## Workforce HR and Workforce Payroll 7.0 Learning Path

**Key:**
- Traditional Classroom
- Virtual Classroom
- Web Based Training w/virtual lab
- On-site Training
- KnowledgePass

**Course Level:**
- Introductory
- Intermediate
- Advanced

### Workforce HR™

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### Workforce Payroll™

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<td>Processing Payroll</td>
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<td>Administering Payroll</td>
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<td>Planning for Year End 2013</td>
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For end users, Kronos offers various solutions and formats, including Kronos KnowledgePass™ and tailored or customized training that reflects the organization’s processes, configuration and terminology.

If your job role does not appear above or if you have any questions please call our education specialists at (888) 293-5549 for guidance on what courses are right for you. For the most up to date information on educational offerings please visit [http://customer.kronos.com/education/index.asp](http://customer.kronos.com/education/index.asp).
### Workforce HR and Workforce Payroll 7.0 Course Descriptions

<table>
<thead>
<tr>
<th>Course Title: Workforce HR 7.0 Project Team Fundamentals</th>
<th>Course Title: Workforce HR/Payroll 7.0 Performing Core Tasks</th>
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<tr>
<td>Course Number: 9994069-0</td>
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<tr>
<td>Audience: Project Team</td>
<td>Audience: Project Team, HR, Payroll, &amp; IT/IS</td>
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</tbody>
</table>

**Description**

This instructor-led course prepares you to effectively collaborate with the Kronos implementation team about your HR business processes during the Momentum Plan and Assess phases of your Workforce HR implementation. You will learn about key HR concepts which will assist you in gathering the data required to complete the launch spreadsheets which populate your organization’s data into the Workforce HR application. This knowledge is critical to ensuring an efficient Workforce HR implementation that accurately addresses the business needs of your organization.

**Objectives**

After completing this course, you should be able to:

- List the tasks and decisions for which Project Team members are responsible during the Momentum Plan and Assess phases of an organization’s Workforce HR implementation
- Describe key HR concepts such as Point-in-Time, Position Management and Security
- Begin gathering the organization’s HR data for use during the implementation
- Recognize the options available for reflecting organizational structures in Workforce HR

**Audience**

Project Team members who analyze the organization’s HR policies and business requirements in order to collaborate on and approve the implementation plan for Workforce HR. Depending on the organization, this may include Human Resources and Payroll staff as well as Application Administrators and Information Technology staff.

**Prerequisites**

- None
- Advance Preparation-None

**Other**

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

**Delivery Type:** Instructor Led Training  
**Duration:** 1 Day  
**Price:** $500  
**Course Level:** Introductory  
**CPE:** 6  
**Instructional Method:** Group-Live

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<table>
<thead>
<tr>
<th>Course Title: Workforce HR/Payroll 7.0 Performing Core Tasks</th>
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<td>Audience: Project Team, HR, Payroll, &amp; IT/IS</td>
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**Description**

This instructor-led course presents you with an overview of key concepts that form the foundation of the Workforce HR and Workforce Payroll system. Using a combination of discussion and practice, you will also learn to perform tasks that are common to all users of the Workforce HR and Workforce Payroll applications.

**Objectives**

After completing this course, you should be able to:

- Describe point-in-time functionality and how it is used to create or maintain historical records
- Describe Position Management and identify its function in Workforce HR and Workforce Payroll
- Describe how security access to Workforce HR and Workforce Payroll is maintained
- Log on to and navigate the Workforce HR and Workforce Payroll user interfaces
- Review Employment Actions and how they are used in Workforce HR and Workforce Payroll
- Maintain user password and security requirements
- Locate employee records using Basic or Advanced Find
- Upload employee documents
- Run standard HR/Payroll reports
- Review synchronization of HR and Payroll data to Workforce Central

**Audience**

This is designed as a foundational course for all users of Workforce HR and Workforce Payroll.

