

Workforce Ready®: My Learning Course Catalog

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NOTE: Pre-Discovery content is only visible to users who are on the project implementation team. Once the product is active, this content is no longer visible.

ACA Manager

Display Name	Subcategory	Content Type
ACA - Where to Learn More	ACA Year-End Processing	Job Aid
Setting Up for ACA Year-End Reporting	ACA Year-End Processing	Webinar
Creating ACA Forms	ACA Year-End Processing	Job Aid
ACA Year-End Processing Job Aid	ACA Year-End Processing	Job Aid
Creating an ACA Test File	ACA Year-End Processing	Job Aid
Maintaining Employee ACA Settings	Maintaining ACA Employee Settings	Webinar

Access and Navigation

Display Name	Subcategory	Content Type
Logging In and Out Virtual Code Authentication (VCA)	Navigation Overview	Job Aid
Logging In and Out Virtual Code Authentication (VCA)	Navigation Overview	Video
Virtual Code Authentication Configuration	Navigation Overview	Video
Accessing the Mobile Application	Navigation Overview	Job Aid
Overview of the User Interface	Navigation Overview	Video
Modifying the Dashboard	Navigation Overview	Video
Navigation Overview	Navigation Overview	Job Aid
Using the Quick Search Feature	Navigation Overview	Job Aid
Admin Quick Search Feature	Navigation Overview	Job Aid
Using the InTouch	Using the InTouch	Job Aid

Display Name	Subcategory	Content Type
Using the InTouch with Touch ID	Using the InTouch	Job Aid

Attestation

Display Name	Subcategory	Content Type
Responding to Meal/Work Time/Injury Prompts - Web Punch	Attestation	Job Aid
Responding to Meal/Work Time/Injury Prompts - InTouch	Attestation	Job Aid
Accessing Attestation Reports	Attestation	Job Aid

Manage Payroll

Display Name	Subcategory	Content Type
Syncing Time from Timesheets	Processing Payroll	Video
Reviewing Alerts and Resolving Payroll Errors	Processing Payroll	Video
Adding and Editing Pay Statements	Processing Payroll	Video
Creating an ACH File	Processing Payroll	Video
Importing Time from an External Source	Processing Payroll	Video
Initiating Payroll	Processing Payroll	Video
Adding and Editing Batches	Processing Payroll	Video
Year-End Processing Course	Quarter and Year-End Processing	Self-Paced

Company Settings

Display Name	Subcategory	Content Type
Managing Company Tax Codes	Administering Payroll	Video
Managing Payroll Data Exports	Administering Payroll	Video
Managing Company Deduction Codes	Administering Payroll	Video
Managing Company Earning Codes	Administering Payroll	Video



Display Name	Subcategory	Content Type
Managing Pay Statement Types	Administering Payroll	Video
Managing Company Vendors	Administering Payroll	Video
Managing Bank Account Data	Administering Payroll	Video
Creating Company Announcements	Maintaining Announcements and Events	Video
Creating Company Events	Maintaining Announcements and Events	Video
Managing Benefit Profiles	Managing Company Profiles/Policies	Video
Managing Benefit Types	Managing Company Profiles/Policies	Video
Setting Up Labor Distribution Profiles	Managing Company Profiles/Policies	Video
Creating Default Dashboards by Security Profiles	Managing Company Profiles/Policies	Video
Creating and Maintaining Daily Work Schedules	Managing Company Profiles/Policies	Video
Creating and Maintaining Work Schedules	Managing Company Profiles/Policies	Video
Managing Company Benefit Plans	Managing Company Profiles/Policies	Video
Start Widget Configuration	Managing Company Profiles/Policies	Video
Managing Company Retirement Plan Profiles	Managing Company Profiles/Policies	Video
Open Enrollment	Managing Company Profiles/Policies	Video
Adding Managers to Account Groups	Managing Groups	Video
Managing Competencies	Managing Performance Reviews	Video
Managing Core Values	Managing Performance Reviews	Video
Managing Goals	Managing Performance Reviews	Video
Managing Performance Reasons	Managing Performance Reviews	Video
Creating Compensation Cycles	Managing Compensation Management	Video



