



Course Description

InView Workforce Management Module 1 (for Supervisors and Administrators) Hands-on Workshop

Objective

To develop the skills required to maintain and manage the IWFM application

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

Once you have attended, you can:

- Navigate IWFM
- Differentiate between the different types of users within IWFM
- Create and manager requests for time off
- Create and manage availability requests
- Understand the basic functionality of shift swapping within IWFM (add on feature)
- Understand the basic concepts of creating schedules in IWFM using both grid and bar views
 - Create a schedule manually, using rotations, and using the copy feature
 - Maintain a schedule in both the bar and grid views
 - Correct problems within a schedule
 - Run schedule reports
- Understand the basic concepts of IWFM timesheets
 - Add time for employees
 - Review and correct time errors and warnings
 - Authorized time
 - Review pay records, audit history, and timesheet reports
- Understand the functionality of the Pay Approve Checklist
 - Lock and approve timesheets for payroll by pay period

Duration: 6 hours