

# Customer Certification Program

## CT120: WorkForce Time and Attendance Database Schema

**Overview:** In this technical course, participants learn details on where Time and Attendance data is stored in the WorkForce database and how to access it for reports, exports, or other purposes.

**Audience:** Anyone who will develop custom reports, build reports to view WorkForce data, or build views of the data stored in WorkForce.

### Recommended Prerequisites:

- End user experience in WorkForce Time and Attendance
- A solid understanding of basic database concepts
- Basic proficiency in Structured Query Language (SQL)

### Delivery Mode:

Virtual Training – 3 half-day sessions

### BENEFITS

- Gain knowledge of the most commonly used tables and views in the WorkForce database
- Hands-on experience working with the schema and querying the database
- Gain access to take further custom reporting training

## Course Content

### Database Schema

- Introduction to WorkForce Time & Attendance database structure
- Introduction to most commonly used tables and queries for:
  - Employees and assignments
  - Pay periods
  - Timesheets
  - Exceptions
  - Accrual management
  - Schedules
  - Data Collection Terminals