**Prerequisites**

- None
- Advance Preparation-None

**Other**

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

**Delivery Type:** Instructor Led Training  
**Duration:** ½ Day  
**Price:** $275  
**Course Level:** Introductory  
**CPE:** 6  
**Instructional Method:** Group-Live
### Workforce HR and Workforce Payroll 7.0 Course Descriptions

<table>
<thead>
<tr>
<th>Course Title: Workforce HR 7.0 Managing Employee Data</th>
<th>Course Title: Workforce HR 7.0 Administering the Application</th>
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<tbody>
<tr>
<td>Course Number: 9994071-0</td>
<td>Course Number: 9994072-0</td>
</tr>
<tr>
<td>Audience: Project Team &amp; HR</td>
<td>Audience: Project Team, HR &amp; IT/IS</td>
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</table>

**Description**
This instructor-led course presents you with the framework and hands-on experience to effectively use Workforce HR to perform tasks in a typical employee life cycle and enroll employees in basic HR plans. The topics include how to process common personnel actions such as hiring new employees and processing leaves of absence, enrolling employees and their dependents into benefit plans, and modifying employee records.

**Objectives**
After completing this course, you should be able to:

- Hire and rehire employees into Workforce HR
- Enroll employees and their dependents into benefits plans
- Process employee requests for Leaves of Absence (LOA)
- Process employee position and/or salary changes
- Terminate employees
- Maintain employee data such as name, address and emergency contact

**Audience**
This course is designed for those responsible for managing employee data using Workforce HR. This course also provides those who administer Workforce HR with experience using the tools and processes they maintain in the application.

**Prerequisites**
- Workforce HR/Payroll 7.0 Performing Core Tasks (or equivalent experience)
- Advance Preparation-None

**Other**
Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

**Introductory Delivery Type:** Instructor Led Training
**Duration:** 1 Day
**Price:** $500
**Course Level:** Introductory
**CPE:** 6
**Instructional Method:** Group-Live

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**Description**
This instructor-led course provides you with hands-on experiences and discussions to prepare you to manage the organizational structures, code tables and plans that drive the Workforce HR system. You will learn how to set up and maintain organizations, positions, job codes, pay grades, code tables, audit trails, and application security. You will learn how to perform data updates and implement business processes. You will also learn how to maintain data in an integrated Workforce Central environment.

**Objectives**
After completing this course, you should be able to:

- Manage access to data
- Manage organizational data
- Manage code tables
- Customize data entry with user-defined fields
- Manage changes based on reorganizations
- Change Position data
- Synchronize Workforce Central Data
- Manage Workforce Central Profiles

**Audience**
This course is designed for those responsible for administering Workforce HR.

**Prerequisites**
- Workforce HR/Payroll 7.0 Performing Core Tasks (or equivalent experience)
- Advance Preparation-None

**Delivery Type:** Instructor Led Training
**Duration:** 2 Days
**Price:** $1,200
**Course Level:** Intermediate
**CPE:** 12
**Instructional Method:** Group-Live
Course Title: Workforce HR 7.0 Configuring Benefit Plans
Course Number: 9994073-0
Audience: Project Team, IT/IS & HR

Description
This instructor-led course presents participants with the framework and hands-on experience to effectively use Workforce HR to perform tasks related to building and managing benefit plans. The topics include setting up benefit plans, modifying benefit plans and maintaining benefit plans on an annual basis. This course includes lecture, demonstration and hands-on practice exercises.

Objectives
After completing this course, you should be able to:
- Identify and explain various components of benefit plans
- Configure benefit plan eligibility
- Define and populate Benefit Rate Tables
- Perform annual maintenance of Benefit Plans and Benefit Rate Tables
- Add and modify Benefit Plans and Benefit Rate Tables
- Create Benefit Plans from scratch within Workforce HR

Audience
This course is for those responsible for configuring benefit plans in the Workforce HR application, including:
- Benefits Administrator
- HR Administrators
- Help Desk Specialists

Prerequisites
- Workforce HR/Payroll 7.0 Performing Core Tasks (or equivalent experience)
- Workforce HR 7.0 Administering the Application
- Advance Preparation-None

Other
Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training
Duration: 2 Days
Price: $1,200
Course Level: Introductory
CPE: 12
Instructional Method: Group-Live

Course Title: Workforce HR 7.0 Processing Applicants
Audience: IT/IS & HR

Description
This self-paced learning course is designed to prepare you to manage the recruitment process. You will learn how to process requisitions and enter and modify applicant information. You will also learn how to manage offers to, hire and send rejection letters to candidates. After completing this course, you should be able to enter and modify requisitions, enter and modify applicant data, run reports to manage applicant data and modify code tables used by the Applicant Management component of Workforce HR.

Objectives
After completing this course, you should be able to:
- Manage requisition data
- Manage applicant data
- Manage applicant offers and rejections
- Administering applicant tracking

Audience
This course is targeted at users who are responsible for managing applicant and requisition data in the application.

