



Payforce Employee Self Service Timesheets



A more human resource.®

Cost: \$450 per person

Duration: Half Day

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

Prerequisites

- Employee Self Service Administrator 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:

- 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

Click to register for Payforce ESS Timesheets

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