Online, Instructor-led Course Workforce Ready Training Catalog

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My Learning and Learning Plans

This catalog includes descriptions for all the current online, instructor-led courses. If you have questions, please contact wfrtraining@kronos.com. We are here to help!

My Learning

My Learning is a learning management tool that guides learners through prescribed, personalized learning plans for each user's role - whether an administrator, manager or employee. It also houses various training resources, including online instructor-led classes, interactive learning modules, short videos, printable PDF job aids, and more. Additionally, My Learning allows users to enroll in instructor-led courses. My Learning is included in all direct customer's standard subscription packages at no additional charge.

As part of each user's learning plan, My Learning also facilitates the registration and participation of available online, instructor-led classes for your company administrators and super/power users. These online or virtual training courses are live (not recorded) sessions with a trainer. A practice company is provided for each participant to complete hands-on exercises for practical experience in the application. These classes vary in topic and length and are assigned through the relevant learning plans.

Learning Plans

Within each learning plan, the applicable online instructor-led courses have been prescribed for company administrators. This catalog includes the descriptions of the online instructor-led courses offered.

For instructions on how to register and enroll in an instructor-led class, refer to the Appendix at the end of this catalog.

Full Course Descriptions

Within My Learning, a detailed course description is provided for each class with a learning plan. This catalog provides a brief description to provide you insight to the course as you plan for your upcoming trainings.

Change Management Learning Plan Course

Change Management: Planning for User Acceptance (CP004)

Planning for your Workforce Ready go live can be 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?

After completing this workshop, you should be able to:

- Identify project stakeholders
- Determine actions for positive project outcomes
- Identify the stages of change
- Create communication plan

Length:	Three Hours
Target Audience:	Project Team

The Change Management course and its associated materials are also available as an on-demand recorded class on the Getting Started Community page.

Cross Products: Courses That Appear in Multiple Learning Plans

The classes listed in this session are populated in multiple learning plans include the classes listed in this session. Once you complete any of these classes, the course shows complete for all your learning plans.

Groups and Security Profiles (CP001)

The course focuses on administrative steps used when configuring and troubleshooting company groups and security profile functionality. Content includes constructing and editing company groups, adjusting manager levels, managing delegations, and editing various security profiles options.

Length:	Four Hours
Target Audience:	System Administrators

Basic Workflows (CP002)

Workflows help 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.

Length:	Four Hours
Target Audience:	System Administrators

Foundations of Reporting (REP001)

This course introduces learners to essential reporting functionality and 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: Four Hours

Target Audience: Company Administrators

Reporting Charts (REP003)

This course introduces how to enhance your reports and dashboards with different types of charts. You will learn how to create, edit, delete, display, and share charts.

Length: Three Hours

Target Audience: Company Administrators

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 are designed to help trained System Administrators and super/power users continue to drive value within their organization. These sessions have no fixed agenda and multiple questions are encouraged!

NOTE: In accordance with required SOX compliance, facilitators do not have access to customer's production systems and are not able to do custom product demonstrations, answer customer-specific configuration questions or make any changes in a customer's environment.

Length: One Hour

Target Audience: Any Administrator

Core Human Resources Learning Plan Courses

Onboarding (HRO001)

This class covers the configuration and management of onboarding features. Learners are exposed to a process for creating custom forms, checklists, notifications, and HR actions.

Length: Four Hours

Target Audience: HR Administrators

HR Standard Features (HRG001)

This class provides an overview HR module features, including pay grades, jobs and job changes, termination reasons, incidents, training and certifications, and assets. The additional features covered in the course may be used to enhance the HR module experience.

Length: Four Hours

Target Audience: HR Administrators

Benefits (HRB001)

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

Length: Four Hours

Target Audience: HR Administrators

Human Resources Question and Answer Session (HR101)

Is your company live and you have a how-to question? Join a QA session to ask a HR subject matter expert. These sessions are designed to help trained System Administrators and super/power users continue to drive value within their organization. These sessions have no fixed agenda and multiple questions are encouraged!

NOTE: In accordance with required SOX compliance, facilitators do not have access to customer's production systems and are not able to do custom product demonstrations, answer customer-specific configuration questions or make any changes in a customer's environment.