My Reports

Display Name	Subcategory	Content Type
Emailing Saved Reports	Managing My Reports	Video
Using Custom Columns	Managing My Reports	Video
Using Reporting Screens	Managing My Reports	Video
Selecting Columns and Using Column Functions	Managing My Reports	Video
Saving Report Settings	Managing My Reports	Video
Sharing Saved Report Settings	Managing My Reports	Video
Exporting Reports	Managing My Reports	Video
Applying Custom Settings to Reports	Managing My Reports	Video
Using Column Filtering	Managing My Reports	Job Aid
Running a Report	Running Reports	Job Aid
Creating a Saved Report	Running Reports	Job Aid
Accessing My Saved Reports	Running Reports	Job Aid
Viewing Audit Trails	Running Reports	Video

Our Company

Display Name	Subcategory	Content Type
Uploading Documents to the Documents Area	Managing Documents	Video
Viewing Announcements	Viewing Announcements and Events	Job Aid
Viewing Events	Viewing Announcements and Events	Job Aid
Viewing the Organization Chart	Viewing Announcements and Events	Job Aid



My Account

Display Name	Subcategory	Content Type
Managing My Delegations	Common Tasks for Department Managers	Job Aid
Requesting Leave of Absence	Managing My Leave Requests	Job Aid
Modifying Approved Time-Off Requests	Managing My Time-Off Requests	Job Aid
Modifying Pending Time-Off Requests	Managing My Time-Off Requests	Job Aid
Requesting Time Off	Managing My Time-Off Requests	Job Aid
Viewing My Time-Off Calendar	Managing My Time-Off Requests	Job Aid
Viewing My Time-Off Request History	Managing My Time-Off Requests	Job Aid
Viewing My Accruals History	Managing My Time-Off Requests	Job Aid
Canceling My Time-Off Request	Managing My Time-Off Requests	Job Aid
Viewing My Benefit Statements	Viewing and Modifying My Benefits	Job Aid
Reviewing and Selecting Benefits	Viewing and Modifying My Benefits	Job Aid
Viewing and Updating My Direct Deposits	Viewing and Modifying My Direct Deposits	Job Aid
Viewing My I9	Viewing My Forms	Job Aid
Viewing W-2s	Viewing My Forms	Job Aid
Viewing 1099s	Viewing My Forms	Job Aid
Viewing My Pay Statements	Viewing My Pay Statements	Job Aid
Viewing My Performance Reviews	Viewing My Performance Reviews	Job Aid
Viewing My Profile	Viewing My Profile	Job Aid
Viewing My Tax Information	Viewing My Tax Information	Job Aid
Viewing My Training and Certifications Data	Viewing My Training and Certifications Information	Job Aid
Viewing My Schedule	Working with My Schedule	Job Aid
Accessing My Timesheet	Working with My Timesheet	Job Aid
Clocking In and Out	Working with My Timesheet	Job Aid
Making Timesheet Change Requests	Working with My Timesheet	Job Aid



Display Name	Subcategory	Content Type
Viewing My Historical Timesheets	Working with My Timesheet	Job Aid
Requesting a Shift Change	Requesting Schedule Changes	Job Aid
Requesting a Co-worker Cover Your Shift	Requesting Schedule Changes	Job Aid
Requesting to Fill an Open Shift	Requesting Schedule Changes	Job Aid
Approving a Co-worker's Shift Change Request	Requesting Schedule Changes	Job Aid

Manage Time

Display Name	Subcategory	Content Type
Navigating TLM and Working with Counters	Time & Labor Management Administration Course	Self-Paced
Working with Timesheets, Timesheet Change Requests, and Time-Off Requests	Time & Labor Management Administration Course	Self-Paced
Adjusting Exceptions and Entering Extra Pay	Time & Labor Management Administration Course	Self-Paced
Scheduling, Cost Centers, Delegations, Groups, Reports, and Imports	Time & Labor Management Administration Course	Self-Paced
Utilizing the Time Prep Checklist	Time & Labor Management Administration Course	Self-Paced
Time Management	Time & Labor Management Other Lessons	Self-Paced
TLM Payroll Processing	Time and Labor Management Other Lessons	Self-Paced
Common Tasks for Department Managers	Common Tasks for Department Managers	Job Aid
Adding a Daily Schedule to an Employee's Schedule	Managing Schedules for My Employees	Video
Mass Editing Schedules for Multiple Employees	Managing Schedules for My Employees	Video
Creating on The Fly Schedules That Cross Midnight	Managing Schedules for My Employees	Job Aid