Prerequisites
- Workforce HR/Payroll 7.0 Performing Core Tasks (or equivalent experience)
- Advance Preparation-None

Duration: 2 hours
Price: Kronos KnowledgePass™ subscription required.
Course Level: Introductory
CPE: 0
Instructional Method: Self-Paced
Method of deployment: This self-paced learning is accessed via Kronos KnowledgePass™. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.
Course Title: Intro to Crystal Report Writing for HR/PR 6.x/7.0
Course Number: 9994047-0
Audience: IT/IS

Description
This two-day instructor-led course combines lecture, demonstration, and hands-on practice exercises that teach students how to create reports using Crystal Reports. Designed for students who are new to report writing, this course focuses on a broad list of Crystal Report topics that provide you with the necessary skills to create new reports.

Objectives
After completing this course, you should be able to:
- Add report objects to Crystal reports
- Perform record selection
- Link views and tables
- Use the sorting, grouping and summarizing features
- Create many types of formulas
- Create dynamic parameters
- Add unlinked and linked sub reports
- Use conditional and section formatting

Audience
This course is for anyone responsible for creating custom reports for Workforce HR/Payroll.

Prerequisites
- Workforce HR/Payroll 5.x or 6.x Managing the Employee Life Cycle or Workforce HR/Payroll 6.2.6.3 or 7.0 Performing Core Tasks
- Computer competency: Comfortable navigating and using programs in a Windows environment
- Advance Preparation: None

Delivery Type: Instructor Led Training
Duration: 2 Days
Price: $1,300
Course Level: Intermediate
CPE: 12
Instructional Method: Group-Live

Course Title: Integrating Advanced Crystal Reports with HR/PR 6.x/7.0
Course Number: 9994048-0
Audience: IT/IS

Description
This two-day instructor-led course combines lecture, demonstration, and hands-on practice exercises to teach students how to integrate custom reports specifically for the Workforce HR 6.x/7.0 and Workforce Payroll 6.x/7.0 applications. This course is designed for students who already know how to use Crystal Reports and are comfortable creating formulas, using programming logic and are familiar with the Workforce HR 6.x/7.0 and Workforce Payroll 6.x/7.0 databases. This course focuses on configuring custom reports to run locally or integrate custom reports within the Workforce HR 6.x/7.0 or Workforce Payroll 6.x/7.0 applications. Students will learn how to modify existing reports and their stored procedures. An overview of these stored procedures will be provided, including the various sections that support the selection criteria when running reports.

Objectives
After completing this course, you should be able to:
- Configure custom HR/Payroll reports to run locally
- Configure custom HR/Payroll reports to run on the server
- Work with Workforce HR/Payroll 6.x/7.0 Views
- Create the “special” formulas needed for a server based report
- Modify an existing report and its stored procedure
- Identify the various sections of a stored procedure and the options used to filter data within reports.
- Explain the relationship between “special” formulas and their corresponding sections within a stored procedure

Audience
This course is designed for those responsible for creating custom reports for Workforce HR/Payroll, such as an Information Analyst.

Prerequisites
- Workforce HR 5.x or 6.x Managing the Employee Life Cycle or Workforce HR/Payroll 6.2.6.3 or 7.0 Performing Core Tasks
- Working knowledge of SQL Server
- Working knowledge of Workforce HR/PR
- Working knowledge of Microsoft Excel
- Advance Preparation: None

And

One of the following:
- Introduction to Crystal Report Writing for HR/PR 6.x/7.0
- Workforce Central 5 Writing Crystal Reports
- Working knowledge of Crystal Reports

Delivery Type: Instructor Led Training
Duration: 2 Days
Price: $1,300
Course Level: Intermediate
CPE: 12
Instructional Method: Group-Live
Specialists in your organization. Components of this program include:

The purpose of the Train-the-Trainer program is to help you successfully deliver Kronos Workforce HR software training to Human Resources Specialists in your organization. Components of this program include:

- A welcome packet that provides guidance early in the implementation process on developing your Kronos training program
- Participation for one student in the public half-day Workforce HR/PR 7.0 Performing Core Tasks and one-day Workforce HR 7.0 Managing Employee Data classes in order to learn product functionality
- Access to adaptable course content (presentation files, job aids and exercise scenarios and steps) that covers common Workforce HR tasks for Human Resources Specialists that you can use as a starting point for creating training content for your organization (a KnowledgePass™ subscription is required to access courseware materials)
- Participation for one student in a private half-day one-to-one consulting session with a Kronos Certified Instructor that covers creating and implementing your Kronos training program, recommended training practices, and expert tips on adapting your Kronos training content

