






















Workforce Analytics 8.0 Learning Path

	Key:  Virtual or On-site Classroom  KnowledgePass Course Level:  Introductory  Intermediate  Advanced	Project Team	Payroll Managers Payroll Administrators Payroll Training Managers	Configuration Specialists Application Administrators IS/IT Information Analysts Help Desk Specialists IS/IT Specialists	HR Managers HR Administrators HR Recruiters Benefits Managers Compensation Managers HR Training Managers	Department Managers Scheduling Managers Store Managers Business Analysts	Employees
			Payroll	IT/IS	Human Resources	Manager/Supervisor	Employees
Workforce Analytics™							
 Project Team Fundamentals		●					
 Ad Hoc Reporting and Analysis		●		●		●	
 Administering the Application		●		●			
 Administering the Application for Healthcare		●		●			
 Core Dashboard Overview		●				●	
 Healthcare Dashboard Overview		●				●	
MicroStrategy¹							
 Report Services: Reporting Essentials				●		●	
 Report Services: Documents and Dashboards				●		●	

¹ With Workforce Analytics 8.0, Kronos has partnered with MicroStrategy, the leading provider of business intelligence software. Kronos has developed reports, dashboards and ad-hoc reporting wizards to help customers quickly realize the value of the Workforce Analytics product. The integration of the MicroStrategy application is intended to empower Kronos customers to develop their own interactive reports and dashboards that leverage engaging visualizations and deliver information tailored to their unique requirements.

The creation of complex, interactive reports and dashboards does require additional training on the MicroStrategy application. Kronos does not currently offer these training courses. Instead, we recommend that customers go directly to MicroStrategy for these courses. Please note that the courses taught by MicroStrategy may include information on features and functionality that is not recommended for use by Kronos, not enabled in the Kronos solution or not available in the version of MicroStrategy integrated with Workforce Analytics. Customers may choose to use all available functionality, but use of specific features may not be supported by Kronos [including: Consolidations, Freeform SQL, Event-based Alerting, Intelligent Cubes, Flash Rendering of Documents, Data Mining Services, Derived Elements, Import Data, Creation of Custom Roles and/or User Groups, Advanced Metrics (Level, Conditional, Nested), Custom Groups, VLDB Property Modifications, MDX Cube Report, Query Builder Report].

To see full descriptions or to register for these MicroStrategy courses please contact MicroStrategy Education directly at:

Phone: (877) 232 7168
 Email: education@microstrategy.com
 Web: <http://www.microstrategy.com/us/training/courses/>

For end users, Kronos offers various solutions and formats, including Kronos KnowledgePass™ and tailored or customized training that reflects the organization's processes, configuration and terminology.

If your job role does not appear above or if you have any questions please call our education specialists at (888) 293-5549 for guidance on what courses are right for you. For the most up to date information on educational offerings please visit <http://customer.kronos.com/education/index.asp>.

Workforce Analytics 8.0 Course Descriptions

Course Title: Workforce Analytics 8.0 Project Team Fundamentals



Course Number: 9994355-0

Audience: Project Team

Description:

This instructor-led course prepares you to collaborate effectively with the Kronos implementation team about your business processes during the Momentum Plan and Assess phases of your Workforce Analytics implementation. You will learn what information you need to gather to bring to the product design workshop, and discuss several analysis concepts that will benefit you during your implementation. This knowledge is critical to ensuring an efficient Workforce Analytics implementation that accurately addresses the business needs of your organization.

Objectives:

After completing this course, you should be able to:

- List the tasks and decisions for which Project Team members are responsible during the Momentum Plan and Assess phases of an organization's Workforce Analytics implementation
- Begin to prepare the list of users and administrators for the Workforce Analytics implementation
- Recognize the critical integration points that Workforce Analytics has with Workforce Central

Audience:

Workforce Analytics implementation project team, this may include business analysts as well as Application Administrators and Information Technology staff.

Prerequisites:

- None
- Advance Preparation-None

Other:

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training

Duration: 1 Day

Price: \$500

Course Level: Introductory

CPE: 6

Instructional Method: Group-Live

Course Title: Workforce Analytics Ad Hoc Reporting and

Analysis 

Course Number: 9994356-0

Audience: Project Team, IT/IS & Business Analysts

Description:

This instructor-led course prepares you to perform ad hoc analysis using the available report templates in Workforce Analytics 8.0. You will learn about metrics, attributes, and filters as you explore the wealth of data available in the Workforce Analytics data mart.

