Learning Solutions Guide

ADP Learning & Development

October 2017
Learning Solutions Guide

Welcome to Automatic Data Processing (ADP) Australia & New Zealand’s Learning Solutions Guide. Globally, the ADP group is one of the world’s largest providers of business outsourcing, with nearly $11 billion in revenue and more than 620,000 clients. Leveraging 60 years of experience, ADP offers the widest range of HR, payroll, tax and benefits administration solutions from a single source. We trust that you will find this guide useful while exploring our training solutions and offerings.

ADP’s Learning & Development team consists of nine highly-skilled consultants. Each has both product and professional skills training expertise.

Our aim is to provide you with a one-stop-shop for all of your learning & development needs. Should you have any other learning requirements, please feel free to contact us.

$11 billion in revenue
620,000 clients globally
60 years experience
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Our Solutions

Training for HR & Payroll Professionals
Knowledge of legislation relating to payroll and superannuation is vital for any organisation that employs staff. ADP provides training programs that will develop (or update) your understanding of this complex area.

Payforce Training
Whether you are a new or existing Payforce client, our programs have been designed so that you will benefit from attending one or more of these offerings.

Payline Training
Whether you are a new or existing Payline client, you will benefit from attending one of our half day information sessions.

Learning Options

Instructor Led Learning
ADP’s Instructor Led Learning is where a learning program is delivered face-to-face by one of ADP’s Learning & Development Consultants. Instructor Led Learning is an effective means of delivering information as it allows for real-time feedback, questions and answers, and modified deliveries to suit the needs of learners.

For each learning program a manual is provided to assist participants when they return to the workplace. A limited number of our courses are available in webinar format. Please contact our Learning & Development Coordinator to discuss options and availability.

Webinars
Webinars are used to present learning programs via the Internet. Each participant is connected to the Learning & Development Consultant and other participants online and over the phone.

eLearning
eLearning is accessed via our products. It is self-paced and suited for distance and flexible learning.

The eLearning modules are 10-20 minute online modules which have been designed to assist clients in “going live” after their implementation. These can also be used to teach your new employees basic navigation of our systems.

Consulting
Consulting services are available to ADP clients requiring assistance with their specific business requirements. It is a broad ranging service available to all clients. ADP will analyse your queries and advise you the best option going forward. If you are new to Payforce we strongly recommend you attend standard learning programs prior to requesting consulting.

Contact us:
Training for Payroll Professionals
Payroll Fundamentals

Cost: $850 per person
Duration: One Day

Program Overview
Payroll, taxation and superannuation are the core elements of your payroll systems. Each financial year there are changes to legislation. These changes can challenge your understanding of payroll guidelines and may affect your business. Learning the impact on your business will give you the confidence that you are meeting the necessary requirements, all while networking with other payroll professionals.

This program is ideal for:
- New payroll professionals
- Experienced payroll professionals wanting updates to HR and payroll legislation
- HR professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

Note: This program is not ADP product specific.

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites
- Nil

Learning Objectives
By the end of this session you will be able to:
- Classify various employment categories
- Understand the National Employment Standards
- Identify who is entitled to work in Australia
- Outline unfair dismissal provisions
- Explain mandatory and optional leave types
- Detail tax and reporting requirements of allowances and deductions
- Know record keeping requirements
- Define taxation (including PAYG, Payroll Tax and Fringe Benefits Tax)
- Determine the difference between employees and contractors
- Identify termination types, including tax and reporting requirements
- Understand superannuation requirements and legislation, including Superstream

Contact us: Register
NZ Payroll Fundamentals

Cost: $850 per person
Duration: One Day

Program Overview
Payroll, taxation and KiwiSaver are the core elements of your payroll systems. Every new financial year changes to legislation can challenge your understanding of payroll guidelines that may affect your business. Learn the impact that HR and payroll legislation has on your business. You will gain confidence that you are meeting the necessary requirements, all while networking with other payroll professionals.

This program is ideal for:
• New payroll professionals
• Experienced payroll professionals wanting updates to HR and payroll legislation
• HR professionals
• Accountants and bookkeepers wanting to expand their payroll knowledge

Note: This program is not ADP product specific.

