

Dayforce Ceridian Workforce Management Module – Advanced Level Training

COURSE CONTENT

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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

Dayforce Ceridian Workforce Management Module – Advanced Level Training by Multisoft Systems is designed for HR professionals, workforce managers, and system administrators who want to gain deeper expertise in managing complex workforce operations using the Dayforce platform. This advanced course focuses on enhancing the ability to configure, manage, and optimize workforce management processes to improve organizational efficiency and compliance.

Module 1: Advanced Workforce Management Overview

- ✓ Understanding the role of Workforce Management (WFM) in enterprise operations
- ✓ Overview of Dayforce WFM advanced features
- ✓ Integration of WFM with Payroll, HR, and Benefits modules
- ✓ Key performance indicators (KPIs) in workforce management

Module 2: Scheduling and Shift Management

- ✓ Designing advanced shift patterns and rotation schedules
- ✓ Managing multiple locations, departments, and job roles
- ✓ Handling exceptions, shift swaps, and shift bidding
- ✓ Optimizing schedules using demand and historical data

Module 3: Time Tracking & Attendance Management

- ✓ Advanced time entry and approval workflows
- ✓ Configuring flexible time rules and policies
- ✓ Managing punches, attendance exceptions, and corrections
- ✓ Integration with mobile and biometric time capture devices

Module 4: Labor Cost Management

- ✓ Tracking labor costs across departments, teams, and projects
- ✓ Managing overtime, premiums, and cost allocation
- ✓ Budgeting and forecasting labor expenses
- ✓ Reporting labor variance and productivity metrics

Module 5: Compliance & Regulatory Management

- ✓ Ensuring compliance with labor laws, union rules, and company policies
- ✓ Managing breaks, meal periods, and statutory requirements
- ✓ Configuring rules for overtime, shift differentials, and maximum work hours
- ✓ Audit readiness and compliance reporting

Module 6: Advanced Reporting & Analytics

- ✓ Creating and customizing advanced workforce reports
- ✓ Using dashboards for real-time workforce insights
- ✓ Analysing absenteeism, overtime trends, and productivity metrics
- ✓ Predictive analytics for staffing optimization

Module 7: Employee Self-Service & Manager Tools

- ✓ Configuring employee self-service features for scheduling and time management
- ✓ Advanced manager tools for approvals, reporting, and schedule adjustments
- ✓ Alerts, notifications, and automated workflow rules
- ✓ Enhancing employee engagement through intuitive interfaces

Module 8: Scenario-Based Practical Exercises

- ✓ Real-world scheduling and attendance scenarios
- ✓ Managing labour costs and compliance challenges
- ✓ Resolving complex exceptions and errors
- ✓ Analysing workforce metrics for decision-making

Module 9: Optimization & Best Practices

- ✓ Strategies for workforce optimization and efficiency
- ✓ Handling peak demand and seasonal workforce fluctuations
- ✓ Automating routine workforce management tasks
- ✓ Case studies of advanced Dayforce WFM implementations

Module 10: Capstone Simulation

- ✓ End-to-end workforce management simulation
- ✓ Advanced scheduling, attendance tracking, and labor cost analysis
- ✓ Generating management dashboards and compliance reports
- ✓ Evaluating and refining workforce strategies