



Payforce Parameters, Utilities & New Hires



A more human resource.®

Cost: \$850 per person

Duration: One Day

Program Overview

Understanding how your business is established in Payforce can provide you with the power to adapt the system as your business develops. Acquire the knowledge to determine the correct setup for your business needs and learn how to implement changes.

This program is ideal for:

- Payroll Professionals
- System Administrators
- Payforce Administrators

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

Learning Objectives

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

- Understand system navigation
- Set up parameters
- Search for employees
- Perform efficient updates
- Produce and print standard reports
- Use the online help system
- Update and maintain existing employee data
- Enter and maintain new hires

Click to register for Payforce Parameters, Utilities & New Hires
For more information email learning@adp.com or call 1800 000 729