Program Inclusions
• A comprehensive manual covering all aspects of the program
• An interactive classroom experience where learning is enhanced
• Lunch and refreshments

Prerequisites
• Nil

Learning Objectives
By the end of this session you will be able to:
• Identify various employment and leave types
• Explain mandatory and optional leave types
• Outline Inland Revenue Department (IRD) tax and reporting requirements
• Understand the Holiday Act
• Explain who is entitled to work in New Zealand
• Detail KiwiSaver requirements and legislation.
• Outline unfair dismissal provisions
• Understand record keeping requirements
• Outline taxation (including PAYE, Payroll Tax and Fringe Benefits Tax)
• Explain termination types including tax and reporting requirements

Contact us:  
Register
Program Overview
Australia has one of the world’s most complex workplace legislation environments. Compliance with legislation is often challenging and it is easy for businesses to make mistakes and face potential fines. It is crucial that employers understand what key obligations must be adhered to regarding different types of leave entitlements in the workplace. This program will provide an overview of the various leave entitlements, understanding of who can take leave, when they can take it and how it accumulates. In addition, this program will examine some of the common challenges businesses face in relation to leave entitlements in their workplace.

This program is ideal for:
• New payroll professionals
• Business owners
• HR professionals
• Experienced payroll professionals wanting updates on HR and payroll legislation

Learning Objectives
By the end of this session you will be able to:
• Understand an overview of the Fair Work System in Australia
• Understand National Employment Standards
• Understand the basics of annual leave entitlements, parental leave entitlements, long service leave entitlements & personal/carer’s leave entitlements.
• Be aware of the common challenges relating to leave entitlements, parental leave entitlements, long service leave entitlements & personal/carer’s leave entitlements.
• Be aware of further resources and tools online regarding leave entitlements

Program Inclusions
• An interactive learning experience
• Workbook

Prerequisites
• No prerequisites

Cost: $250 per person
Duration: Two hours
Managing Terminations

Unfair dismissal claims continue to rise. In order to avoid unfair dismissal claims, businesses need to ensure that they comply with the provisions of the legislations. In this program, participants will recognise their key obligations when managing terminations in their workplace. This program will provide an understanding of the different types of employment terminations, the process of genuine redundancy, notice periods & Employment Termination Payments. In addition, this program will look into the different types of dismissal claims that can be raised against the business.

This program is ideal for:
- New payroll professionals
- Business owners
- HR professionals
- Experienced payroll professionals wanting updates on HR and payroll legislation

Program Inclusions
- An interactive learning experience
- Workbook

Cost: $250 per person
Duration: Two hours

Learning Objectives
By the end of this session you will be able to:
- Recognise that you have obligations under employment, industrial and tax laws
- Be aware of different types of employment terminations
- Understand genuine redundancy provisions
- Understand notice periods
- Be aware of different types of dismissal claims
- Understand ETP (Employment Termination Payment)

Prerequisites
- No prerequisites

Register
Payforce Training
Training Recommendation

ADP recommended training by job function for Managed Services Clients and Processing Services Clients.

Our aim:
To provide you with a one-stop-shop for all of your learning & development needs.

In the business of your success
We have developed a comprehensive range of learning solutions to support your business.

• Practical, small group of instructor led sessions
• Webinars
• Customised consulting
• eLearning modules that are accessible 24/7
• An opportunity to network with other Payroll Professionals.

Our experienced Learning & Development Consultants can advise you of the recommended learning pathway to maximise your investment. They can also assist you with a learning pathway based upon your business needs and existing skills, advising you of the most effective sequence order for training.

Payforce Training Guarantee
To ensure that you consolidate any training in your business, we have introduced our training guarantee. If you have an employee who has attended an ADP training session, who leaves your business within three months we will train their replacement at no additional cost. This is subject to the replacement attending the same session within three months of the original session date.

We are committed to your success and look forward to working with you. We welcome and value any feedback regarding any aspect of our training solutions.
## Payforce Learning Programs

### How it works

View at a glance what is the recommended training for each job function.