Display Name	Subcategory	Content Type
Creating Multiple Schedule Shifts Per Day Per Employee and Creating On The Fly Schedules	Managing Schedules for My Employees	Job Aid
Mass Editing Time Entries in Timesheets	Managing Time for My Employees	Video
Mass Editing Extra-Pay Entries	Managing Time for My Employees	Video
Canceling a Lunch in an Employee's Timesheet	Managing Time for My Employees	Video
Managing Exceptions	Managing Time for My Employees	Video
Viewing Employee Timesheets	Managing Time for My Employees	Video
Viewing Calc Detail	Managing Time for My Employees	Video
Viewing Summary by Day	Managing Time for My Employees	Video
Entering Extra Pay	Managing Time for My Employees	Video
Entering Transfers	Managing Time for My Employees	Video
Entering Adjustments	Managing Time for My Employees	Video
Approving Timesheets	Managing Time for My Employees	Video
Entering Time Off into a Timesheet	Managing Time for My Employees	Video
Requesting Time Off for an Employee	Managing Time for My Employees	Video
Managing Time-Off Requests	Managing Time for My Employees	Video
Approving Timesheets with To-Do Items	Managing Time for My Employees	Video
Editing Employee Timesheets	Managing Time for My Employees	Video
Printing Timesheets	Managing Time for My Employees	Video
Approving Timesheet Change Requests with To-Do Items	Managing Time for My Employees	Video
Managing Time-Off Requests with Workflows	Managing Time for My Employees	Video
Processing and Exporting Payroll Data	Processing Payroll	Video



My Employees

Display Name	Subcategory	Content Type
Common HR Tasks for Department Managers	Common HR Tasks for Department Managers	Job Aid
Common Tasks for Department Managers	Common Tasks for Department Managers	Job Aid
Read Me First	Enrolling Employees at the InTouch Terminal	Job Aid
InTouch Enrollment Biometric Tutorial	Enrolling Employees at the InTouch Terminal	Video
Enrolling Employees at the InTouch Terminal	Enrolling Employees at the InTouch Terminal	Job Aid
Maintaining Employee Benefit Plans	Maintaining Employee HR Data	Video
Viewing and Modifying Checklists	Maintaining Employee HR Data	Video
Viewing and Modifying Documents	Maintaining Employee HR Data	Video
Viewing and Modifying Trainings and Certifications	Maintaining Employee HR Data	Video
Maintaining Dependents	Maintaining Employee HR Data	Webinar
Maintaining Inventory Profiles	Maintaining Employee HR Data	Video
Maintaining Employee Disability Data	Maintaining Employee HR Data	Video
Maintaining Employee Education Data	Maintaining Employee HR Data	Video
Maintaining Employee Incident Data	Maintaining Employee HR Data	Video
Maintaining Employee Vehicle Data	Maintaining Employee HR Data	Video
Maintaining Credentials for Employees	Maintaining Employee HR Data	Video
Managing Employee Workflow Delegations	Maintaining Employee Information	Video
Adding and Modifying Base Compensation for Employees	Maintaining Employee Information	Video
Terminating Employees	Maintaining Employee Information	Video
Rehiring Employees	Maintaining Employee Information	Video
Creating Cost-Center Limit Lists	Maintaining Employee Information	Video
Hiring Employees	Maintaining Employee Information	Video



