



Program Cost

The cost is \$ 700 (including GST) for this one day training program.

Lunch, morning & afternoon tea will be provided.

A certificate will be presented on successful completion of the program.

Location Maps will be provided to all attendees upon confirmation of their attendance.

Contact Us

Address

ADP Employer Services
Attention: Learning & Development
P.O. Box 374, Mascot
NSW- 2020

Phone/Fax/Email

Phone: 02 9317 1212
Fax: 02 9317 4303

Email:
payforce_learning@au.adp.com

Website:
www.adppayroll.com.au

Product Benefits

Payforce's Organisation Management Module will enable companies to make strategically informed decisions regarding the structure of their organisation.

This will enable you to:

- focus on other key organisational tasks
- streamline HR administration and assist companies to make strategically smart decisions
- enables professional printing of organisation charts
- separates employee, position, and organisational unit into clearly defined areas
- reduce administration and ensure proactive maintenance; when one area is updated all other areas update automatically

Program Objectives

Upon successful completion of this training program, you will be able to:

- navigate the organisation management window
- establish and understand organisation parameters
- create a new organisation unit
- maintain organisation unit details
- abolish an organisation unit
- create, maintain and abolish job masters (Position Families)
- create, maintain and abolish position masters
- create a new employment record
- view and maintain employment records, including employment history
- print and review reports such as:
 - employee occupational category report
 - number by employment category report
 - position relationship reports
 - staff numbers report
 - termination analysis report



TRAINING REGISTRATION FORM

GROW YOUR POTENTIAL

Please complete separate forms for each course. Specific program details and bookings will be confirmed in writing seven (7) days prior to course date.
To register, either complete the registration form and fax to (02) 9317 4303 or register online at www.adppayroll.com.au

Organisation Details

Company Name: _____

Name of Contact Organising Training: _____

Address: Street Name & Number: _____

Suburb: _____ State: _____ Postcode:

Contact Details

Phone: () _____ Fax: () _____

Program Details

Program Name: _____

Date of Program: ____/____/____

Program Venue: NSW-Mascot VIC-Mulgrave QLD-Buranda WA-Perth SA-Adelaide

Attendee Details

1. Name: _____ Email _____
2. Name: _____ Email _____
3. Name: _____ Email _____
4. Name: _____ Email _____

Terms & Conditions

This offer is valid until 30th June 2011. Written confirmation will be issued prior to the scheduled program date.

Cancellation

If a booking is cancelled more than five (5) days & less than ten(10) days prior to the scheduled course date, without immediate intention to reschedule, a charge of \$75.00 is payable. The balance of the program cost will be refunded by Automatic Data Processing Limited. If a booking is cancelled within five (5) days of the scheduled course date, full fees and charges remain payable to Automatic Data Processing Limited.

Reschedule

Due to strictly limited numbers, Automatic Data Processing Limited cannot guarantee that a position will be available for a rescheduled program.

Transfers

There is no charge for substituting the person booked on the course. Written notification of such changes should be provided to Automatic Data Processing Limited prior to attendance.

Automatic Data Processing Limited reserves the right to change prices and fees, programs, and scheduled dates from time to time. We also reserve the right to cancel programs when necessary, and will undertake to provide reasonable notice should any such action become necessary.

Declaration:

I (Name) _____ of (Company Name) _____

have read, understood and agree to the Terms and Conditions as stated on this form.

Signature: _____ Date: _____