



Kronos Scheduler: Skills and Certifications V8.1

Purpose

Skills and Certifications are essential to Scheduling. These attributes are used to assign the most qualified associate to a job. If a job requires a skill or certification and no employee is scheduled who has that skill or active certification, a schedule rule is violated.

Today the organization tracks Certifications on paper, Excel, or Access Databases in a decentralized manner.

The source file for will have the name [EmployeeSkillCert.csv](#) .

The source file can be modified in Excel but must be uploaded as a Comma Delimited File to the Cloud [WIM_IN\Employee_Skill_Cert_Import](#) folder.

The interface [Employee Skill and Certification Import](#) runs on a daily schedule and can be executed adhoc by the Kronos System Administrator.



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EmployeeSkillCert.csv

If there are updates to this file, it must be uploaded via secure FTP Kronos Cloud location.

Field #	Kronos Field	Sample Value	Derived
1	Employee ID	10080	Unique identified for employee
2	Record Type	C	Valid values are, C – Certificate S – Skill
3	Skill or Certificate	State of CT RN Lic +	Skill or Certification defined in WFC
4	Skill Active Flag		Valid values are: A – Active I – Inactive Leave this field blank for Certificate type of record.
5	Effective/Grant Date	09/01/2019	Certificate Grant Date, or Skill Effective Date, in the format of MM/DD/YYYY
6	Certificate Expiration Date	12/31/2020	Certificate expiration date, in the format of MM/DD/YYYY. Leave this field blank for Skill type of record.



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Skills and Certs Genie

The Genie below was created in order to quickly validate the Skills and Certification Expiration Dates for Scheduler employees

QuickFind

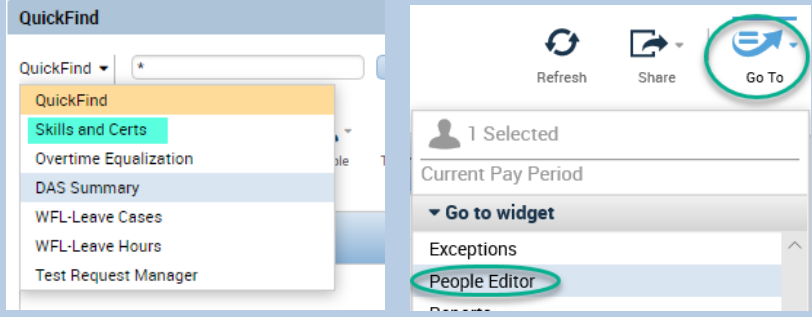
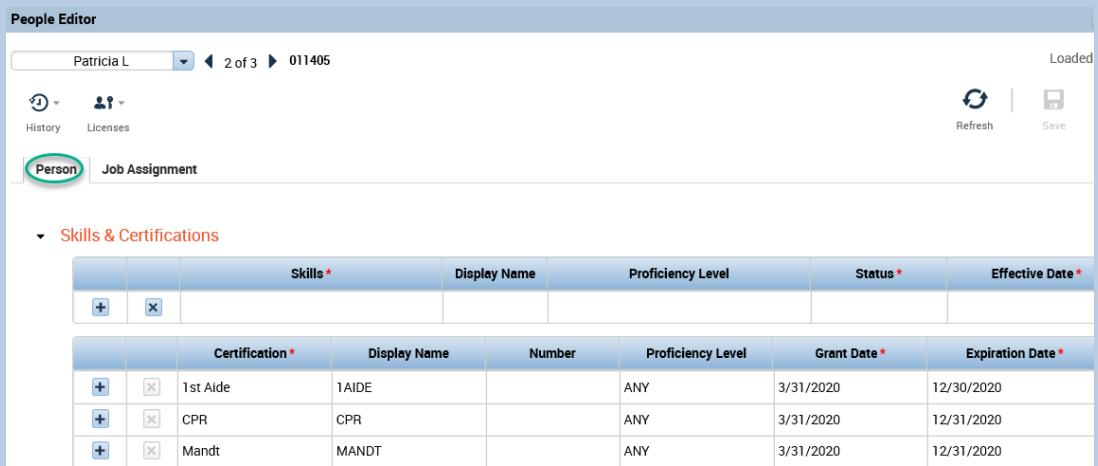
Skills and Certs | Loaded 2:37PM | Current Pay Period | DCF Solnit North | Edit

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval | Schedule | Absence | Refresh | Share | Go To

Person Name	Skill	Skill Abbreviation	Certification Name	Certification Abbreviation	Certification Expiration Date
	NEO-North	NEO	Mandt	MANDT	11/01/2020
	NEO-North	NEO	Mandt	MANDT	11/01/2020
	NEO-North	NEO	Mandt	MANDT	11/01/2020
	NEO-North	NEO	Mandt	MANDT	11/01/2020
	NEO-North	NEO	Mandt	MANDT	11/01/2020



People Editor

Steps to Validate Import – Skills and Certs																																															
<p>1 Click the QuickFind Drop Down and choose the Skills and Certs Genie</p> <p>From the Genie Select an Employee then Click Go to People Editor</p> <p>From here you can validate the employee's Skills and Certs from the Person Tab</p>	  <table border="1" data-bbox="535 1186 1550 1396"> <thead> <tr> <th colspan="2"></th> <th>Skills *</th> <th>Display Name</th> <th>Proficiency Level</th> <th>Status *</th> <th>Effective Date *</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>×</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th colspan="2"></th> <th>Certification *</th> <th>Display Name</th> <th>Number</th> <th>Proficiency Level</th> <th>Grant Date *</th> <th>Expiration Date *</th> </tr> <tr> <td>+</td> <td>×</td> <td>1st Aide</td> <td>1AIDE</td> <td></td> <td>ANY</td> <td>3/31/2020</td> <td>12/30/2020</td> </tr> <tr> <td>+</td> <td>×</td> <td>CPR</td> <td>CPR</td> <td></td> <td>ANY</td> <td>3/31/2020</td> <td>12/31/2020</td> </tr> <tr> <td>+</td> <td>×</td> <td>Mandt</td> <td>MANDT</td> <td></td> <td>ANY</td> <td>3/31/2020</td> <td>12/31/2020</td> </tr> </tbody> </table>			Skills *	Display Name	Proficiency Level	Status *	Effective Date *	+	×								Certification *	Display Name	Number	Proficiency Level	Grant Date *	Expiration Date *	+	×	1st Aide	1AIDE		ANY	3/31/2020	12/30/2020	+	×	CPR	CPR		ANY	3/31/2020	12/31/2020	+	×	Mandt	MANDT		ANY	3/31/2020	12/31/2020
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