

NOVEMBER 2019

PRECONFERENCE

**KRONOS**

**TECHKNOWLEDGY**

**COURSE DESCRIPTIONS**

NOVEMBER 2019

**KRONOSWORKS**

ARIA LAS VEGAS | NOVEMBER 10 – 13, 2019

**Saturday, November 9, 9:00 A.M. – 5:00 P.M.**

**KT101 All Customers: Create a Roadmap for Increased User Adoption — Learn the Secrets of the People Side of System Use**

Have your users successfully adopted Kronos the way you intended? If not, how can you course correct? This hands-on session combines theory and practice to identify user adoption challenges within your organization. You will learn how to identify common user adoption issues, apply strategies to address these challenges, and leave with an actionable report that can be presented to senior leaders.

- Identify common user adoption issues
- Describe steps to resolve user adoption issues
- Leverage change management to drive adoption
- Identify Kronos Community tools to speed adoption

*Saturday class size: 20*

**KT102 Kronos Workforce Ready®: Automate and Streamline Your Organization's Processes with Workflows**

Automating your business processes with workflows can streamline approvals, expedite communication, and reduce human error. Learn how to create a new workflow or modify an existing one to meet your organization's needs. This course combines discussion, demonstrations, and hands-on exercises in a training database. You will practice tasks to learn best practices of workflow functionality with user tasks across the Kronos Workforce Ready product suite.

- Review existing organizational processes to map new workflows
- Use a process to configure workflows in the application
- Configure workflows to automate Workforce Ready functions

*Saturday class size: 36*

**KT103 Kronos Workforce Ready®: Steps to Building the Perfect Recruiting Solution**

Join us for a full-day experience with the Workforce Ready Talent Acquisition module. This workshop is filled with exercises to help you build the perfect recruiting solution for your organization. We start with configuration, and throughout the day will master creating job requisitions, posting job openings, and moving candidates through the recruitment process.

- Manage recruitment configuration
- Create job requisitions
- Manage the applicant process
- Hire applicants via the three hiring methods

*Saturday class size: 36*

**KT104 Workforce Central: Developing Custom Reports for Workforce Timekeeper 6.3, 7, and 8**

Do you need to create custom reports in Workforce Timekeeper 6.3, 7, or 8? Attend this course to learn the report development process by using hands-on exercises. Learn the building blocks — linking and filtering, expressions/formulas, sorting, grouping, and summarizing — of developing custom reports. This workshop is for those already on or planning to upgrade to Workforce Timekeeper 6.3, 7, or 8.

- Create reports referencing views
- Filter records and create expressions
- Sort, group, and summarize report content

*Saturday class size: 36*



### **KT105 Workforce Central: Modifying Pay Rules in Workforce Central 7 and 8**

How prepared are you to respond to requests to modify your organization's pay policies based on a constantly evolving business climate? Attend this hands-on session to learn a time-tested process to analyze, implement, and test pay policy changes and produce expected results. This session is designed for those responsible for configuring pay rules in Workforce Central versions 7 and above.

- Apply a process to modify pay rules
- Run reports to validate system impacts
- Use a tool to document the configuration
- Test policy changes in Workforce Central

*Saturday class size: 36*

### **KT106 Workforce Dimensions: Accessing Information Using Dataviews and Reports in Workforce Dimensions**

Come learn the difference between Dataviews and reports in Workforce Dimensions and which option is the best for viewing information and providing that information to others in your organization. A Kronos certified instructor will provide you with an overview of Dataviews and reporting, the foundational concepts of information access. Review Data Dictionary and how to create basic Dataviews and reports.

- Compare and contrast Dataviews and reports
- Explain the properties and values in the Data Dictionary
- Create a basic Dataview
- Create a basic report

*Saturday class size: 36*

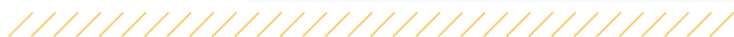
### **KT107 Workforce TeleStaff: Up Close and Personal with Workforce TeleStaff's Unique Rules-Based Engine Technology**

Fine-tuning configurations and work rules produces effective schedules and rosters that streamline scheduling processes. Join us as we do a deep dive into best-practice applications of configuration and rules engine technology. Learn how rules-based automation and configuration modernization help meet unique service demands by allowing you to drive schedules that align qualifications, certifications, shift availability, and work/time-off preferences.

- Get a deeper understanding of rules-based engine technology
- Learn best-practice configuration and optimization strategies from Workforce TeleStaff experts and your peers

**Prerequisite: TeleStaff or Workforce TeleStaff customer**

*Saturday class size: 36*



**Sunday, November 10, 9:00 A.M. – 5:00 P.M.**

**KT108 All Customers: Create a Roadmap for Increased User Adoption — Learn the Secrets of the People Side of System Use**

Have your users successfully adopted Kronos the way you intended? If not, how can you course correct? This hands-on session combines theory and practice to identify user adoption challenges within your organization. You will learn how to identify common user adoption issues, apply strategies to address these challenges, and leave with an actionable report that can be presented to senior leaders.

