



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"> <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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