Time and Attendance Integration with ERP Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Time and Attendance Integration with ERP Training Course is designed to equip professionals with the skills necessary to streamline workforce management by seamlessly integrating time tracking and attendance systems with Enterprise Resource Planning (ERP) solutions. As businesses evolve, effective workforce management has become crucial to ensure that labor costs are accurately tracked, employee hours are efficiently recorded, and operational workflows are optimized. This course provides participants with the knowledge to leverage advanced technology in integrating time and attendance data with ERP systems, resulting in enhanced decision-making, reduced payroll errors, and increased organizational productivity. Participants will gain a comprehensive understanding of both the technical and functional aspects of ERP systems and the critical role time and attendance integration plays in optimizing HR, finance, and operations.

Throughout this training, professionals will delve into industry best practices for aligning time tracking systems with ERP functionalities. The course offers practical, hands-on learning with real-world case studies that demonstrate how organizations are leveraging this integration to automate attendance management, improve reporting, and gain insights into workforce performance. Whether you're an HR specialist, IT professional, or ERP consultant, this training will provide actionable insights into managing and optimizing your organization’s workforce through seamless integration of time and attendance data into your ERP ecosystem.

Programme Curriculum

Time and Attendance Integration with ERP Training Course

Introduction

Time and Attendance Integration with ERP Training Course is designed to equip professionals with the skills necessary to streamline workforce management by seamlessly integrating time tracking and attendance systems with Enterprise Resource Planning (ERP) solutions. As businesses evolve, effective workforce management has become crucial to ensure that labor costs are accurately tracked, employee hours are efficiently recorded, and operational workflows are optimized. This course provides participants with the knowledge to leverage advanced technology in integrating time and attendance data with ERP systems, resulting in enhanced decision-making, reduced payroll errors, and increased organizational productivity. Participants will gain a comprehensive understanding of both the technical and functional aspects of ERP systems and the critical role time and attendance integration plays in optimizing HR, finance, and operations.

Throughout this training, professionals will delve into industry best practices for aligning time tracking systems with ERP functionalities. The course offers practical, hands-on learning with real-world case studies that demonstrate how organizations are leveraging this integration to automate attendance management, improve reporting, and gain insights into workforce performance. Whether you're an HR specialist, IT professional, or ERP consultant, this training will provide actionable insights into managing and optimizing your organization’s workforce through seamless integration of time and attendance data into your ERP ecosystem.

Course Duration

5 days

Course Objectives

1. Understand the fundamentals of Time & Attendance Integration within ERP systems.
2. Identify best practices for integrating time tracking and attendance data with ERP.
3. Gain hands-on experience with the integration process from setup to deployment.
4. Learn how to automate payroll processing and reduce payroll errors.
5. Explore data synchronization techniques between time and attendance systems and ERP platforms.
6. Analyze the impact of attendance data on financial forecasting and budgeting.
7. Understand regulatory compliance requirements for time tracking and attendance in ERP systems.
8. Learn to improve employee productivity through accurate time tracking and attendance reporting.
9. Use ERP to generate real-time attendance reports for better decision-making.
10. Discover ways to enhance HR management through seamless integration with ERP systems.
11. Master data security protocols for time and attendance data within ERP platforms.
12. Explore cloud-based ERP solutions for integrating time tracking systems.
13. Understand the cost-benefit analysis of Time & Attendance Integration in ERP.

Target Audience

1. HR professionals looking to optimize workforce management.
2. ERP consultants aiming to improve system integration.
3. IT specialists working with enterprise software.
4. Payroll administrators and managers.
5. Business analysts in charge of optimizing operational processes.
6. Small and medium-sized businesses (SMBs) seeking to automate attendance management.
7. Companies aiming for compliance with labor laws through accurate attendance tracking.
8. Project managers overseeing the implementation of ERP and HRMS systems.

Course Modules

Module 1: Introduction to Time & Attendance Integration

- Overview of Time & Attendance systems and their role in workforce management.
- Key benefits of integrating time tracking with ERP systems.
- Types of ERP systems commonly used in time tracking.
- Exploring cloud-based vs on-premise integration options.
- Case Study: Integration of Time & Attendance into SAP ERP.

Module 2: ERP System Overview

- Core functionalities of ERP systems related to time management.
- How ERP systems centralize HR, payroll, and finance data.
- Understanding ERP software architecture for time & attendance.
- ERP integration approaches and strategies.
- Case Study: Streamlining payroll with ERP integration.

Module 3: Integration Process & Tools

- Step-by-step process for integrating Time & Attendance with ERP.
- Choosing the right integration tools and middleware.
- Data mapping, transformation, and synchronization.
- Configuring ERP to handle different attendance policies.
- Case Study: Successful integration of Kronos with Oracle ERP.

Module 4: Automating Payroll with ERP Integration

- Streamlining payroll calculations based on real-time attendance data.
- Setting up rules for overtime, vacation, and sick leave.
- Integrating time-off requests and approval workflows.
- Handling pay adjustments and bonuses within ERP.
- Case Study: Automating payroll in a multinational corporation using ERP.

Module 5: Attendance Data Reporting and Analytics

- Designing custom reports for time and attendance metrics.
- Leveraging ERP for **real-time** attendance data and analytics.
- Key performance indicators (KPIs) for tracking attendance and workforce efficiency.
- Integrating attendance data with business intelligence tools.
- Case Study: Real-time workforce analytics for decision-making in retail.

Module 6: Compliance and Security

- Legal and regulatory compliance considerations in time tracking.
- Securing employee time data within ERP platforms.
- Handling employee data privacy and confidentiality.
- Ensuring accurate recordkeeping for audits and inspections.
- Case Study: Navigating compliance challenges in global organizations.

Module 7: Employee Self-Service & UX/UI

- Implementing self-service portals for employees to track attendance.
- Enhancing user experience (UX/UI) for employee interaction with timekeeping systems.
- Addressing employee queries and disputes through integrated systems.
- Role of mobile apps in employee attendance tracking.

- Case Study: Improving employee experience with self-service HR portals.

Module 8: Future Trends in Time & Attendance and ERP

- Exploring the role of Artificial Intelligence (AI) in time tracking.
- The impact of **machine learning** on attendance data analysis.
- Integration of **biometrics** and facial recognition with ERP systems.
- Predictive analytics in attendance forecasting.
- Case Study: Future-proofing time and attendance integration in tech companies.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com