multisoft

Kronos UKG

Workforce

Course Content

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Kronos UKG Workforce -Outline

❖ **Introduction to Kronos WFM**

This course module introduces Kronos Workforce Management. You'll learn the basics of HCM and WFM, and explore how to use Kronos and what modules it offers.

- What are HCM and WFM?
- What is the use of the Kronos Workforce timekeeper tool?
- What does the Kronos tool perform, and what modules does Kronos have?

❖ **Application Walkthrough and Timekeeper Processes**

Timekeeping is an essential function that can be done by an individual employee, a timekeeper, a supervisor, or a combination of these people. This Kronos Certification Training Module gives an outline of the timekeeper procedure and an application walkthrough. Along the way, you'll get hands-on experience with genie concepts through interactive exercises and real-world examples.

- Tasks for employees, managers, and payroll managers
- The fundamentals of navigation
- Navigator view (Home workspace, Widgets Widget parts)
- Introduction to Genies
- Employee genies and workforce timekeeper genies
- Search tools (Quick find & Hyper find current period)
- Making Use of Setup

❖ **Navigating Timecard**

Kronos Workforce Timekeeper uses an employee timecard to track and manage employee time. By the end of this online course module, you'll be able to navigate Kronos timecards. You'll also have learned about key areas of navigator, navigating the active workspace, widget activation, and more through hands-practice.

- Timecard area
- Timecard widget part areas
- How do I add/change punches?
- How can I add/change my pay codes?
- Various types of Exceptions, and how to review/clear them?
- Unsaved data
- Overtime approval
- Including comments
- Changing the pay code amounts
- Timecard visuals

- What is the procedure for transferring an employee to a different department, and what are the work rules?
- Approving timecard
- Approval procedure
- Signoff procedure
- Timecard audit procedure
- Lock payroll
- Historical corrections
- Analyzing the rules

❖ **Reports and People Editor**

This training course module will show you how to use Kronos Report and People Editor to customize and generate reports that will help you realize the full potential of your workforce management system.

- People Basics
- Various licenses
- Adding or changing employees
- Employee termination
- Reports from the Timekeeper
- Categories and descriptions of reports
- Running and viewing reports
- Reporting schedules

❖ **Workforce Timekeeper scheduler**

This Course module demonstrates how to access and use the schedule planner view in Kronos Advanced Scheduler module.

❖ **Pay policies & Organization Setup**

In this Kronos training module, you'll master the fundamentals of setting up Kronos pay rules or work rules, conducting compliance audits, restructuring payroll following a merger or acquisition. Our trainer will not only assist you in taking a proactive approach to payroll, but also provide you with the knowledge necessary to do it on your own.

- Labour level overview
- Entries at the labour level
- Employee Groups & Labor Level Sets
- Definition of a pay code
- Combined pay code.
- Orders of display

❖ **Pay Policies**

This Kronos certification training module teaches you how to add, edit and delete punches on a timecard. It also provides instructions to perform payroll processing and assignments to practice extracting from and processing the pay policies.

- Introduction to rounding
- Various types of rounding rules.
- Punch rounding rules
- Bonuses and Deductions
- Exceptions to the schedule
- Principles of Combination
- The allocation of pay codes
- Work principles
- Pay code duration
- Holiday table
- Rules for Holiday zone and credit
- Terms of employment
- Order process
- Pay policies

❖ **Accruals**

Learn all about the different building blocks of Accruals and their basic configuration through this Kronos course module. You'll learn how to analyze a client's accrual policy requirement, build accrual policies, and do configuration testing.

- Codes for accrual
- Patterns of dates and dates
- Periods of Probation
- Full-Time Equivalents.
- Limits
- Policies for Accrual
- Accrual profile
- Balance of Accrual Cascades
- Pay Codes in Cascading Sequences
- Policies of cascade
- Cascade profile

❖ **Set up a Basic Scheduler and Access Profiles**

In this Kronos online training module, you'll learn how to set up a basic scheduler and access profile. You'll understand how to schedule the periods, shift templates, and more.

- Schedule periods
- Template for shift & pattern
- Schedule group
- Login profile
- FAP
- GDAP
- DAP

❖ **Navigator Setup & Display Preference**

In this module, you'll dive into more advanced ways to set up the navigator and display preferences. You'll also explore more about workspaces, data fields, genie, and more.

- Widgets and their parts
- Workspaces
- Navigator and its profiles
- Custom Data fields
- Telephone fields
- Column sets for the workforce genie
- Building blocks for the workforce genie
- Custom URLs
- Custom URLs profiles