- Add and modify a base schedule for new employees
- Identify timecard discrepancies and modify time data as necessary, communicating changes to employees
- Review timecard data, including approvals, and submit records to payroll for processing
- Sign off timecard data and explain the process for transferring timecard data to the payroll system
- Make historical corrections to timecard data that has already been processed for payroll
- Adjust accrual balances and make changes to personal and job information for employees

Audience

This course is designed for those responsible for managing timecards and preparing time data for payroll processing within the Workforce Timekeeper environment. This course also provides those who must administer the Workforce Timekeeper application with experience using the tools and processes for which they are responsible for maintaining.

Prerequisites

- None
- Advance Preparation-None

Duration: 2 Days

CPE: 12

Workforce Central 8.0 Course Descriptions

Course Title: Workforce Central 8.0 Administering the Application

Course Number: 9994325-0

Audience: Project Team, IT/IS

Description

This instructor-led course provides Workforce Timekeeper application administrators with the skills and knowledge needed to support the system so that it remains in alignment with your organization's business goals. Using a combination of lecture, discussion, and hands-on practice, you will learn how to create effective data analysis tools such as HyperFind queries, Workforce Genies and calendars that provide visibility into productivity and labor costs. You will also learn how to analyze data and function access requirements, and configure, test and deploy access profiles so that users have appropriate access to the features and data that they need to perform their jobs. Finally, you will automate business processes such as e-mail and workflow notifications, resulting in more efficient communication and reducing the amount of time spent on manual processes.

Objectives

After completing this course, you should be able to:

- Use profiles to control access to data
- Create and implement data analysis tools such as HyperFind queries and Genies
- Create scheduling tools such as schedule periods and shift templates
- Analyze data and function access requirements, and configure profiles (such as display, data access and function access profiles) to control access to the system
- Automate business processes such as setting up workflow notifications and navigators

Audience

This course is for those responsible for maintaining the configured Workforce Timekeeper application

Prerequisites

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

Duration: 2 Days

CPE: 12

Course Title: Workforce Central 8.0 Administering Navigators

Course Number: 9994327-0

Audience: Project Team, IT/IS

Description

This instructor-led course provides Workforce Central application administrators with the skills and knowledge needed to support the system with widgets and navigators for various job roles throughout the organization. Using a combination of lecture, discussion, and hands-on practice, you will learn how to create and manage widgets, alerts, notifications, workspaces, wizards, and navigators.

You will learn how navigator components are related to one another. Using a structured process, anatomy, and configuration report you will effectively manage edits to widgets, alerts, and workspaces. Recognizing the relationship of navigator components is essential to successfully implementing changes to your current configuration. You will review the use of navigator templates that provide a starting point for new navigators. You will also learn when and how to apply context allowing managers to easily navigate from one widget to another widget or workspace while maintaining selected employees and time period. Finally, you will recognize when to use immediate notifications to help employees and managers instantly engage with the right information at selected locations.

Objectives

After completing this course, you should be able to:

- Describe navigator components and a structured process when applying changes to navigators
- Modify existing widgets, alerts, notifications, workspaces, and navigators to meet the needs of job roles in the organization
- Modify the Search widget to take advantage of various filter options
- Analyze and define wizards to apply steps for a business process
- Follow a structured process to configure, deploy, and test navigators

Audience

This course is for those responsible for maintaining configured Workforce Central navigators

Prerequisites

- Workforce Central Administering the Application
- Advance Preparation-None

Duration: 1 Day

CPE: 6

Workforce Central 8.0 Course Descriptions

Course Title: Workforce Timekeeper 8.0 Configuring & Managing Pay Rules

Course Number: 9994326-0

Audience: Project Team, IT/IS & Payroll

Description

This instructor-led course prepares you to configure and manage your organization's pay rules in Workforce Timekeeper. You will learn the structure and function of pay rules in Workforce Timekeeper and a process to configure, maintain and troubleshoot common pay rule changes and problems in areas such as: holidays, exceptions, bonuses, deductions, breaks, overtime, rounding and shift and weekend differentials. This knowledge is essential to ensuring the continued accuracy of employee pay and time according your organization's union or organizational pay policy changes.

Objectives

After completing this course, you should be able to:

- Describe the pay rule anatomy components and how the components ensure that the way employee pay and time are managed and tracked is consistent with your organization's pay policies
- Apply a common process and tools to accurately and efficiently manage and implement pay rule changes in Workforce Timekeeper
- Change the following rules: exceptions, bonuses, deductions, breaks, rounding, overtime, holiday table, holiday credit and zones (including holiday, shift and differential zones) by performing these tasks:
 - Receive and analyze change requests
 - Use windows, editors and reports to assess the impact of pay rule changes
 - Implement changes to an organization's pay rule configuration
 - Test pay rule changes
 - Deploy pay rule changes
 - Troubleshoot common pay rule problems

Audience

This course is designed for those responsible for configuring and maintaining pay rules in the Workforce Timekeeper environment, including:

- Payroll Administration staff
- Configuration Specialists
- Help Desk Specialists

Prerequisites

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

Duration: 4 Days

CPE: 24

Course Title: Workforce Device Manager 8.0 & the Kronos Terminals

Course Number: 9994329-0

Audience: Project Team & IT/IS

Description

This instructor-led course prepares you to configure, maintain, and troubleshoot Workforce Device Manager and the Kronos terminals which include the Kronos InTouch and the Kronos Series 4000.

The course provides system requirements, hardware components, communication protocols, and the flow of data between the Kronos terminals and Workforce Timekeeper along with step-by-step procedures on how to use Workforce Device Manager to create a successful environment for communication. Best practice recommendations drawn from the Kronos Global Support organization are highlighted throughout the materials.

This course combines lecture, demonstration, question and answer, and hands-on practice.

Objectives

After completing this course, you should be able to:

- Describe WDM system components
- Explain the flow of data between WDM and WTK
- Explain the difference between server-initiated and device-initiated communication protocols
- Configure WDM building blocks
- Use WDM building blocks to create Device Configuration Profiles
- Initialize and update terminals
- Configure devices and device groups
- Assign employees to device groups
- Deploy pre-defined Smart View transactions, such as Request Time Off, View Timecard, and Approve Timecard
- Monitor devices and groups
- Set up scheduled events for devices and groups
- Resubmit or delete invalid transactions

Audience

- System Analysts
- Technical Specialists
- Help Desk Specialists

Prerequisites

- None
- Advance Preparation-None

Duration: 2 Days

CPE: 12

Workforce Central 8.0 Course Descriptions

Course Title: Workforce Central 8.0 Train-the-Trainer
– Private (up to 5 part)

Course Number: 9999723-0

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

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

- Workforce Timekeeper – 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.

CPE: 0

Course Title: Kronos KnowledgePass Learning Path Consulting & Mentoring – Tier 1

KnowledgePass provides tools that allow customers to build learning paths consisting of KnowledgePass content and assign those learning paths to their users. The KnowledgePass Learning Path Consulting & Mentoring – Tier 1 offering assists customers in setting up and assigning 2 user roles.

The offering is delivered remotely by Education Consulting Services and includes:

- Assistance to identify up to two (2) targeted user roles and each role's tasks.
- Assistance to identify the relevant learning paths in KnowledgePass for the identified roles and tasks.
- Assistance to set up the customer's users in KnowledgePass and assign to them the identified learning paths for the initial KnowledgePass rollout.
- Delivery of a remote mentoring session to the customer showing how to add and manage their users in KnowledgePass and how to assign learning paths to the users.

Note: Additional services may be purchased to add to or customize KnowledgePass content or courses, or alter existing KnowledgePass functionality and appearance.