



PARAMETERS, UTILITIES & NEW HIRES

GROW YOUR POTENTIAL

Note: This program is a pre-requisite to the course, *Payroll Processing, Day 2*



Program Benefits

The Parameters, Utilities and New Hire training is the key to discovering how robust the Payforce system is.

After learning how to navigate and set up the Parameters, a clear understanding will evolve on how the system works. We share specific tools in the Utilities' area for clarity on how to save time through automation.

This training program provides the initial skills a person will require to use Payforce effectively and efficiently.

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

Program Objectives

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

- Log in and navigate the system
- Use the online help system
- Search for employees in Payforce
- Print standard Payforce reports
- Create new pay codes including rate id's, elements, allowances and deductions, pay class and RDO class parameters
- Build new termination codes and termination models
- Establish a pay calendar and month end dates
- Create Audas notification parameters including the significant dates
- Add terms of employment codes
- Construct work patterns
- Restructure deduction code priorities



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: _____