Length: One Hour

Target Audience: HR Administrators

Other Human Resources Learning Plan Courses

Talent Acquisition (Recruiting) (HRR001)

This class covers the configuration and management of the applicant tracking/recruitment HR products. In addition to other topics, learners are exposed to the steps to create job requisitions, manage applicant accounts, manage applications, send applicant communications, and hire applicants.

Length: Four Hours

Target Audience: HR Administrators

Performance Management (HRP001)

This class covers the performance management components of performance review and performance development. This includes how to create, assign and complete performance reviews for employees, and how to use the performance development tools to assign and manage company and personal goals.

Length: Four Hours

Target Audience: HR Administrators

Human Resources Question and Answer Session (HR101)

Is your company live and you have a how-to question? Join a QA session to ask a HR subject matter expert. These sessions are designed to help trained System Administrators and super/power users continue to drive value within their organization. These sessions have no fixed agenda and multiple questions are encouraged!

NOTE: In accordance with required SOX compliance, facilitators do not have access to customer's production systems and are not able to do custom product demonstrations, answer customer-specific configuration questions or make any changes in a customer's environment.

Length: One Hour

Target Audience: HR Administrators

Payroll Learning Plan Courses

Payroll Administration: Payroll Processing (PY001)

This course covers the steps for processing employee payments using the payroll prep process checklist and includes opportunities to practice common tasks in a training environment.

Length: Two Consecutive Four Hour Days

Target Audience: Payroll Administrators

Company Administrators responsible for payroll module maintenance

Payroll Administration: Company Maintenance (PY102)

This course provides training on how to maintain commonly used company payroll settings including earning codes, deduction codes, retirement and benefit plans, and taxes.

Length: Four Hours

Target Audience: Payroll Administrators

Company Administrators responsible for payroll module maintenance

Payroll Administration: Employee Maintenance (PY103)

This course covers how to maintain common employee payroll settings including scheduled earnings and deductions, base compensation, scheduled retirement and benefit plans, direct deposits, and tax settings.

Length: Four Hours

Target Audience: Payroll Administrators

Company Administrators responsible for payroll module maintenance

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 are designed to help trained System Administrators and super/power users continue to drive value within their organization. These sessions have no fixed agenda and multiple questions are encouraged!

NOTE: In accordance with required SOX compliance, facilitators do not have access to customer's production systems and are not able to do custom product demonstrations, answer customer-specific configuration questions or make any changes in a customer's environment.

Length: One Hour

Target Audience: Payroll Administrators

Advanced Scheduler Learning Plan Courses

Advanced Scheduler Administration (SCH101)

This course teaches company administrator users of the Advanced Scheduler module how to maintain and use the core scheduling features of the module. This course covers how to maintain company settings such as skills and schedule settings, how to maintain employee settings such as assigning skills and scheduled cost centers and how to create and post schedules. The course also introduces users to some of the available schedule reports.

Length:	Two Consecutive Half Days
Target Audience:	Scheduler Administrators
	Company Administrators responsible for Scheduler module maintenance

Advanced Scheduler Question and Answer Session (SCH001)

Is your company live and you have a how-to question? Join a QA session to ask a Advanced Scheduler subject matter expert. These sessions are designed to help trained System Administrators and super/power users continue to drive value within their organization. These sessions have no fixed agenda and multiple questions are encouraged!

NOTE: In accordance with required SOX compliance, facilitators do not have access to customer's production systems and are not able to do custom product demonstrations, answer customer-specific configuration questions or make any changes in a customer's environment.

Length:	One Hour
Target Audience:	Any Administrator

Time and Labor Learning Plan Courses

TLM System Administration (TLM002)

This course provides foundational knowledge of how to complete common administrator timekeeping tasks in the Time and Labor module. Through hands on practice, learners learn how to complete the necessary steps to maintain timekeeping settings in employee records and maintain and prepare timesheets for payroll.

Length: Two Consecutive Three Hour Days

Target Audience: Time and Labor System Administrators

Preparing for TLM Staff Training (TLM003)

This course provides the basic tools and knowledge to develop introductory staff training for the Time and Labor module. Learners work with a PowerPoint template and facilitator guide that can be customized for their organizations. Learners will also develop frequently asked questions and answers that may be encountered during training sessions and practice some common manager timekeeping tasks.