Objectives
After completing this program, you should be able to:

- Strategize for your Workforce HR training rollout
- Define and explain common Workforce HR tasks for Human Resources Specialists in your organization
- Adapt provided course content to meet the needs of Human Resources Specialists in your organization
- Identify KnowledgePass resources to supplement and support your training strategy
- Prepare to deliver Workforce HR training content to learners

Audience
Individuals responsible for delivering Workforce HR training to Human Resources Specialists in the organization. These individuals may be company trainers, project team members, super users or others within the company designated to deliver training. The program focuses on the Workforce HR portion of the Human Resources Specialists training rollout.

Prerequisites
None

Other
Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training, Private Virtual
Duration: 2 days
Price: Varies depending on size of organization
Course Level: Introductory
CPE: 0
Instructional Method: Group-Live

Course Title: Workforce HR 7.0 Train-the-Trainer – 1 participant
Course Number: 9999721-0, -1, -2
Audience: Project Team & HR

Description
The purpose of the Train-the-Trainer program is to help you successfully deliver Kronos Workforce HR software training to Human Resources Specialists in your organization. Components of this program include:

- A welcome packet that provides guidance early in the implementation process on developing your Kronos training program
- Participation for up to five students in private half-day Workforce HR/PR 7.0 Performing Core Tasks and one-day Workforce HR 7.0 Managing Employee Data classes delivered onsite at your organization in order to learn product functionality
- Access to adaptable course content (presentation files, job aids and exercise scenarios and steps) that covers common Workforce HR tasks for Human Resources Specialists that you can use as a starting point for creating training content for your organization (a KnowledgePass™ subscription is required to access courseware materials)
- Participation for up to five students in a private half-day consulting session with a Kronos Certified Instructor that covers creating and implementing your Kronos training program, recommended training practices, and expert tips on adapting your Kronos training content

Objectives
After completing this program, you should be able to:

- Strategize for your Workforce HR training rollout
- Define and explain common Workforce HR tasks for Human Resources Specialists in your organization
- Adapt provided course content to meet the needs of Human Resources Specialists in your organization
- Identify KnowledgePass resources to supplement and support your training strategy
- Prepare to deliver Workforce HR training content to learners

Audience
Individuals responsible for delivering Workforce HR training to Human Resources Specialists in the organization. These individuals may be company trainers, project team members, super users or others within the company designated to deliver training. The program focuses on the Workforce HR portion of the Human Resources Specialists training rollout.

Prerequisites
None

Other
Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training Onsite
Duration: 2 days
Price: Varies depending on size of organization
Course Level: Introductory
CPE: 0
Instructional Method: Group-Live

Course Title: Workforce HR 7.0 Train-the-Trainer – Private
Course Number: 9999521-1, -2, -3, -4, -5
Audience: Project Team & HR

Description
The purpose of the Train-the-Trainer program is to help you successfully deliver Kronos Workforce HR software training to Human Resources Specialists in your organization. Components of this program include:

- A welcome packet that provides guidance early in the implementation process on developing your Kronos training program
- Participation for up to five students in private half-day Workforce HR/PR 7.0 Performing Core Tasks and one-day Workforce HR 7.0 Managing Employee Data classes delivered onsite at your organization in order to learn product functionality
- Access to adaptable course content (presentation files, job aids and exercise scenarios and steps) that covers common Workforce HR tasks for Human Resources Specialists that you can use as a starting point for creating training content for your organization (a KnowledgePass™ subscription is required to access courseware materials)
- Participation for up to five students in a private half-day consulting session with a Kronos Certified Instructor that covers creating and implementing your Kronos training program, recommended training practices, and expert tips on adapting your Kronos training content

Objectives
After completing this program, you should be able to:

- Strategize for your Workforce HR training rollout
- Define and explain common Workforce HR tasks for Human Resources Specialists in your organization
- Adapt provided course content to meet the needs of Human Resources Specialists in your organization
- Identify KnowledgePass resources to supplement and support your training strategy
- Prepare to deliver Workforce HR training content to learners

Audience
Individuals responsible for delivering Workforce HR training to Human Resources Specialists in the organization. These individuals may be company trainers, project team members, super users or others within the company designated to deliver training. The program focuses on the Workforce HR portion of the Human Resources Specialists training rollout.