### Service Types

| P | Processing Services Clients | * Clients who Process their own Payroll |
| M | Managed Services Clients |

### Job Function

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Australian Payroll</td>
</tr>
<tr>
<td>H</td>
<td>HR Function</td>
</tr>
<tr>
<td>F</td>
<td>Finance</td>
</tr>
<tr>
<td>N</td>
<td>New Zealand</td>
</tr>
</tbody>
</table>

Subject to your Company's utilisation of the module.

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>P A</td>
<td>Payforce Parameters, Utilities &amp; New Hires</td>
</tr>
<tr>
<td>P A</td>
<td>Payforce Payroll Processing</td>
</tr>
<tr>
<td>P N</td>
<td>NZ Payforce Parameters, Utilities &amp; New Hires</td>
</tr>
<tr>
<td>P N</td>
<td>NZ Payforce Payroll Processing</td>
</tr>
<tr>
<td>P A F N</td>
<td>Payforce System Administrator</td>
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<tr>
<td>P M N</td>
<td>Payforce Custom Reporting</td>
</tr>
<tr>
<td>P N F A</td>
<td>Payforce General Ledger Interface</td>
</tr>
<tr>
<td>P N A</td>
<td>Payforce Leave Management</td>
</tr>
<tr>
<td>P M N</td>
<td>Payforce Employee Self Service Administrator</td>
</tr>
<tr>
<td>P M A</td>
<td>Payforce Employee Self Service Timesheets</td>
</tr>
<tr>
<td>M F N</td>
<td>Payforce Managed Services Awareness</td>
</tr>
<tr>
<td>P F A</td>
<td>Payforce Award Interpreter</td>
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<td>Payforce Recruitment Management</td>
</tr>
<tr>
<td>P M N</td>
<td>Payforce Training Management</td>
</tr>
<tr>
<td>P M N A</td>
<td>Payforce Organisation Management</td>
</tr>
</tbody>
</table>

**Contact us:** [Email] [Phone] [Website]
Program Overview
Understanding how your business is established in Payforce can provide you with the power to adapt the system as your business develops. Acquire the knowledge to determine the correct setup for your business needs and learn how to implement changes.

This program is ideal for:
- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites
- Recommended:
  - ADP's Payroll Fundamentals learning program or an understanding of payroll requirements and legislation

Learning Objectives
By the end of this session you will be able to:
- Understand system navigation
- Set up parameters
- Search for employees
- Perform efficient updates
- Produce and print standard reports
- Use the online help system
- Update and maintain existing employee data
- Enter and maintain new hires

Cost: $850 per person
Duration: One Day

Contact us:

Register
Program Overview
Payroll processing no longer needs to be a confusing and tedious process. Become confident in preparing and processing payroll from start to finish. Learn hints and tips to increase your efficiency in payroll processing.

This program is ideal for:
- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Cost: $850 per person
Duration: One Day

Learning Objectives
By the end of this session you will be able to:
- Enter payroll data
- Create payroll transactions
- Explain the payroll and costing process
- Make payroll adjustments
- Perform rollbacks
- Process and interpret reports
- Create files for transmission
- Post entries to your General Ledger

Prerequisites
- Parameters, Utilities and New Hires learning program

Contact us: 📧 📞 🌐
NZ Payforce Parameters, Utilities & New Hires

Program Overview
Understanding how your business is established in Payforce can provide you with the power to adapt the system as your business develops. Learn to make changes and acquire the knowledge to determine the correct setup for your business needs.

This program is ideal for:
- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites
- Recommended:
  - ADP’s NZ Payroll Fundamentals learning program or an understanding of NZ payroll requirements and legislation

Learning Objectives
By the end of this session you will be able to:
- Understand system navigation
- Set up parameters
- Search for employees
- Perform efficient updates
- Produce and print standard reports
- Use the online help system
- Update and maintain existing employee data
- Enter and maintain new hires

Cost: $850 per person
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Cost: $850 per person
Duration: One Day

Contact us: 

Register
NZ Payforce Payroll Processing

Program Overview
Payroll processing no longer needs to be a confusing and tedious process. Become confident in preparing and processing payroll from start to finish. Learn hints and tips to increase your efficiency in payroll processing.