Length: Two Consecutive Three Hour Days

Target Audience: Person(s) who delivers Time and Labor training

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 Time and Labor subject matter expert. These sessions are designed to help trained System Administrators and super/power users continue to drive value within their organization. These sessions have no fixed agenda and multiple questions are encouraged!

NOTE: In accordance with required SOX compliance, facilitators do not have access to customer's production systems and are not able to do custom product demonstrations, answer customer-specific configuration questions or make any changes in a customer's environment.

Length: One Hour

Target Audience: Time and Labor Administrators

Appendix: Registering and Joining Online, Instructor-led Classes

Registering for an online, instructor-led course session

To register for an online, instructor-led session:

1 Log in to the application.

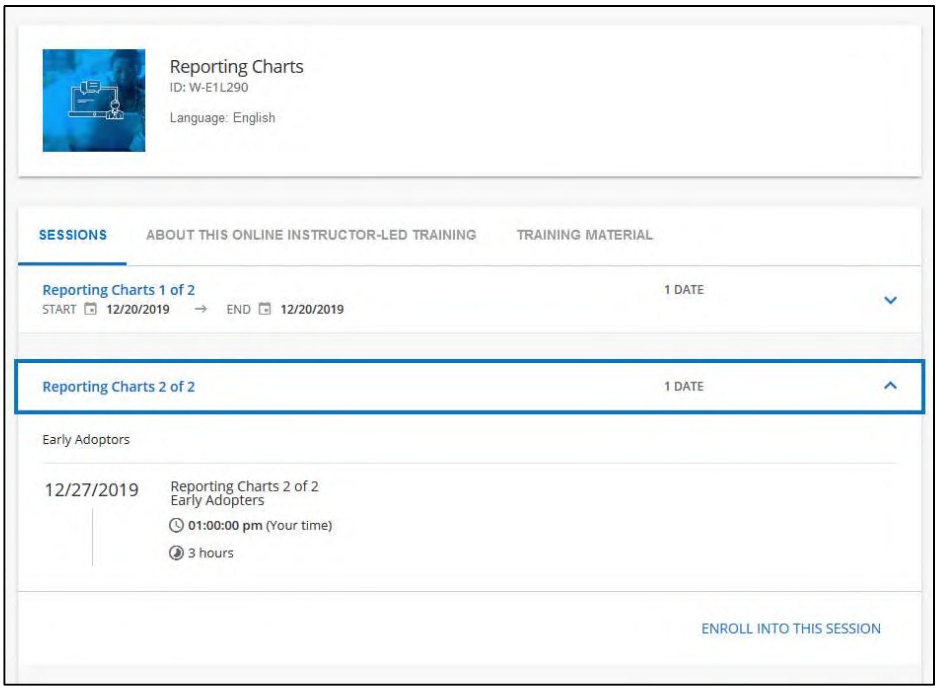
2 Navigate to My Learning through **My Info > Help > My Learning**.

3 Locate and open your desired course.

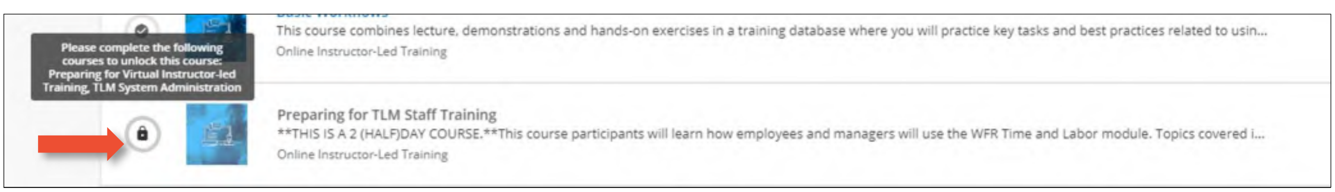
4 Click to expand the arrow to enroll.

5 Click **Enroll Into This Session**.

6 Click **Start Learning Now** to refresh the course page.



Most of the online instructor-led classes include a prerequisite you must complete before you are able to register for a session. Once the prerequisite is complete, all classes that were dependent on that prerequisite become unlocked. Hover your cursor over the locked icon to see the prerequisites.

