



## Course Description

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### InView Workforce Management Core Training for Supervisors and Administrators Workshop (IWFM Core Workshop)

#### 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 hands-on workshop consists of interactive learning in one of our Ceridian classroom labs.

**Duration:** 5 hours

**Price:** \$250.00 plus applicable tax



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