



## Course Description

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### InView Workforce Management Employee System Access Hands-on Virtual Classroom (IWFM EE System Access)

**Objective:**

To develop the skills required to maintain and manage the IWFM EE System Access module

**Attend if you:**

- Are currently a Supervisor using IWFM but have not received formal training
- Are managing employees that will be using the EE System Access module of IWFM

**Course Content:**

**Introduction to IWFM EE System Access**

**The Me View**

- Changing preferences
- Requesting Overtime to be Paid Out

**The Work View**

- My Schedules -Display employee schedules
- My Time Clock
- My Time Away – Create and change time away requests
- My Availability – Create and change availability request
- Shift Trading – create and change shift-trading requests

**Manager Approval/Denial**

- My Day – approve/deny employee requests

**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:** 3 hours

**Price:** \$199.00 plus applicable tax (or as per Ceridian quote/contract)