This program is ideal for:
- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Learning Objectives
By the end of this session you will be able to:
- Enter payroll data
- Create payroll transactions
- Explain the payroll and costing process
- Make payroll adjustments
- Perform rollbacks
- Process and interpret reports
- Create files for transmission
- Post entries to your General Ledger

Prerequisites
- NZ Parameters, Utilities and New Hires learning program

Cost: $850 per person
Duration: One Day

Contact us: Register
Payforce Managed Services Awareness

Program Overview
Understanding the relationship your business has with ADP can assist with an efficient, smooth payroll process. During this learning program ADP will outline the roles and responsibilities of your Managed Services offering contract and provide you the knowledge to navigate around the Payforce system.

This program is ideal for:
• Managed Services Client Coordinators

Program Inclusions
• A comprehensive manual covering all aspects of the program
• An interactive experience where learning is enhanced

Learning Objectives
By the end of this session you will be able to:
• Understand Managed Services
• Detail the key points of the Payroll Services Manual
• Outline the business rules document, inclusive of ADP’s forms and templates
• Understand your relationship with ADP
• Know your responsibilities
• Navigate within Payforce – Payroll Masterfile & HR Masterfile
• Outline the standard reports that ADP provide

Cost: $450 per person
Duration: Half Day

Prerequisites
• Recommended:
  – ADP’s Payroll Fundamentals learning program or an understanding of payroll requirements and legislation

Contact us: 

Register
Program Overview
People-related information is the foundation of any HR department. Learn how to take control of your organisational data from teams through to departments, positions and succession planning. ADP will help you put together your corporate structure within the Organisation Management module allowing you and your organisation to take full advantage of this powerful tool.

This program is ideal for:
• HR Professionals

Learning Objectives
By the end of this session you will be able to:
• Navigate the Organisation Management module
• Create organisation units/positions/jobs
• Maintain employee employment history
• Produce organisation charts
• Structure HR reports from Payforce

Program Inclusions
• A comprehensive manual covering all aspects of the program
• An interactive classroom experience where learning is enhanced
• Lunch and refreshments

Prerequisites
• Recommended:
  – A working knowledge of HR practices
  – An understanding of your organisations structure

Cost: $850 per person
Duration: One Day

Contact us:  
Register
Program Overview
Not everyone should access all of your Payforce information. Learn to create security levels so you can specify who can view your Payforce information. Additionally, this program will show you how to use the audit trail allowing you to know who has changed Payforce data and when.

This program is recommended for:
- System Administrators
- Payforce Administrators

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Learning Objectives
By the end of this session you will be able to:
- Create and modify users and user groups
- Define audit trail parameters
- Secure menu and sub-menu access
- Safeguard forms
- Protect files and fields from user defined reports
- Modify reference tables
- Add new codes to the terms of employment register

Cost: $850 per person
Duration: One Day

Register
Payforce Custom Reporting

Program Overview
Provide your team with the right reporting tools and techniques. Learn to get the data you need to generate functional reports and avoid the manual intervention process.

During this program you will learn to save time by automating the report output process and generate files that integrate easily with other applications. You will learn how to extract the information you need and customise reports for your own requirements.

This program is ideal for:
• Payroll Professionals
• HR Professionals
• Finance Professionals

Program Inclusions
• A comprehensive manual covering all aspects of the program
• An interactive classroom experience where learning is enhanced
• Lunch and refreshments

Learning Objectives
By the end of this session you will be able to:
• Explain the structure of a database
• Locate data to generate reports
• Produce filtered reports
• Create mathematical formulas within reports
• Outline the difference between User Defined Reports (UDR), Dynamic Report Writer (DRW) and Windows Defined Reports (WDR)
• Generate reports with company-specific data

Prerequisites
• Basic knowledge of Payforce

Cost: $850 per person
Duration: One Day

Register
Payforce Employee Self Service Administrator

Cost: $450 per person  
Duration: Half Day

**Program Overview**
Use the power of the web to streamline your HR tasks. Learn how to create effective processes that will save you time and money. This program will teach you the skills to create workflows and set up employees with Employee Self Service (ESS) Administrator functionality.