Objectives:

After completing this course, you should be able to:

- Explain the ETL process
- Create ad hoc reports from the available report templates
- Describe the core components of the Workforce Analytics system
- Explain the difference between metrics and attributes
- Locate outlier values on a report

Audience:

Workforce Analytics Business Analysts and other end users of the Workforce Analytics application.

Prerequisites:

- None
- Advance Preparation-None

Other:

Courses that are identified as introductory are equivalent to courses that offer basic skills and knowledge.

Delivery Type: Instructor Led Training

Duration: 1 Day

Price: \$500

Course Level: Introductory

CPE: 6

Instructional Method: Group-Live

Workforce Analytics 8.0 Course Descriptions

Course Title: Workforce Analytics 8.0 Administering the Application ➤

Audience: Project Team & IT/IS

Description

This self-paced learning course teaches participants how to perform the routine tasks required to administer the Workforce Analytics system. A sandbox is included so participants can practice various administration tasks within the Workforce Analytics product.

Objectives

After completing this course, you should be able to:

- Configure the ETL process
- Map pay codes to pay categories
- Import fiscal date information
- Configure user security and privileges

Audience

- IS / IT Specialists
- System administrators

Prerequisites

- Advanced Preparation-none

Duration: 2 hours

Price: Kronos KnowledgePass™ subscription required.

Course Level: Introductory

CPE: 0

Instructional Method: Self-Paced

Method of deployment: This tutorial is accessed via Kronos KnowledgePass™. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.

Course Title: Workforce Analytics 8.0 Administering the Application for Healthcare ➤

Audience: Project Team & IT/IS

Description

This self-paced learning course teaches participants how to perform the routine tasks required to administer the Workforce Analytics system. A sandbox is included so participants can practice various administration tasks within the Workforce Analytics product. These tasks also apply to the Workforce Analytics for Healthcare product. Administrator and user guides (PDF format) are also included for healthcare specific tasks.

Objectives

After completing this course, you should be able to:

- Configure the ETL process
- Map pay codes to pay categories
- Import fiscal date information
- Configure user security and privileges
- Describe common tasks for administering Healthcare Manager

Audience

- IS / IT Specialists
- System administrators

Prerequisites

- Advanced Preparation-none

Duration: 2 hours

Price: Kronos KnowledgePass™ subscription required.

Course Level: Introductory

CPE: 0

Instructional Method: Self-Paced

Method of deployment: This tutorial is accessed via Kronos KnowledgePass™. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.

Workforce Analytics 8.0 Course Descriptions

Course Title: Workforce Analytics Core Dashboard Overview 

Audience: Project Team & dashboard users

Description

This self-paced learning course teaches participants how to perform the routine tasks required to navigate and interpret the Labor Productivity Dashboard (Core Dashboard) that ships with Workforce Analytics. This course is relevant to all verticals.

Objectives

After completing this course, you should be able to:

- Use the Analytics Organizer
- Access underlying reports
- View summary and detail information
- Use dashboard controls to modify the dashboard's appearance

Audience

- Dashboard users
- Project team

Prerequisites

- Advanced Preparation-none

Duration: .5 to 1 hour


Price: Kronos KnowledgePass™ subscription required.

Course Level: Introductory

CPE: 0

Instructional Method: Self-Paced

Method of deployment: This tutorial is accessed via Kronos KnowledgePass™. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.

Course Title: Workforce Analytics Healthcare Dashboard Overview 

Audience: Project Team & dashboard users

Description

This self-paced learning course teaches participants how to perform the routine tasks required to navigate and interpret the standard dashboard that ships with Workforce Analytics for Healthcare.

Objectives

After completing this course, you should be able to:

- Navigate the dashboard
- Use links to access reports
- Use dashboard controls to modify the dashboard's appearance

Audience

- Dashboard users
- Project team

Prerequisites

- Advanced Preparation-none

Duration: .5 to 1 hour

Price: Kronos KnowledgePass™ subscription required.

Course Level: Introductory

CPE: 0

Instructional Method: Self-Paced

Method of deployment: This tutorial is accessed via Kronos KnowledgePass™. For specific information, please contact Kronos Educational Services at 1-888-293-5549 or your Sales Representative.