

ONESolution™

TIMECARD ONLINE AGENDA

Course Outline

Recommended Training Format: Live Virtual Classroom

Estimated Hours: 2 hours Client Interaction; .67 hours Consultant preparation and follow-up

Prerequisites:

1. Access to ONESolution
2. Prior Knowledge of ONESolution Payroll and Hour Codes (previously known as IFAS)

Audience: Key ONESolution Users, IT Support

Objective: During this training, you will receive an overview of the Timecard Online module. At the end of this training, you should have an understanding of the capabilities within Timecard Online and how it is maintained in Payroll. This knowledge should be applied for Testing, End User Training and GO LIVE scenarios.

What You Will Learn:

- Timekeeper role versus Employee role
- How to enter time
- How to operate Timecard Online from Payroll's perspective
- How to import time
- How to run Timecard Online CDD reports