- Identify common user adoption issues
- Describe steps to resolve user adoption issues
- Leverage change management to drive adoption
- Identify Kronos Community tools to speed adoption

*Sunday class size: 20*

**KT109 Kronos Workforce Ready®: Accelerate Your Business Analytics with Employee Perspectives!**

How happy are your employees? How reliable is Joe? Why is that department behind on its projects? Get answers to these questions and more using Employee Perspectives scorecards. In this workshop, you will learn how scorecards improve your workforce and discuss use case scenarios while learning best practices and how to use scorecards. You will have hands-on practice in creating scorecards to measure individuals and teams using the information you are collecting in Workforce Ready.

- Develop scoring categories
- Define scoring scales based on collected data
- Identify various use cases for scorecards

*Sunday class size: 36*

**KT110 Kronos Workforce Ready®: Hire to Retire — The Lifecycle of an Employee**

Explore the lifecycle of an employee from beginning to end in this hands-on workshop. Learn how to use the tools in the Human Resources module for onboarding, benefits enrollment, employee maintenance, and performance reviews. Our day ends discussing the choices available for employee termination or retirement.

- Guide employees through benefit enrollment and changes
- Complete performance reviews
- Direct employees or managers to update personal information changes
- Practice different termination scenarios

*Sunday class size: 36*

**KT111 Workforce Central: Integrating Custom Reports with Workforce Timekeeper 6.3, 7, and 8**

Do you have experience developing reports using Visual Studio 2008 and need to integrate your custom reports with Workforce Timekeeper 6.3, 7, or 8? Attend this hands-on workshop to learn the custom integration procedure. Learn how to create parameters, add report features and security content, make minor modifications to existing reports, create report items within Workforce Timekeeper, and modify report profiles.

- Prepare a custom report for integration
- Run a report within Workforce Timekeeper
- Modify a copy of an existing Kronos report



**Prerequisite: Attend Kronos TechKnowledge course “Developing Custom Reports for Workforce Timekeeper 6.3, 7, and 8” or have applicable knowledge/experience**

*Sunday class size: 36*

### **KT112 Workforce Central: Upgrading and Configuring Navigators in 8.1.3**

Kronos Navigator views provide unparalleled flexibility for organizations to manage their workforces. The intuitive Navigator user experience combines rich functionality and ease of use. Attend this class to understand required preparation, recommended configurations, various migration paths, and other considerations when upgrading to Navigator 8.1.3 from previous versions.

- Understand what 8.1.3 offers
- Describe the upgrade path to 8 and then 8.1.3
- Learn basic steps to upgrade to HTML5 components in Navigator 8.1.3

*Sunday class size: 36*

### **KT113 Workforce Dimensions: Going Further with Reporting Features and Functionality in Workforce Dimensions**

Enhance your Workforce Dimensions reports to add immediate value to the report data. Learn how to apply advanced reporting features to make your data come alive and be more meaningful to you and your audience. This session will review grouping and formatting techniques, demonstrate how to add multiple visualizations in a report, and introduce EasyScript, a scripting language available in the Reporting interface for including calculated columns in reports.

- Apply grouping and formatting techniques to report data
- Add multiple visualizations to a report
- See how EasyScript can be used in Workforce Dimensions reports
- Add calculated columns in Workforce Dimensions reports

**Prerequisite: Attend Kronos TechKnowledge Course “Accessing Information Using Dataviews and Reports in Workforce Dimensions” or have applicable knowledge/experience**

*Sunday class size: 36*

### **KT114 Workforce TeleStaff: Dig Deep into New Workforce TeleStaff Features and Explore Freshly Designed APIs**

Come test-drive new capabilities that are radically changing the way public safety scheduling is done. This course combines discussions, demonstrations, and hands-on exercises. You will practice new feature tasks that will improve your organization’s performance while learning how to take advantage of Workforce TeleStaff’s new APIs.

- Learn about new features such as SMS job offers, assignment template enhancements, the consecutive threshold day rule, and calendars showing suppressed assignments
- See firsthand how better management of closing a position, rosters inline notes, not-qualified improvements, skills and certification, and multiday schedule expansion are public safety game changers
- Experience Workforce TeleStaff 7.X in action, and learn about REST API support

**Prerequisite: TeleStaff or Workforce TeleStaff customer**

*Sunday class size: 36*

Kronos TechKnowledge preconference workshops require advance registration and are not sold separately from KronosWorks. You must register for the KronosWorks conference to enroll in preconference Kronos TechKnowledge workshops. Fees are in addition to the KronosWorks registration fee. Content is subject to change.