**This program is ideal for:**
- Payforce Administrators
- Payroll Professionals
- HR Professionals

**Program Inclusions**
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Refreshments

**Learning Objectives**
By the end of this session you will be able to:
- Set up ESS parameters
- Define workflow roles
- Set access levels for all employees
- Navigate the online ESS menus

**Prerequisites**
- Basic knowledge of Payforce

Contact us:  
Register
Program Overview
Handling timesheet information multiple times can potentially cause errors. Learn to avoid process inefficiencies by creating a customised web timesheet solution.

In this program you will learn the four-step process of the Payforce system set up. You will create a timesheet within your database and customise your timesheet. Learn within the training environment how to display your web timesheets and create a customised solution with automatic audit trails.

This program is ideal for:
- Payroll Professionals
- Payforce Administrators

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Learning Objectives
By the end of this session you will be able to:
- Create web timesheet parameters
- Establish customised timesheets and employee groups
- Define workflow responsibility
- Navigate within timesheet entry
- Track and import timesheets
- Produce web timesheet reports

Prerequisites
- Employee Self Service Administrator learning program
- Recommended:
  - ADP's Payroll Fundamentals learning program or an understanding of payroll requirements and legislation

Cost: $450 per person
Duration: Half Day

Contact us:
Payforce General Ledger Interface

Program Overview
Learn how to tailor reports to your own requirements and produce data that provides accuracy and flexibility in the format you need. Additionally, you will learn how to avoid manual handling of data and produce reports that are custom made to your business.

This program is ideal for:
- Payforce Administrators
- Payroll Professionals
- Finance Professionals

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites
- Basic accounting knowledge

Learning Objectives
By the end of this session you will be able to:
- Explain common terms used in the General Ledger (GL) Interface
- Establish and maintain GL general parameters
- Create and maintain GL calculation and posting tables
- Run GL reports
- Troubleshoot GL reconciliations

Cost: $850 per person
Duration: One Day

Register
Cost: $850 per person
Duration: One Day

Program Overview
Knowing your company’s leave liabilities can have a critical impact on your business. Whether it’s being aware of which employees have accumulated large amounts of leave or knowing how your potential financial obligations can impact your resources and finances.

In this program you will learn how Payforce can help you to monitor and control your business’ leave. ADP will teach you how to record the right leave types and utilise reports to monitor your employees’ leave. Learn to understand the end-to-end processes associated with leave management.

This program is ideal for:

- Payroll Professionals
- HR Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Learning Objectives
By the end of this session you will be able to:

- Establish leave pay elements, parameters and categories
- Maintain existing leave parameters
- Add or attach new and existing employees to leave categories
- Enter leave data
- Produce leave reports

Prerequisites

- Recommended:
  - ADP’s Payroll Fundamentals learning program or an understanding of payroll requirements and legislation
  - Basic understanding of your internal leave requirements

Contact us:  

Register
Program Overview
Acquire the skill to manage your learning & development processes. You will learn to use the Payforce administration tools allowing you to schedule the right courses for your employees. Understand how to coordinate your training requirements, book employees onto courses and report on the information you really need.

This program is ideal for:
- HR Professionals
- Learning & Development Professionals

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites
- Recommended: A working knowledge of learning & development practices

Learning Objectives
By the end of this session you will be able to:
- Create course masters
- Establish, print and review course schedules
- Record course attendance and track cancellations
- Run training management reports
- View and modify employee training history, skills and qualifications

Cost: $450 per person
Duration: Half Day

Register
Payforce Occupational Health and Safety Management

Cost: $450 per person
Duration: Half Day

Program Overview
Whether it be through lost productivity, claim reimbursement or reduced staff morale, Occupational Health and Safety (OHS) issues have the potential to have a large impact on your business.

Through this course you will learn how to keep track of accidents, claims and hazards to help keep your workplace safe. Learn how to accurately report and monitor OHS requirements such as workplace hazards, claim costs, Lost Time Injuries (LTI) and monitor the effectiveness of your preventative measures.

