**Food and Post Office Go-live checklist**

|  |  |  |
| --- | --- | --- |
| Date | Task | Completed |
| 18/02 | Access ClickLearn via the link and create account to be able to access the Kronos refresher training**Helpful Link:** *Kronos FAQ’s* and <https://midcounties.content.eu.clicklearn.com/content/Kronos%20Training.2057/Kronos%20Training.htm> |  |
| 18/02-26/02 | Use the ClickLearn link and visit all userguides relevant to role**Helpful Link:** <https://midcounties.content.eu.clicklearn.com/content/Kronos%20Training.2057/Kronos%20Training.htm> |  |
| 28/02(Deadline 10am- Society wide, 12pm Travel and Childcare) | Managers to submit the final timesheet using the portal for W/E 26/02**Helpful link:** <https://timecard.cit.coop/>  |  |
| 01/03 | Managers to log in and validate colleague information**Helpful userguide:** Refer to *Colleague Validation* |  |
| 01/03 | **FAO Food/Post Office Managers**Double check all relevant colleagues are visible, and tasks listed as per below**Helpful userguide:** Refer to*Colleague Validation and Colleague Set Up Food Retail and Post Office* |  |
| 01/03 | Double check colleagues contract schedules against Employment Terms |  |
| 01/03 | Check colleague pay rule |  |
| 01/03 | Check Colleague Availability matches their forms |  |
| 01/03 | Job Transfers are correct? |  |
| 01/03 | Skills and certs are correct? |  |
| 01/03 | Schedule rule sets are correct? |  |
| 01/03-04/03 | Colleagues log in to check booked holiday from 27/02-31/03 (submit/amend/retract)**Helpful userguide:** Refer to *Annual Leave* |  |
| 01/03-04/03 | Managers to approve colleague holiday requests**Helpful userguide:** Refer to *Annual Leave* |  |
| 07/03-08/03 | Once Annual Leave had been approved, Managers to run an Accrual Detail report to look at colleague remaining balances**Helpful Userguide:** Refer to *Reports* |  |
| 07/03-08/03 | Verify colleague annual leave dates on the report |  |
| 07/03-08/03 | Raise HC where there are anomalies |  |
| 07/03 (Deadline 10am- Society wide, 12pm Travel and Childcare) | Managers to complete first sign off in Kronos**Helpful Userguides:** Refer to *Weekly Wizard and Sign Off and Timecards* |  |

**Queries**

For any queries, please refer to the FAQ’s <https://colleaguesconnect.midcounties.coop/hidden-pages/kronos-updates-faqs/> or the Go Live checklist in the first instance. If you need assistance with processes or help with the system, please use the ClickLearn link to advise. We will be updating the portal as time goes on, to cover more areas of the system and improve your knowledge and confidence.

If there is a genuine issue with your data or you cannot find a resolution from the FAQ’s, Go Live checklist or ClickLearn, please raise a ServiceNow incident to WFM.