



Payforce Managed Services Awareness



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Cost: \$450 per person

Duration: Half Day

Program Overview

Understanding the relationship your business has with ADP can assist with an efficient, smooth payroll process. During this learning program ADP will outline the roles and responsibilities of your Managed Services offering contract and provide you the knowledge to navigate around the Payforce system.

This program is ideal for:

- Managed Services Client Coordinators

Program Inclusions

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

Learning Objectives

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

- Understand Managed Services
- Detail the key points of the Payroll Services Manual
- Outline the business rules document, inclusive of ADP's forms and templates
- Understand your relationship with ADP
- Know your responsibilities
- Navigate within Payforce – Payroll Masterfile & HR Masterfile
- Outline the standard reports that ADP provide

Prerequisites

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

Click to register for Payforce Managed Services Awareness
For more information email learning@adp.com or call 1800 000 729