



Program Cost

The cost is \$ 375 (including GST) for this half day training program.

Morning 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 Training Management Module covers a variety of options available to allow HR user's to streamline their operations and shorten response times to employee's developmental needs.

This will enable you to:

- manage employee and organisational training requirements
- automatically waitlist employees on courses to update position and/or job skills and competencies required
- calculate the full cost of a course to the company
- employees and managers can register for training programs via Employee/Manager Online self service solution

Program Objectives

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

- navigate the training management window
- establish a new course
- schedule a course
- add employees to a course waitlist
- reschedule employees on another course
- print and review course schedules
- notify employees of scheduled training
- record employee attendance on courses
- record and track attendee cancellations
- view and modify employee training history
- view and modify employee skills and qualifications
- establish notification letter parameters
- produce and view the following standard reports:
 - cost analysis report
 - course attendance report
 - course calendar and status report
 - course catalogue 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: _____