Prerequisites
- Recommended:
  - ADP’s Payroll Fundamentals learning program or an understanding of payroll requirements and legislation
  - A working knowledge of HR Practices
  - Understanding of OHS and WHS requirements and legislation

Learning Objectives
By the end of this session you will be able to:
- Accurately report on workplace hazards
- Analyse workplace accidents
- Record Lost Time Injuries / No Lost Time Injuries
- Manage workers’ compensation claims effectively
- Record claim costs
- Create linked recording of hazards, incidents, accidents and workers’ compensation claims

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

This program is ideal for:
- OHS Professionals
- HR Professionals

Register
Program Overview
Streamline your recruitment administration by identifying potential internal candidates for vacancies. Learn how to use Payforce to develop your own talent pool and reduce your reliance on external recruitment agencies. You will acquire knowledge on how to search your employee skill database, shorten response time to your organisation’s recruitment needs and streamline the applicant communication process.

This program is ideal for:
• HR Professionals
• Recruitment Professionals.

Program Inclusions
• A comprehensive manual covering all aspects of the program
• An interactive experience where learning is enhanced

Learning Objectives
By the end of this session you will be able to:
• Use Payforce to complete elements in the recruitment lifecycle
• Identify suitable applicants within Payforce
• Link applicants to vacancies
• Generate standard recruitment reports

Prerequisites
• Recommended:
  – A working knowledge of HR practices

Cost: $450 per person
Duration: Half Day

Contact us:  

Register
Program Overview
Staying compliant with award conditions can be difficult. In this program you will learn how to understand the award process based on start and finish times, rates and rules of payment.

Create more efficient and consistent processes by using overtime triggers and manage the Web Award Timesheets interface. Learn how to interpret via web-based timesheets, time and attendance systems and manually entered data.

Program Inclusions
- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites
- Parameters, Utilities and New Hires learning program
- Payroll Processing learning program
- Recommended:
  - ADP’s Payroll Fundamentals learning program or an understanding of payroll requirements and legislation

Learning Objectives
By the end of this session you will be able to:
- Manage Award Interpreter dates and parameters
- Manage Web Award Timesheets interface
- Work with the Timeclock interface
- Use Timesheet adjustments functionality
- Navigate within Timesheet Entry
- Run bulk or individual Timesheet loads
- Outline standard reports available
- Archive Timesheet History

This program is ideal for:
- Payforce Administrators
- Payroll Professionals
- HR Professionals

Cost: $850 per person
Duration: One Day

Contact us:
Payline Training
1. Attend a half day Payline Information Session.

2. Complete the Payline eLearning modules currently available in Help>Online Training.


4. Access comprehensive User Guides for all web functionality.

5. Attend Payroll Fundamentals.

6. New Payline clients also receive additional one-on-one training and support from their Implementation Consultant.

Contact us:
Payline Information Session

Cost: $70 per person  
Duration: Half Day

Program Overview
Whether you are a new or existing Payline client, you will benefit from attending our half day information sessions.

This program is ideal for:
• All Payline clients

Learning Objectives
By the end of this session you will be able to:
• Appreciate the features and benefits of our product
• Understand the basic payroll process
• Interpret the variety of Payline reports available
• Recognise the timeframes for processing, payroll maintenance and EFT
• Navigate the web, including;
  – Employee Updates
  – Web Timesheets
  – Employee Self Service
  – EPS Online
  – Termination requests and confirmations

Prerequisites
• Nil

Contact us:

Register
Cost: $70 per person
Duration: Two Hours

Program Overview
If you are new to ezLaborManager, or want to refresh your skills with this time and attendance system, these two webinars will give you an overview of key aspects of the product.

This program is ideal for:
- Payroll administrators
- Supervisors or managers
- Business owners

Program Inclusions
- An interactive learning experience

Prerequisites
- Nil

Learning Objectives - Administrator Webinar
By the end of this session you will be able to:
- Add new employees
- Terminate, suspend and reactivate employees
- Change Passwords
- Create schedules
- Prepare for Payroll and create a payroll export
- Move to Next Pay Period
- Manage the Public Holiday Calendar
- Create and schedule reports

Learning Objectives - Supervisor Webinar
By the end of this session you will be able to:
- Correct Timecard Exceptions
- Manage Time Off Requests
- View and update Daily and Recurring Schedules
- Managing and approving Employee Timecards
- View and schedule reports

Contact us:  

Register
What else can I access as an ADP client?

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