Workforce Ready® Customer Training Catalog

Virtual Instructor-Led Training

Our virtual online instructor-led training courses are live (not recorded) sessions with a Workforce Ready trainer. Each participant will be given a practice company and a workbook. Visit Ready Registration to see the current course schedule. Confirmation emails are sent when registration is completed. The participant also will receive a separate email with the virtual session login information.

Time and Labor

TLM System Administrator Course (TLM002)

This course provides foundational knowledge of how to use and maintain common time and labor functionality. Topics include timesheets/timesheet profiles, time off requests, scheduling, counters, shift premiums, accruals, rates, pay periods and pay calculations. Led by a live instructor in an online, virtual classroom setting, the course also provides opportunities to practice common tasks.

Length:	One day
Target Audience:	Time and Labor System Administrators
Cost:	No charge for up to two people per company Additional participants are $750 each

TLM Train the Trainer (TLM003)

This course provides foundational knowledge of how to use and maintain common time and labor module functionality from an employee and manager perspective. Topics include timesheets, scheduling, time off requests. The course also provides training strategies for training employees and managers before system go live.

Length:	One day
Target Audience:	Person(s) who will deliver training on Time and Labor
Cost:	No charge for up to two people per company Additional participants are $750 each

Core Human Resources

Onboarding (HRO001)

This class will cover the configuration and management of onboarding features. Learners will be exposed to the process to create custom forms, checklists, and HR actions. The class is led by a live instructor in a virtual, online setting, and participants will be able to practice using a live training environment.

Length: Half day

Target Audience: HR Administrators

Cost: No charge for up to two people per company
                 Additional participants are $500 each

General Topics in HR (HRG001)

This class is an overview of features in the HR module, including pay grades, jobs and job changes, terminations, training and certifications, and assets. These additional features covered in the course may be used to enhance the HR module experience.

Length: Half day

Target Audience: HR Administrators

Cost: No charge for up to two people per company
                 Additional participants are $500 each

Benefits (HRB001)

This class will cover the components that make up the benefits feature. Learners will be exposed to the steps and tasks required to create and manage their benefit and open enrollment process.

Length: Half day

Target Audience: HR Administrators

Cost: No charge for up to two people per company
                 Additional participants are $500 each

Other Human Resources Modules

Recruiting (HRR001)

This class will cover the configuration and management of the applicant tracking/recruitment HR feature. In addition to other topics, learners will be exposed to the steps to create job requisitions, manage applicant accounts, manage applications, and send applicant communications.

Length: Half day

Target Audience: HR Administrators

Cost: No charge for up to two people per company
                    Additional participants are $500 each

Compensation (HRC001)

This class will cover the configuration and management of the compensation HR feature. Learners will be exposed to the process to create compensation cycles, create merit matrixes, and incorporate performance reviews with compensation cycles.

Length: Half day

Target Audience: HR Administrators

Cost: No charge for up to two people per company
                    Additional participants are $500 each

Performance Reviews (HRP001)

This class will cover the components that make up the performance review feature. Learners will be exposed to the steps and tasks required to create and manage the performance review process.

Length: Half day

Target Audience: HR Administrators

Cost: No charge for up to two people per company
                    Additional participants are $500 each

Payroll

Payroll Administrators Course (PY001)

This course will provide introductory knowledge of how to use and maintain commonly used payroll functionality in addition to providing opportunities to practice common tasks in a safe environment.

Length: 3 full days

Target Audience: Payroll Administrators

                   Company Administrators responsible for payroll module maintenance

Cost: No charge for up to two people per company
                   Additional participants are $1500 each

Cross Product

Groups, Permissions and Security (CP001)

The course will focus on steps that an administrator uses when configuring and troubleshooting groups, permissions and security profile functionality. Content will include constructing and editing company groups, adjusting manager levels, managing delegations, and tweaking different options for security profiles.

Length: 5 Hours

Target Audience: System Administrators

Cost: No charge for up to two people per company
                   Additional participants are $500 each

Basic Workflows (CP002)

Workflows let you automate your business processes, such as time off requests and open enrollment events, to control approvals and communications throughout the process. You may need to modify an existing workflow or create a new one to meet your organization's needs. This course combines lecture, demonstrations and hands-on exercises in a training database where you will practice key tasks and best practices related to using the workflow functionality.

Length: 4 Hours

Target Audience: System Administrators

Cost: No charge for up to two people per company
                   Additional participants are $500 each

Change Management: Planning for Workforce Ready User Acceptance (CP003)

Making plans for your Workforce Ready go live is one of the toughest tasks for some companies. What are some challenges of guiding your organization through change? What communication needs to be made and when is the best time for that communication?

Length:	2 Hours
Target Audience:	System Administrators
Cost:	No charge for up to two people per company Additional participants are $500 each

Reporting

Foundations of Reporting (REP001)

This course is designed to provide introductory knowledge of how to use essential reporting functionality and work with common reports. It provides opportunities for guided exercises and practice. Lessons include using column filters, grouping and sorting, adding, removing and reordering columns, saving and sharing reports, and more.