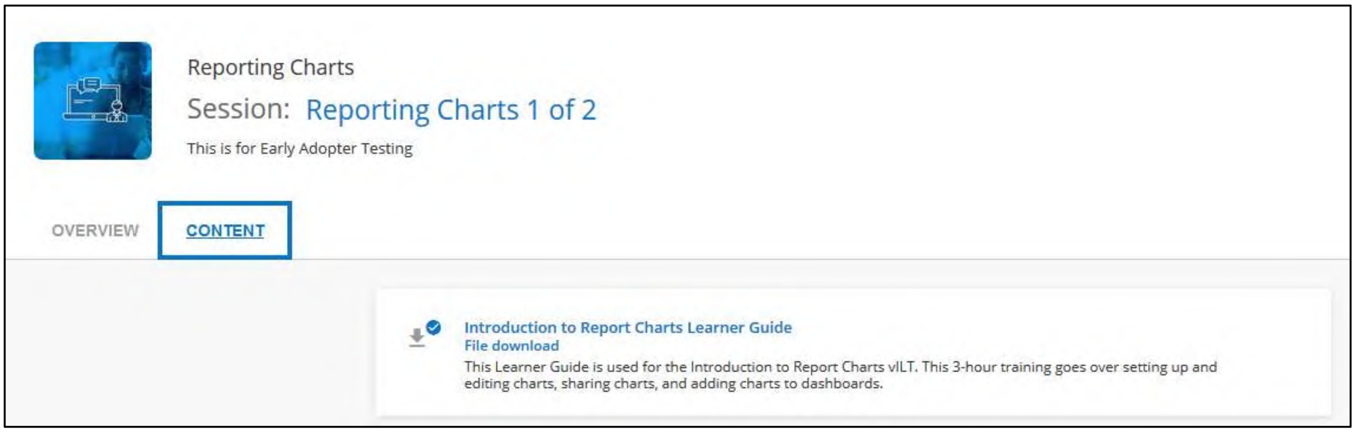


TIP: Once you have completed the prerequisites, you can register for the online, instructor-led classes, regardless of where they are listed in your learning plan.

Accessing the course materials

To access your session materials:

1 Log in to the application.
2 Navigate to **My Learning through My Info > Help > My Learning**.
3 Open the course you are enrolled in.
4 Select the **Content** tab. All available course material is listed.
5 Click the desired file.
6 Click **Download Now**.
7 Save or print the file.
When finished, close the browser tab.



Joining an online instructor-led training

To join a session:

1 Log in to the application.
2 Navigate to My Learning through **My Info>Help> My Learning**.
3 Locate and open the course you want to join.
4 Click **Join**.

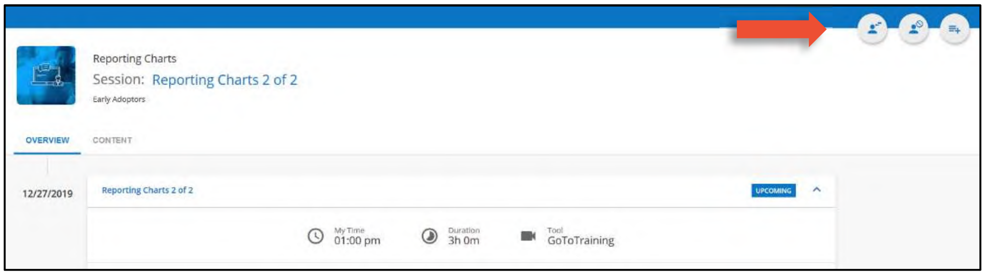
Note: Learners may join up to 15 minutes before the class begins.

Changing and canceling a registration

To change or cancel a session:

1 Open the desired course page, then click the desired action button in the upper right corner:

- Change
- Unsubscribe from the course (Cancel)



2 Select the session date and time.

3 Select **Yes, I want to proceed.**

4 Click **Confirm**.

Additional Help with My Learning

To access these resources:

1 Navigate to your Learner Dashboard and click **Show Help Resources**.

2 You will find additional job aids and a short video overview of how to navigate and use the new My Learning experience.