Display Name	Subcategory	Content Type
Mass Editing Employee Information	Maintaining Employee Information	Video
Deleting Employees	Maintaining Employee Information	Video
Maintaining Employee Direct-Deposit Records	Maintaining Employee Payroll Data	Video
Maintaining Employee Taxes	Maintaining Employee Payroll Data	Video
Maintaining Employee Scheduled Deductions	Maintaining Employee Payroll Data	Video
Maintaining Employee Earnings	Maintaining Employee Payroll Data	Video
Maintaining Employee Tax Jurisdictions	Maintaining Employee Payroll Data	Video
Setting Up Wage Garnishment Deductions	Maintaining Employee Payroll Data	Job Aid
Changing an Employee's Password	Manage Employee Passwords	Video
Resetting an Employee's Password	Manage Employee Passwords	Video
Accessing Employee Information	Managing My Employees Common Tasks	Video
Modifying Schedule Preferences	Managing My Employees Common Tasks	Video
Viewing Accrual Balances	Managing My Employees Common Tasks	Video
Viewing Employee Forms	Managing My Employees Common Tasks	Video
Viewing Accrual History	Managing My Employees Common Tasks	Video
Adding Work/Pattern Schedules to Employees	Managing Schedules for My Employees	Video



Scheduler

Display Name	Subcategory	Content Type
Maintaining Skills for Scheduler	Administration of Advanced Scheduler	Job Aid
Managing Schedule Settings	Administration of Advanced Scheduler	Job Aid
Utilizing Schedule Settings	Administration of Advanced Scheduler	Job Aid
Utilizing Workload Templates	Administration of Advanced Scheduler	Job Aid
Utilizing Schedule Templates	Administration of Advanced Scheduler	Job Aid
Requirements for Enabling Scheduling ESS	Administration of Advanced Scheduler	Job Aid
Maintaining Employee Scheduled Cost Centers	Maintaining Employee Information for Scheduler	Job Aid
Maintaining Employee Work Time Settings	Maintaining Employee Information for Scheduler	Job Aid
Customizing a Schedule View	Managing Advanced Schedules	Job Aid
Editing a Schedule	Managing Advanced Schedules	Job Aid
Posting and Unposting a Schedule	Managing Advanced Schedules	Job Aid
Managing Schedule Constraints	Managing Advanced Schedules	Job Aid
Assigning Shifts Using the Scheduler Engine	Managing Advanced Schedules	Job Aid
Introduction to Schedule Views	Managing Advanced Schedules	Webinar
Scheduling Floating Employees	Managing Advanced Schedules	Job Aid
Posting Open Shifts for a Schedule	Managing Advanced Schedules	Job Aid
Approving Employees' Shift Change Requests	Managing Advanced Schedules	Job Aid
Using ESS Workflow Reports	Managing Advanced Schedules	Job Aid
Lesson 1: Introduction to Scheduler Concepts	Workforce Ready Scheduler Administration Course	Self-paced
Lesson 2: Maintaining Company and Employee Settings	Workforce Ready Scheduler Administration Course	Self-paced
Lesson 3: Introduction to Building Schedules	Workforce Ready Scheduler Administration Course	Self-paced





Lesson 4: Methods to General Open and Assigned Shifts	Workforce Ready Scheduler Administration Course	Self-paced
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Pre-Discovery Training

