Align Academy's UKG Product Training Catalogue

Course	Course Description	Notes
A Day-in-the-Life	Prepare your project team for your UKG Launch, watch live expert demos of **UKG Pro** and **Pro WFM** from these key perspectives: • Employee • Manager • Payroll admin • System admin	This understanding will help the project team to make educated decisions during the analysis phase of the project. • 1 day course • Offered virtually or onsite at client location • Can offer UKG Pro or Pro WFM only
UKG Pro System Administration - Basic Training	This immersive training experience provides UKG Pro system administrators with the know-how and hands-on experience required to confidently manage the system. The training includes live demonstrations, knowledge checks and exercises to ensure understanding. Topics include: • Organizational Structure • Payroll Setup • System Settings • Human Resources Setup • Earnings & Deductions • General Ledger • ACA Setup	• 4-day course • Offered virtually or onsite at client location • Designed for System Administrators during implementation or post-live for System Administrators new to UKG Pro
UKG Pro System Administration - Advanced Training	Learn from our captivating instructors how to take your system administration to the next-level and unlock UKG Pro's full potential. This course is designed to teach more complex concepts through live demonstrations, knowledge checks and hands-on exercises. Topics include: • Business Process & Workflow Configuration • Workflow Administration • Platform Configuration • Role Automation • Content Management	• 1–2-day course • Offered virtually or onsite at client location • Designed for System Administrators during implementation or post-live for System Administrators new to UKG Pro

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UKG Pro Payroll Administration Training	Learn all you need to know about the daily management required of UKG Pro, in this engaging instructor-led course that covers the following important data maintenance and payroll administration topics in an interactive session that includes knowledge sharing and hands-on exercises: • System navigation • Entering new hires, rehires & multi-hires • Maintaining employee personal data (including addresses, dependents, direct deposit, etc.) • Processing employment updates such as, job/salary/location changes, promotions/demotions, supervisor changes, transfers, etc.. • Entering leaves or terminations • Executing pre-payroll processing activities such as, approving time, importing data, etc. • Complete payroll processing including standard reporting • Managing data via the web import tool	• 2–3-day course • Offered virtually or onsite at client location • Designed for Payroll Administrators during implementation or post-live for Payroll Administrators new to UKG Pro
UKG Pro HR Maintenance Training	Supporting the data integrity of UKG Pro is very important, through live demos, knowledge sharing and hands-on exercises, this course teaches HR Professionals how to enter and maintain employee data within the system and benefit from the available standard reports. Topics include: • System navigation • Entering new hires, rehires & multi-hires • Maintaining employee personal data (including addresses, dependents, direct deposit, etc...) • Processing employment updates such as, job/salary/location changes, promotions/demotions, supervisor changes, transfers, etc.. • Entering leaves or terminations • Reviewing standard reporting	• 1–2-day course • Offered virtually or onsite at client location • Designed for HR Administrators during implementation or post-live for HR Administrators new to UKG Pro

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UKG Pro WFM System Administration Training	This immersive training experience provides Pro WFM System Administrators with the know-how and hands-on experience required to confidently manage the system. The training includes live demonstrations, knowledge checks and exercises to ensure understanding. Topics include: • Business Structure • Pay Policies • Accruals • Employment Terms • Access & Display Profiles • Basic Scheduling • Leaves • Attendance • Attestation • UKG Pro Integration	• 2–3-day course • Offered virtually or onsite at client location • Designed for System Administrators during implementation or post-live for System Administrators new to UKG Pro WFM
UKG Pro Self-Service - Employee Training	User adoption is critical for a successful implementation, let Align HCM show your employees how to execute the most common tasks, tailored to your needs, or have us train your end-user trainers to build in-house expertise. Course includes: • Planning meeting with administrators to understand your system's employee role configuration and associated workflows • Choose items from a list of common activities	• Offered virtually or onsite at client location • Designed as a train-the-trainer course or for direct delivery to employees
UKG Pro Self-Service - Manager Training	Make the most of your UKG investment by ensuring training is properly rolled out; have Align HCM train your managers how to execute the most common tasks or let us train your trainers to build you in-house expertise. Course includes: • Planning meeting with administrators to understand your system's manager role configuration and associated workflows • Choose items from a list of common activities	• Offered virtually or onsite at client location • Designed as a train-the-trainer course or for direct delivery to managers

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Course	Course Description	Notes
UKG Pro WFM Self-Service - Employee Training	User adoption is critical for a successful implementation, let Align HCM show your employees how to execute the most common tasks, tailored to your needs, or have us train your end-user trainers to build in-house expertise. Course includes: • Planning meeting with administrators to understand your system's employee role configuration and associated workflows • Choose items from a list of common activities	• Offered virtually or onsite at client location • Designed as a train-the-trainer course or for direct delivery to employees
UKG Pro WFM Self-Service - Manager Training	Make the most of your UKG investment by ensuring training is properly rolled out; have Align HCM train your managers how to execute the most common tasks or let us train your trainers to build you in-house expertise. Course includes: • Planning meeting with administrators to understand your system's manager role configuration and associated workflows • Choose items from a list of common activities	• Offered virtually or onsite at client location • Designed as a train-the-trainer course or for direct delivery to managers