Kronos UKG Auto Time Training

COURSE CONTENT

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 UKG Auto Time Training by Multisoft Systems is designed to help professionals master one of the most widely used workforce management solutions for automated timekeeping and attendance tracking. This program provides a comprehensive understanding of how UKG Auto Time streamlines complex workforce processes by integrating time collection, scheduling, pay rules, leave management, and labor compliance into a single powerful platform.

Module 1: Introduction to Kronos UKG Auto Time

- ✓ Overview of UKG (Ultimate Kronos Group) Workforce Management Suite
- ✓ Understanding Auto Time: objectives and key components
- ✓ Auto Time architecture, functionality, and data flow
- ✓ Navigating the UKG Auto Time interface
- ✓ User roles, access rights, and security overview

Module 2: System Configuration and Setup

- ✓ Defining organizational structures (locations, departments, cost centers)
- ✓ Setting up pay rules, pay codes, and labor levels
- ✓ Establishing time collection devices and interfaces
- ✓ Creating work schedules and employee profiles
- ✓ System parameters, policies, and configuration best practices

Module 3: Timekeeping and Data Capture

- ✓ Fundamentals of timecard management
- ✓ Punch collection, exceptions, and approvals
- ✓ Handling missed punches and edits
- ✓ Auto Time validation and approval workflows
- ✓ Auditing and correction of time entries

Module 4: Pay Policies and Work Rules

- ✓ Defining standard and overtime pay rules
- ✓ Shift differentials and premium pay configuration
- ✓ Break and meal deductions
- ✓ Holiday and absence management
- ✓ Pay code and labor cost distribution

Module 5: Scheduling and Workforce Planning

- ✓ Fixed, rotating, and flexible scheduling methods
- ✓ Schedule templates, coverage views, and forecast scheduling
- ✓ Shift swaps and approvals
- ✓ Real-time schedule optimization
- ✓ Compliance-based scheduling

Module 6: Attendance and Absence Management

- ✓ Configuring attendance policies and thresholds
- ✓ Managing leaves, accruals, and time-off requests
- ✓ Exception reporting and notifications
- ✓ Integrating attendance with HR and payroll
- ✓ Tracking absenteeism trends and compliance metrics

Module 7: Reporting and Analytics

- ✓ Overview of UKG Auto Time reporting tools
- ✓ Using standard and ad-hoc reports
- ✓ Custom report creation and scheduling
- ✓ Exporting data to Excel and BI platforms
- ✓ Labor analytics, compliance reports, and KPI dashboards

Module 8: Integration and Automation

- ✓ Integrating UKG Auto Time with HRIS, Payroll, and ERP systems
- ✓ Understanding data import/export processes
- ✓ API connectivity and automation jobs
- ✓ Integration troubleshooting and validation
- ✓ Data security and encryption controls

Module 9: Troubleshooting, Maintenance, and Administration

- ✓ Monitoring interfaces and system logs
- ✓ Managing user accounts and privileges
- ✓ Backup, restore, and performance optimization
- ✓ Error handling and issue escalation
- ✓ Software updates, patches, and release management

Module 10: Advanced Topics

- ✓ Auto Time scripting and rule customization
- ✓ Workflow automation and event triggers
- ✓ Integration with UKG Pro and Workforce Dimensions
- ✓ Time data migration and system auditing
- ✓ Best practices for large-scale deployments