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Display Name	Subcategory	Content Type
Accruals: Policy Groups	Accruals Implementation Essentials	Video
Accruals: Calculation Options	Accruals Implementation Essentials	Video
Accruals: Accruals and Time and Labor	Accruals Implementation Essentials	Video
Accruals: Accruals and Payroll	Accruals Implementation Essentials	Video
Accruals: Accruals Basis Options	Accruals Implementation Essentials	Video
Accruals: Waiting Periods	Accruals Implementation Essentials	Video
Accruals: Carryovers	Accruals Implementation Essentials	Video
Accruals: Managing Negative Balances	Accruals Implementation Essentials	Video
Accruals: Mid-Period Changes (1 min, 40 sec)	Accruals Implementation Essentials	Video
HR: Vendors (1 min, 36 sec)	HR Implementation Essentials	Video
HR: Benefit Profiles (1 min, 4 sec)	HR Implementation Essentials	Video
HR: Organization Chart (1 min, 42 sec)	HR Implementation Essentials	Video
HR: Disability Types (45 sec)	HR Implementation Essentials	Video
HR: Education and Training (3 min, 49 sec)	HR Implementation Essentials	Video
HR: Incidents (1 min)	HR Implementation Essentials	Video
HR: Pay Grades (1 min)	HR Implementation Essentials	Video
HR: Performance Reviews (3 min, 22 sec)	HR Implementation Essentials	Video
HR: Assets (1 min, 40 sec)	HR Implementation Essentials	Video
HR: Vehicles (45 sec)	HR Implementation Essentials	Video
HR: Jobs (1 min, 2 sec)	HR Implementation Essentials	Video
HR: Unions (45 sec)	HR Implementation Essentials	Video
HR: Employee Data (1 min, 36 sec)	HR Implementation Essentials	Video
Payroll: Vendors (2 min, 47 sec)	Payroll Implementation Essentials	Video



Display Name	Subcategory	Content Type
Payroll: Access Requirements (6 min, 3 sec)	Payroll Implementation Essentials	Video
Payroll: Username and Passwords (7 min, 2 sec)	Payroll Implementation Essentials	Video
Payroll: Bank Accounts (2 min, 50 sec)	Payroll Implementation Essentials	Video
Payroll: Company Taxes (3 min, 22 sec)	Payroll Implementation Essentials	Video
Payroll: Earnings Codes (1 min, 20 sec)	Payroll Implementation Essentials	Video
Payroll: Deduction Codes (2 min, 10 sec)	Payroll Implementation Essentials	Video
Payroll: Benefit Plans (2 min, 4 sec)	Payroll Implementation Essentials	Video
Payroll: Retirement Plans (1 min, 40 sec)	Payroll Implementation Essentials	Video
Payroll: General Ledger (3 min)	Payroll Implementation Essentials	Video
Payroll: Employee Profile Values (1 min, 26 sec)	Payroll Implementation Essentials	Video
Payroll: Rate Tables and Shift Premiums (4 min, 25 sec)	Payroll Implementation Essentials	Video
Payroll: Other Requirements (5 min, 10 sec)	Payroll Implementation Essentials	Video
Lesson 1: Defining Your Schedule Settings	Scheduler Implementation Essentials	Video
Lesson 2: Defining Your Workload Requirements	Scheduler Implementation Essentials	Video
Lesson 3: Defining Your Skills	Scheduler Implementation Essentials	Video
Lesson 4: Defining Your Cost Centers	Scheduler Implementation Essentials	Video
Lesson 5: Defining Your Constraints	Scheduler Implementation Essentials	Video
Lesson 6: Defining Your Security Requirements	Scheduler Implementation Essentials	Video
Time and Labor: Breaks and Meal Deductions (2 min, 45 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Cost Centers (8 min, 44 sec)	Time and Labor Implementation Essentials	Video



Display Name	Subcategory	Content Type
Time and Labor: Exceptions (2 min)	Time and Labor Implementation Essentials	Video
Time and Labor: Holidays (3 min, 20 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Location Access (2 min)	Time and Labor Implementation Essentials	Video
Time and Labor: Overtime (3 min, 17 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Pay Categories (4 min)	Time and Labor Implementation Essentials	Video
Time and Labor: Pay from Schedule (1 min, 40 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Pay Period Profiles (1 min, 50 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Pay Rules (2 min, 55 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Points (1 min, 14 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Rounding Rules (4 min, 22 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Schedules (1 min, 50 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Shift Guarantees (1 min, 50 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Shift Premiums (2 min, 43 sec)	Time and Labor Implementation Essentials	Video
Time and Labor: Time Clocks (2 min)	Time and Labor Implementation Essentials	Video
Time and Labor: Time-Off Categories (1 min, 20 sec)	Time and Labor Implementation Essentials	Video