Prerequisites
None

Other
Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training Onsite
Duration: 2 days
Price: Varies depending on size of organization
Course Level: Introductory
CPE: 0
Instructional Method: Group-Live
Course Title: Workforce HR 7.0 Performance Management Employee Training Kit
Audience: HR & Manager/Supervisor/Employees

Description
The Workforce HR 7.0 Performance Management Employee Training Kit is designed to be used by HR personnel who are responsible for training employees on conducting performance reviews in the Workforce HR Employee Self Service application.

Using this kit, your organization can turn the performance review process into a strategic opportunity to engage employees.

This kit contains the following components:
- Job aids for just-in-time training which provide procedural information on conducting common tasks during a performance review cycle
- Microsoft® PowerPoint® presentations which can be used for instructor-led training of your organization’s employees
- Performance Management policy documents which provide sample data that should be shared with your employees prior to the start of a performance review cycle

Objectives
This component provides the following benefits:
- Offers your organization multiple training options (job aids and instructor-led) to prepare your organization to successfully conduct performance reviews
- Provides source files for most kit components so that your organization can customize the kit to meet your organization’s specific needs

Audience
This kit is intended to be used to train your organizations’ employees who are responsible for conducting performance reviews.

Prerequisites
Microsoft PowerPoint and Microsoft Word skills are required to customize the contents of the kit.

Duration: 2 hours
Price: Kronos KnowledgePass™ subscription required.
Course Level: Introductory
CPE: 0
Instructional Method: Self-Paced
Method of deployment: This kit is accessed via Kronos KnowledgePass™. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.

Course Title: Workforce HR 7.0 Self-Service Employee Training Kit
Audience: HR & Employees

Description
The Workforce HR 7.0 Self-Service Employee Training Kit is designed to be used by HR personnel who are responsible for training employees on performing common tasks in the Workforce Employee™ application.

This kit contains the following components:
- A User Instructions guide which describes the kit components and how to customize them, if applicable.
- 8x11 job aids which review the employee tools available in Employee Self-Service and how to access them. These job aids are available in Microsoft PowerPoint format and can be customized to reflect your organization’s configuration and terminology.

Objectives
This kit provides the following benefits:
- Offers your organization training options to prepare your organization to successfully implement the use of the Self-Service applications, including using the application to make Open Enrollment and Life Events changes.
- Provides source files for most kit components so that your organization can customize the kit to meet your organization’s specific needs

Audience
This kit is intended to be used to train your organizations employees on the use of the self service application.

Prerequisites
- Microsoft PowerPoint 2007 skills are required to customize the contents of the kit.

Duration: 2 hours
Price: Kronos KnowledgePass™ subscription required.
Course Level: Introductory
CPE: 0
Instructional Method: Self-Paced
Method of deployment: This kit is accessed via Kronos KnowledgePass™. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.
### Workforce HR and Workforce Payroll 7.0 Course Descriptions

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<td>Audience:</td>
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**Description**

This instructor-led course presents you with an overview of key concepts that form the foundation of the Workforce HR and Workforce Payroll system. Using a combination of discussion and practice, you will also learn to perform tasks that are common to all users of the Workforce HR and Workforce Payroll applications.

**Objectives**

After completing this course, you should be able to:

- Describe point-in-time functionality and how it is used to create or maintain historical records
- Describe Position Management and identify its function in Workforce HR and Workforce Payroll
- Describe how security access to Workforce HR and Workforce Payroll is maintained
- Log on to and navigate the Workforce HR and Workforce Payroll user interfaces
- Review Employment Actions and how they are used in Workforce HR and Workforce Payroll
- Maintain user password and security requirements
- Locate employee records using Basic or Advanced Find
- Upload employee documents
- Run standard HR/Payroll reports
- Review synchronization of HR and Payroll data to Workforce Central

**Audience**

This is designed as a foundational course for all users of Workforce HR and Workforce Payroll.

**Prerequisites**

- None
- Advance Preparation: None

**Other**

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

**Delivery Type:** Instructor Led Training

| Duration: | ½ Day |
| Price: | $275 |
| Course Level: | Introductory |
| CPE: | 6 |
| Instructional Method: | Group-Live |

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<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Workforce Payroll 7.0 Processing Payroll</th>
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<tr>
<td>Course Number:</td>
<td>9994074-0</td>
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<td>Audience:</td>
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</tbody>
</table>

**Description**

This instructor-led course is designed to prepare you to set up and input employee payroll data, run a complete payroll process, perform exception processing and print standard reports.

