Course Title: Workforce Ready - Maintaining Employee Records for Time and Labor

Description:
This course prepares you to be able to maintain information within your employee records for the purposes of using the Time and Labor module within the Workforce Ready application. You will learn how to navigate the various employee maintenance screens and change information within employee records specific to facilitating your time and labor reporting. You will also learn how to start the standard process for hiring a new employee into the application and the options for setting up an employee’s access rights to the application. The course will also cover an overview of where various demographic reports can be located within the application.

Note: This is a basic overview course. There is no hands-on practice in the application. The course will use a generic company configuration. The goal of this course to provide a basic understanding of system functionality used to maintain information in the application.

Objectives:
After completing this course, you should be able to:
- Navigate to various employee maintenance screens
- Hire a new employee into Workforce Ready using the standard hire process
- Identify fields and settings within the employee record that relate to Time and Labor reporting
- Identify fields and settings within the employee record that relate to granting system access to an employee
- Locate various demographic reports

Audience:
Administrator level users who will be maintaining employee records within the application. Depending on the organization, this may include Human Resources and Payroll staff as well as Application Administrators and Information Technology staff.

Prerequisites:
- None

Delivery Type: Recorded Webinar
Duration: 1.5 hours
Course Level: Introductory
Instructional Method: Remote-Recorded