Workforce Timekeeper Learning Path

Below you will find a listing of the required and recommended courses that you should complete in order to gain a thorough understanding of the operation and configuration of Workforce Timekeeper. The first section of courses outlines those that are REQUIRED. The second section of courses are optional but recommended to provide insight into some of the additional Workforce Timekeeper components that are not covered in the main courses.

Required Courses
(Should be taken in the order provided)

Course	Audience
Workforce Central, Using the Application This course will provide you with a basic understanding of how to use Workforce Central. You will learn the core concepts for managing time and labor information using Workforce Timekeeper, as well as how to use Workforce Timekeeper tools to effectively and efficiently perform daily and periodic tasks. The knowledge gained in this course is essential to maintain employee timecards and basic schedules. 1 Day Click here to review the training details for this self-paced course	*Audience:* *Project Managers* *Consultants* *Technical Consultants* *Integration Consultants* *Kronos Global Support* *Solution Architects*
Workforce Timekeeper Core Concepts In this course, you will learn about the various components that make up a Workforce Timekeeper solution. You will complete some hands-on exercises to learn more about how we solve business problems and enforce pay policies using the Workforce Timekeeper. Prerequisite: Workforce Timekeeper, Using the Application 2 Days Click here to review the training details for this self-paced course	*Audience:* *Project Managers* *Consultants* *Technical Consultants* *Integration Consultants* *Kronos Global Support* *Solution Architects*
Workforce Timekeeper Configuration This course is designed to provide you with knowledge and skills to configure pay policies in Workforce Timekeeper including Navigator configuration. The class covers the configuration of timekeeping components that are used across multiple verticals and industries. You will learn how to configure the Work Rule and Pay Rule building blocks required to calculate employee worked hours according to customer requirements. Prerequisite: Workforce Timekeeper Core Concepts 3 Days Click here to review the training details for this self-paced course	*Audience:* *Consultants* *Kronos Global Support*
8.1 Workforce Timekeeper and Accruals New Features In this course, the following new features are discussed: Delete Moved Amounts; Global Time Off Requests and Work Time Requests in Signed Off Time Periods; Overtime Approval; Compressed Work Schedule; Pro-rated Accruals; Flexible Contract Definition; Work Hours Definition Prerequisite: Workforce Timekeeper Core Concepts 1 Day	*Audience:* *Project Managers* *Consultants* *Technical Consultants* *Integration Consultants* *Kronos Global Support*

[Click here to review the training details for this self-paced course](#)	
Workforce Central, Controlling Access to Data This self-paced course provides an overview of the various access profiles that are available within Workforce Central. During this course you will learn what each of the different access profile types are, what they are used for, and how they are configured. 4 Hours [Click here to review the training details for this self-paced course](#)	*Audience:* *Consultants* *Kronos Global Support*
Workforce Central Accruals Core Concepts & Configuration This course is designed to provide you with knowledge needed to utilize and configure calculated accruals within Workforce Central. You will also learn how to use Workforce Central tools to view accruals and validate results of your configurations. The skills and techniques taught are necessary to establish a customer's business rules and processes revolving around accurate accrual benefit tracking. Prerequisite: Workforce Timekeeper, Using the Application 2 Days [Click here to review the training details for this self-paced course](#)	*Audience:* *Consultants* *Kronos Global Support* *Project Managers*

Recommended Courses

The following courses are <u>not</u> required, but are highly recommended for gaining a thorough understanding of the usage and configuration of additional Workforce Timekeeper components.

Workforce Central, Global Time Off Request Configuration This course will teach you the fundamentals of configuring a Global Time Off Request. You will complete hands-on lab exercises to learn not only how to configure the various components of a Global Time Off Request, but also how the configuration of these components affects the end-users and the processes that they follow when interacting with a request. Prerequisite: Workforce Central Accruals Core Concepts & Configuration 1 Day Click here to review the training details for this self-paced course	*Audience:* *Consultants* *Kronos Global Support*
Workforce Mobile This self-paced course is designed to provide you with basic knowledge and skills to use Workforce Mobile. This course will review Workforce Mobile™, the Kronos phone based application and Workforce Tablet™ the tablet based Kronos solution. Through video presentations, and demonstrations, you will gain experience with both products. Prerequisite: Workforce Central Accruals Core Concepts & Configuration 6 hours Click here to review the training details for this self-paced course	*Audience:* *Consultants*
Workforce Timekeeper Basic Schedules This course will provide you with a basic understanding of how to schedule employees using the core Workforce Timekeeper basic scheduling functionality. You will learn more about the components and tools available in the Workforce Timekeeper basic scheduling products and how they can be used to simplify the scheduling process. Prerequisite: Workforce Timekeeper Core Concepts 4 Hours Click here to review the training details for this self-paced course	*Audience:* *Consultants* *Kronos Global Support*
Workforce Central System Configuration In this course, you will learn how to adjust time zones for users and how daylight savings is handled in Workforce Central. You will gain an understanding of how password security is handled in WFC, in addition to Security Alerts. Currency is also discussed. Prerequisite: Workforce Timekeeper Configuration 4 Hours Click here to review the training details for this self-paced course	*Audience:* *Consultants* *Kronos Global Support*

Excel Based Operational Reporting Excel Based Operational Reporting is a new feature implemented using JETT scripting that allows users to quickly gain access to data from Workforce Central within Excel using our existing reporting framework, perform ad-hoc data analysis and quickly and easily make changes to existing report Prerequisite: Workforce Timekeeper Configuration 1 Hour Click here to review the training details for this self-paced course	*Audience:* *Consultants*
8.0.0 Enterprise Archive Overview The Enterprise Archive application replaces Workforce Record Manager as an archive utility for Workforce time and attendance, wage and accruals information for WFC version 8.0. This course provides an overview of the reasons to Archive and a description of Purge and Copy functionality along with a definition of the Source, Target and Archive databases. 1 Day Click here to review the training details for this self-paced course	*Audience:* *Consultants* *Kronos Global Support* *Technical Consultants*
8.0.0 Enterprise Archive Configuration and Execution In this course we will review the database and software requirements of the Enterprise Archive environment; including database setup, installation and configuration of the EA Application Server and steps to process or schedule an Archive, De-Archive or Grand Archive event. We will also review the Reporting and Status updates which are available to a system administrator. Prerequisite: Enterprise Archive Overview 1 Day Click here to review the training details for this self-paced course	*Audience:* *Kronos Global Support* *Technical Consultants*