**Objectives**

After completing this course, you should be able to:

- Set up and maintain employee payroll data
- Run the Time and Labor transfer process
- Process payroll batches, calculate trial payrolls
- Analyze payroll data using the Payroll Data Export feature
- Balance and finalize payroll
- Print checks and direct deposit advices
- Calculate and create tax deposit files
- Create a general ledger export file
- Process payroll exceptions such as adjustments, on-demand checks and void payments
- Print standard payroll reports

**Audience**

This course is designed for those responsible for processing payroll using Workforce Payroll. This course also provides those who administer Workforce Payroll with experience using the tools and processes they maintain in the application.

**Prerequisites**

- Workforce HR/Payroll 7.0 Performing Core Tasks (or equivalent experience)
- Advance Preparation: None

**Other**

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

**Delivery Type:** Instructor Led Training

| Duration: | 2 Days |
| Price: | $1,000 |
| Course Level: | Introductory |
| CPE: | 12 |
| Instructional Method: | Group-Live |
Workforce HR and Workforce Payroll 7.0 Course Descriptions

Course Title: Workforce Payroll 7.0 Administering Payroll
Course Number: 9994075-0
Audience: Project Team & Payroll
Description
This instructor-led course is designed to prepare you to administer the Workforce Payroll system. Using a combination of discussion and practice, you’ll learn how to set up and maintain information critical to payroll processing, such as pay agencies, pay groups, check groups, payroll calendars and payroll codes. You’ll also learn procedures for integrating benefit plans in HR to compensation and deduction codes in Workforce Payroll.
Objectives
After completing this course, you should be able to:
- Set up bank accounts and tax authorities
- Maintain pay agency information
- Set up payroll calendars
- Set up a general ledger system, including main accounts
- Create check groups
- Set up project codes
- Create and maintain pay group information
- Set up and maintain compensation and deduction codes, including garnishments
- Set up and maintain tax location and tax codes, including reciprocity rules
- Integrate benefit plans in HR to compensation and deduction codes in Workforce Payroll
- Set up pay entry templates
- Apply quarterly legislative updates

Audience
This course is for those responsible for maintaining the configured Workforce Payroll application
Prerequisites
- Workforce HR/Payroll 7.0 Performing Core Tasks (or equivalent experience)
- Workforce Payroll 7.0 Processing Payroll
- Advance Preparation: None
Other
Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.
Delivery Type: Instructor Led Training
Duration: 1 Day
Price: $600
Course Level: Introductory
CPE: 6
Instructional Method: Group-live

Course Title: Workforce Payroll Planning for Year End 2013
Course Number: 9994076-0
Audience: Payroll
Description
In this instructor-led course you will learn the steps necessary to prepare to close the year in your Workforce Payroll system, as well as how to close the year after all year-end preparation has been completed. You will learn important information about ordering tax forms, processing year-end adjustments, completing year-end payroll balancing procedures and validating employee and payroll information in the system. In addition, you will learn critical information about printing year-end tax forms (such as W-2s) and creating year-end files (such as state annual forms). Finally, you will learn the steps necessary to prepare your Workforce Payroll system for the new year.
Objectives
After completing this course, you should be able to:
- Validate year-end related data for employees and pay agencies
- Estimate and order year-end forms
- Validate Form W-2 reporting information
- Process year-end adjustments for taxable fringe benefits
- Balance year-end payroll data
- Identify final steps to take before closing the year
- Calculate and print year-end tax forms
- Calculate and create year-end magnetic media files
- Extend payroll processing calendars into the next year
- Update annual limits (goal amounts) for compensation and deduction codes
- Update experience rates for tax codes

Audience
This course is designed for those responsible for performing year-end processing tasks using Workforce Payroll.
Prerequisites
- Workforce Payroll 6.x/7.0 Processing Payroll
- Advance Preparation: None
Other
Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.
Delivery Type: Instructor Led-Training
Duration: ½ Day
Price: $275 for instructor-led version and Kronos KnowledgePass™ subscription required for self-paced version
Course Level: Introductory
CPE: 0
Instructional Method: This web-based tutorial is accessed via Kronos KnowledgePass™. No installation is required. In addition, this tutorial can be purchased individually. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.