



Course Description

InView Workforce Management Core Training for Supervisors and Administrators Hands-on Virtual Classroom (IWFM Core)

Objective:

To develop the skills required to maintain and manage the IWFM Core module

Attend if you:

- Are currently a Manager or Payroll Administrator using IWFM but have not received formal training
- Are new to IWFM
- Are the backup person for a Manager or Payroll Administrator for the IWFM Application

Course Content:

The Me View

- Change preferences

The My Day View

- Create and manage requests for time off

The My HR View

- Display/edit Employee records
- Add employee details
- Add/Delete Qualified Jobs & working location
- Check Employee Balances & Availability

The My Schedules View

- Create and work with schedules

The My Timesheets View

- Load, change and edit Timesheets

The Pay Approval Checklist

- Edit and Lock down Timesheets

Facilitation:

This facilitator-led virtual hands-on classroom consists of an interactive on-line learning session. You will learn via the web – while at your PC in the convenience of your own office. Note: All times listed are in Eastern Time (EST/EDT). If you are not in this time zone, please adjust the time to that of your area.

Duration: 5 hours

Price: \$250.00 plus applicable tax (or as per Ceridian quote/contract)



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