User Adoption

Display Name	Subcategory	Content Type
Project Leadership Talking Points		Job Aid
Role of Leadership in Project Success		Job Aid
Easing Employee Concerns About Biometric Technology		Job Aid
Frequently Asked Questions about Kronos Workforce Ready		Job Aid
Employee Go Live Communication	Communication Documents	Job Aid
Employee Training Communication	Communication Documents	Job Aid
Initial Employee Communication	Communication Documents	Job Aid
Initial Facility Leadership Communication	Communication Documents	Job Aid
Initial Manager Communication	Communication Documents	Job Aid
Manager Go Live Communication	Communication Documents	Job Aid
Manager Pay Period End Communication	Communication Documents	Job Aid
Manager Training Communication	Communication Documents	Job Aid
Touch ID Technology Employees FAQ	Communication Documents	Job Aid
Tecnologia Touch ID en Espanol	Communication Documents	Job Aid
Business Goals for Kronos Project	Worksheet	Job Aid
Education Needs Assessment	Worksheet	Job Aid
Identifying Individual Behaviors for the WFR Project	Worksheet	Job Aid
Role of Leadership Checklist	Worksheet	Job Aid
Sample Communication Plan	Worksheet	Job Aid
Sample Training Plan for TLM	Worksheet	Job Aid



En Español

Display Name	Subcategory	Content Type
Accediendo a la Aplicación Móvil	Acceso y Navegación	Job Aid
Descripción General de la Navegación	Acceso y Navegación	Job Aid
Iniciando y Cerrando una Sesión Utilizando Autenticación VCA	Acceso y Navegación	Job Aid
Utilizando la Característica Quick Search	Acceso y Navegación	Job Aid
Utilizando la Característica Quick Search de Administradores	Acceso y Navegación	Job Aid
Tareas Comunes del Gerente Departamental	Administración de Tiempo	Job Aid
Accediendo a Mi Hoja de Horas	Mi Cuenta	Job Aid
Cancelando Solicitudes de Tiempo Libre	Mi Cuenta	Job Aid
Efectuando Solicitudes de Cambio en la Hoja de Horas	Mi Cuenta	Job Aid
Marcajes de Entrada y Salida	Mi Cuenta	Job Aid
Modificando Solicitudes de Tiempo Libre Aprobadas	Mi Cuenta	Job Aid
Modificando Solicitudes de Tiempo Libre Pendientes	Mi Cuenta	Job Aid
Solicitando Tiempo Libre	Mi Cuenta	Job Aid
Solicitando un Permiso de Ausencia	Mi Cuenta	Job Aid
Visualizando Mi Calendario de Tiempo Libre	Mi Cuenta	Job Aid
Visualizando Mi Historial de Acumulados	Mi Cuenta	Job Aid
Visualizando Mi Historial de Solicitudes de Tiempo Libre	Mi Cuenta	Job Aid
Visualizando Mi Perfil	Mi Cuenta	Job Aid
Visualizando Mi Programa	Mi Cuenta	Job Aid
Visualizando Mis Depósitos Directos	Mi Cuenta	Job Aid



Display Name	Subcategory	Content Type
Visualizando Mis Estados de Cuenta de Pagos	Mi Cuenta	Job Aid
Visualizando Mis Formas I9	Mi Cuenta	Job Aid
Visualizando Mis Formas W2	Mi Cuenta	Job Aid
Visualizando sus Formas 1099	Mi Cuenta	Job Aid
Visualizando Sus Hojas de Horas Históricas	Mi Cuenta	Job Aid
Administrando Delegaciones para Sus To Do Items	Mis Empleados	Job Aid
Configuraciones de Embargo Salarial en WFR	Mis Empleados	Job Aid
Tareas Comunes de RH del Gerente Departamental	Mis Empleados	Job Aid
Accediendo a Mis Informes Almacenados	Mis Informes	Job Aid
Corriendo un Informe	Mis Informes	Job Aid
Creando un Informe Almacenado	Mis Informes	Job Aid
Utilizando Filtros de Columnas	Mis Informes	Job Aid

En Français Canadien

Display Name	Subcategory	Content Type
Utilisation du InTouch	Gestion du temps	Job Aid
Taches Courantes d'un Responsable de Service	Gestion du temps	Job Aid

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