

Kronos Workforce (UKG) Dimensions Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

The Kronos Workforce (UKG) Dimensions Training, offered by Multisoft Systems, is a comprehensive program designed to equip professionals with the skills and knowledge necessary to efficiently utilize the UKG Dimensions platform. This training caters to the needs of modern workforces, focusing on streamlining and optimizing various HR processes.

Module 1: Kronos Workforce management

- ✓ HCM and WFM
- ✓ Kronos Workforce timekeeper tool uses
- ✓ Kronos performance
- ✓ Kronos Modules

Module 2: Timekeeper Processes and Application review

- ✓ Navigation fundamentals
- ✓ Managers, employees, and payroll managers' tasks
- ✓ Navigator view
- ✓ Genies Introduction
- ✓ Employee and workforce timekeeper genies
- ✓ Making Use of Setup
- ✓ Search tools

Module 3: Navigating Timecard

- ✓ Timecard area, Timecard widget part areas
- ✓ Adding/changing pay codes
- ✓ Adding/changing punches
- ✓ Unsaved data
- ✓ Types of Exceptions
- ✓ Including comments
- ✓ Overtime approval
- ✓ Timecard visuals, audit procedure
- ✓ Modifying the pay code amount, Lock payroll
- ✓ Approving timecard, the Approval procedure

- ✓ Signoff procedure
- ✓ Analyzing the rules
- ✓ Historical corrections

Module 4: Reports and People Editor

- ✓ Basics of People editor, licenses
- ✓ Adding or changing and terminating employees
- ✓ Reports from the Timekeeper
- ✓ Categories and descriptions of reports
- ✓ Reporting schedules
- ✓ Running and viewing reports

Module 5: Workforce Timekeeper scheduler

- ✓ Accessing and using the schedule planner view

Module 6: Pay policies & Organisation Setup

- ✓ Labour level overview
- ✓ Entries, Employee Groups & Labour Level Sets
- ✓ pay code definition
- ✓ Combined pay code
- ✓ Orders of display

Module 7: Pay Policies

- ✓ Rounding, types of rounding rules.
- ✓ Punch rounding rules
- ✓ Exceptions to the schedule
- ✓ Bonuses and Deductions

- ✓ The allocation of pay codes
- ✓ Principles of Combination
- ✓ Pay code duration
- ✓ Work principles
- ✓ Order process
- ✓ Holiday table
- ✓ Holiday zone and credit Rules
- ✓ Terms of employment
- ✓ Pay policies

Module 8: Accruals

- ✓ Codes for accrual
- ✓ Patterns of dates and dates
- ✓ Full-Time Equivalents.
- ✓ Periods of Probation
- ✓ Policies for Accrual
- ✓ Limits
- ✓ Accrual profile
- ✓ Cascade profile
- ✓ Pay Codes in Cascading Sequences
- ✓ Balance of Accrual Cascades
- ✓ Policies of cascade

Module 9: Setting up a Basic Scheduler and Accessing Profiles

- ✓ Schedule periods

- ✓ Schedule group
- ✓ Login profile
- ✓ Template for shift & pattern
- ✓ FAP, DAP, GDAP

Module 10: Navigator Setup & Display Preferences

- ✓ Widgets, Workspaces
- ✓ Custom Data fields
- ✓ Navigator
- ✓ Telephone fields
- ✓ Building blocks for the workforce genie
- ✓ Column sets for the workforce genie
- ✓ Custom URLs and their profiles