Session Title: Workforce Ready – Time and Labor Drop In Session

Description:
This session is intended for Workforce Ready administrator users that have completed the Time and Labor module courses and would like to ask questions related to the course content. A subject matter expert will facilitate the session, taking questions submitted by session participants

Note: There is no hands-on practice in the application. The session will use a generic company configuration. The goal of this session is to help in providing a basic understanding of the system functionality used to maintain information within the application.

Objectives:
This session can answer general questions related to the following topics
- Managing Employee Timesheets (including the approval process)
- Managing Employee Schedules
- Managing Employee Records
- Processing Timesheet Information for Export to Payroll

Audience:
Administrator level users who will be using the application to manage time keeping information. Depending on the organization, this may include HR Administrators, Payroll Administrators and/or other Payroll/HR staff.

Prerequisites: Any of the following courses
- WFR Time and Labor Employee Maintenance Course
- WFR Time Management Course
- WFR Time and Labor Payroll Processing Course

Delivery Type: Live Webinar
Duration: 1 hour
Course Level: Introductory
Instructional Method: Remote-Live