



Payforce Organisation Management



A more human resource.®

Cost: \$850 per person

Duration: One Day

Program Overview

People-related information is the foundation of any HR department. Learn how to take control of your organisational data from teams through to departments, positions and succession planning. ADP will help you put together your corporate structure within the Organisation Management module allowing you and your organisation to take full advantage of this powerful tool.

This program is ideal for:

- HR Professionals

Learning Objectives

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

- Navigate the Organisation Management module
- Create organisation units/positions/jobs
- Maintain employee employment history
- Produce organisation charts
- Structure HR reports from Payforce

Program Inclusions

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

Prerequisites

- Recommended:
 - A working knowledge of HR practices
 - An understanding of your organisations structure

Click to register for Payforce Organisation Management
For more information email learning@adp.com or call 1800 000 729