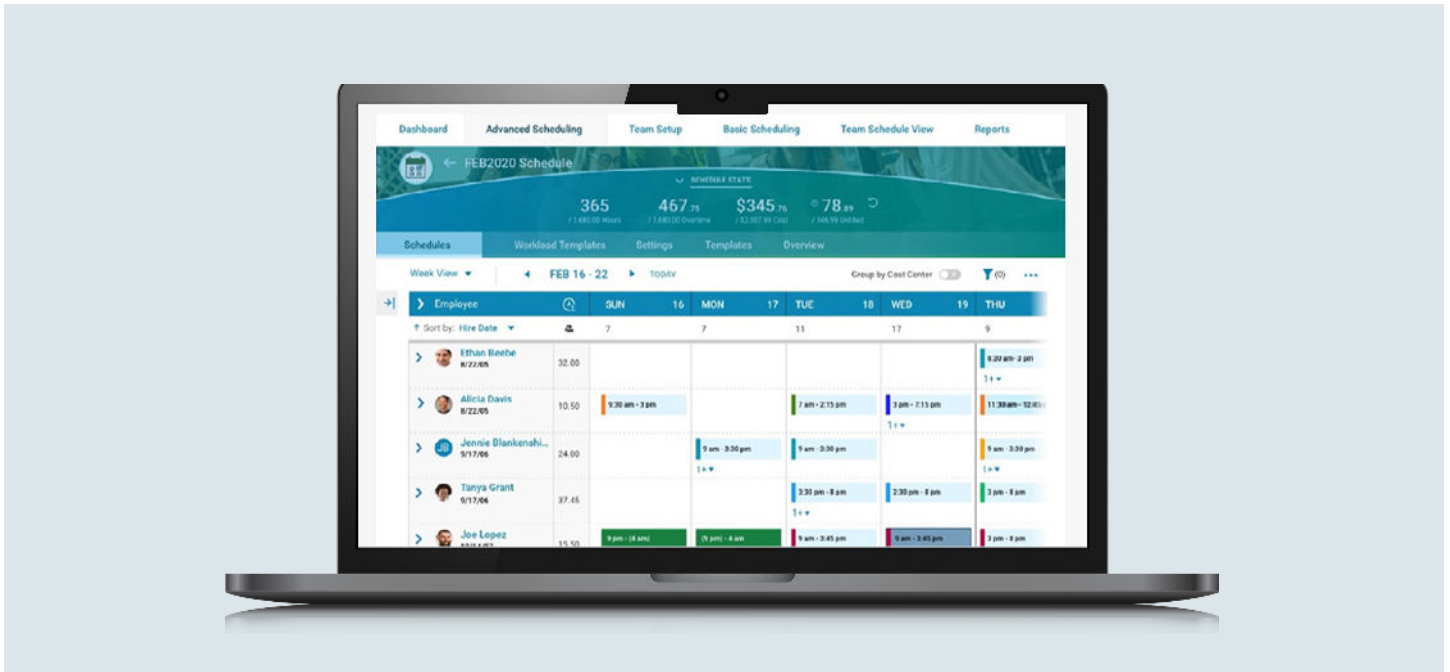


Train your way to success

Many businesses find it challenging to allocate enough time for employee training due to their daily operational demands. This can result in underusing the powerful features of the Workforce Go platform, impacting productivity and efficiency. Our virtual training sessions are designed to solve this problem. With flexible scheduling options, you can choose convenient times for your team, ensuring they receive the full benefits of our platform without disrupting their daily tasks.



How it Works

The Workforce Go Training Team offers virtual training sessions that highlight features of our platform, covering Solutions such as Time and Labor Management, Payroll, and Human Resources.

Time and Labor Management (TLM)

Learn the essential concepts for managing time information. Topics include:

- **Understanding Company Level Configurations:** Understanding Counters, Time Off Creation, Holiday Tables, Pay Calculation Profiles, Pay Prep Profiles & Export Codes, Timesheet Profiles, Understanding Workflow
- **Employee Profile Maintenance:** Essential Time Profile Assignments, Employee Base Compensation, Employee Rate Tables, Time Off Management
- **Timesheet Maintenance:** View Current Timesheets Report, Editing Time Entries, Extra Pay and Counter Adjustments, Mass Editing Time Entries
- **Time Prep For Payroll:** Pending Time Off, Reapply Pay Calculations, Process Records, Review Results, Payroll Prep-Time Sync

Payroll

Develop a deeper understanding of the Payroll Prep checklist and the steps required to process payroll. The focus will be on:

- **Understanding Company Level Configurations:** Deduction Configuration, Earnings Configuration, Company Level Taxes, Employee Related Functions, Initiate Payroll, Add/Edit Batches, Add/Edit Pay Statements, Sign Off on Alerts, Checking Your Totals (View Your Totals), Close/Open Payroll, Viewing Payroll (Running and Verifying Reports), Submitting Payroll

Human Resources

Gain a deeper understanding of the Human Resources (HR) Module. Key concepts are:

- **Global HR Configuration:** Hire/Rehire, Termination Details, Employee Contacts
- **HR Configuration:** Assets, Checklists, Courses/Certifications, Credentials, Custom Fields, Custom Forms, Disability Types, Education, HR Actions, Incidents, Jobs, Termination Reasons

Maximize your Workforce Go platform's potential effortlessly with our flexible, interactive virtual training sessions designed to fit seamlessly into your busy schedule and enhance productivity. For more information or a demonstration, contact us at myworkforcego.com/contact.