Payforce Employee Self Service Administrator

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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

Prerequisites

- Basic knowledge of Payforce

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

Click to register for Payforce ESS Administrator

For more information email learning@adp.com or call 1800 000 729