

Payforce Leave Management



A more human resource.®

Cost: \$850 per person

Duration: One Day

Program Overview

Knowing your company's leave liabilities can have a critical impact on your business. Whether it's being aware of which employees have accumulated large amounts of leave or knowing how your potential financial obligations can impact your resources and finances.

In this program you will learn how Payforce can help you to monitor and control your business' leave. ADP will teach you how to record the right leave types and utilise reports to monitor your employees' leave. Learn to understand the end-to-end processes associated with leave management.

This program is ideal for:

- Payroll Professionals
- HR Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites

- Recommended:
 - ADP's Payroll Fundamentals learning program or an understanding of payroll requirements and legislation
 - Basic understanding of your internal leave requirements

Learning Objectives

By the end of this session you will be able to:

- Establish leave pay elements, parameters and categories
- Maintain existing leave parameters
- Add or attach new and existing employees to leave categories
- Enter leave data
- Produce leave reports

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