Training Program

The timekeeping training program aims to build upon our existing structure of self paced training to provide comprehensive role based training to all campus Timekeeping users. Our training program includes the following elements:

- Knowledge Base
- Office Hours
- Web Based Training Courses

Knowledge Base & Office Hours

The **Knowledge Base** will provide the following:

- Job Aids/How To Guides
- Glossaries
- Troubleshooting Tips
- Best Practices
- FAQs

Office Hours training sessions will provide Payroll Managers and Timekeepers with:

- Personalized Support
- Real-Time Interaction
- User Engagement
- Feedback Loop

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Web Based Training

Our WBT Program offers a comprehensive, role-based, and self-paced learning experience designed to enhance the skills and knowledge of WFM users. The key components of the program include:

- **Role-Based/Self-Paced Learning:** Tailored content that addresses the specific needs and responsibilities of different roles within WFM. On demand access that allows users to progress at their own pace, accommodating diverse learning styles and time constraints.

- **Interactive Content:** Engaging and interactive modules, including videos, quizzes, and simulations, to reinforce learning and ensure retention.

- **Assessments:** Periodic assessments to gauge understanding and proficiency, culminating in certification upon successful completion.

Web Based Training - Requirements by Role

Employee

- Time Clock Training - Optional
- Employee Web Based Training - Recommended

Manager

- Time Clock Training - Optional
- Employee Web Based Training - Recommended
- Manager Web Based Training - Recommended

Payroll Managers/Timekeepers

- Time Clock Training - Optional
- Employee Web Based Training - Recommended
- Manager Web Based Training - Recommended
- Payroll Manager/Timekeeper Training - **Required***

*To maintain PM/TK access to WFM users will be required to take the WBT regardless of completion of previous version.

Implementation Timeline

Training Program

➔ Training Program Release - March 2025

➔ Compliance Audit (TK/PM Roles) - April/May 2025

➔ System Go-Live WFM - May 2025

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