Length:	Half day
Target Audience:	Company Administrators
Cost:	No charge for up to two people per company Additional participants are $500 each

Advanced Reporting: Custom Columns I (REP002)

This course will cover advanced reporting concepts, including column settings and custom column formulas. Learners will have opportunities for guided exercises and practice. Lessons include column settings, custom columns, date range formulas, data conversion formulas and other advanced reporting formulas.

Length:	Half day
Target Audience:	Company Administrators
Cost:	No charge for up to two people per company Additional participants are $500 each

Advanced Reporting: Custom Columns II (REP003)

The Advanced Reporting Custom Columns continues the focus on custom column formulas covered in the Advanced Reporting class. The course covers formulas that require the use of multiple functions and complex logic for calculating date values. It also includes writing If/Then Else arguments for specialized concatenation and search purposes.

Length: Half day

Target Audience: Company Administrators

Cost: No charge for up to two people per company
                   Additional participants are $500 each

Question and Answer Sessions

Time and Labor Question and Answer Session (TLM101)

Is your company live and you have a how-to question? Join a QA session to ask a TLM subject matter expert. These sessions do not have any fixed agenda, and they can answer multiple questions for you. Facilitators cannot provide product demonstrations, answer configuration questions or access a customer's environment. Participation is limited to system administrators of companies who have gone live and have completed the TLM virtual training or courses in My Learning. Meeting details are sent in the registration confirmation. These sessions are open to Kronos Workforce Ready direct customers only.

Length: One hour

Target Audience: Time and Labor Administrators

Cost: No charge

Human Resources Question and Answer Session (HR101)

Is your company live and you have a how-to question? Join a QA session to ask an HR subject matter expert. These sessions do not have any fixed agenda, and they can answer multiple questions for you. Facilitators cannot provide product demonstrations, answer configuration questions or access a customer's environment. Participation is limited to system administrators of companies who have gone live and have completed the TLM virtual training or courses in My Learning. Meeting details are sent in the registration confirmation. These sessions are open to Kronos Workforce Ready direct customers only. Length: One hour

Target Audience: HR Administrators

Cost: No charge

Payroll Question and Answer Session (PY101)

Is your company live and you have a how-to question? Join a QA session to ask a Payroll subject matter expert. These sessions do not have any fixed agenda, and they can answer multiple questions for you. Facilitators cannot provide product demonstrations, answer configuration questions or access a customer's environment. Participation is limited to system administrators of companies who have gone live and have completed the Payroll virtual training or courses in My Learning. Meeting details are sent in the registration confirmation. These sessions are open to Kronos Workforce Ready direct customers only.

Length: One hour

Target Audience: Payroll Administrators

Cost: No charge

Reporting Question and Answer Session (REP101)

Is your company live and you have a how-to question? Join a QA session to ask a Reporting subject matter expert. These sessions do not have any fixed agenda, and they can answer multiple questions for you. Facilitators cannot provide product demonstrations, answer configuration questions or access a customer's environment. Participation is limited to system administrators of companies who have completed virtual training or courses in My Learning. Meeting details are sent in the registration confirmation. These sessions are open to Kronos Workforce Ready direct customers only.

Length: One hour

Target Audience: Any Administrator

Cost: No charge

Scheduler Question and Answer Session (SCH001)

Is your company live and you have a how-to question? Join a QA session to ask a Scheduler subject matter expert. These sessions do not have any fixed agenda, and they can answer multiple questions for you. Facilitators cannot provide product demonstrations, answer configuration questions or access a customer's environment. Participation is limited to system administrators of companies who have completed courses in My Learning. Meeting details are sent in the registration confirmation. These sessions are open to Kronos Workforce Ready direct customers only.

Length: One hour

Target Audience: Scheduler Administrators

Cost: No charge

My Learning

Within the Workforce Ready application, learners can access over 300 different learning assets, including job aids, videos, simulations and self-paced courses.

The content is formatted into learning paths for each type of user: employee, manager and administrator. Each menu is divided into separate subcategories, and items are grouped in the recommended order they should be completed.

To access My Learning:

- Login to Workforce Ready

- Click on My Account menu

- Click on My Learning menu

- Select from the appropriate menu

  - Employee: Content for all employees

  - Manager: Content covering specific manager only functionality

  - Administrator—TLM: Content specifically for TLM administrators

  - Administrator—Human Resources: Content specifically for HR administrators

  - Administrator—Payroll: Content specifically for Payroll administrators

  - Administrator—General: Content specifically for all administrators

  - Administrator—Security: Content for all administrators on managing security

  - Administrator—Performance Management: Content specifically on the performance management module for HR administrators

  - Administrator—Compensation: Content specifically on the compensation module for HR administrators

  - User Adoption—Tools to assist with your change management efforts when rolling out new Workforce Ready functionality

Additional content is added to the learning path will be indicated with a *New* icon.