



# Payforce Payroll Processing



A more human resource.®

Cost: \$850 per person

Duration: One Day

## Program Overview

Payroll processing no longer needs to be a confusing and tedious process. Become confident in preparing and processing payroll from start to finish. Learn hints and tips to increase your efficiency in payroll processing.

## 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

- Parameters, Utilities and New Hires learning program

## Learning Objectives

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

- Enter payroll data
- Create payroll transactions
- Explain the payroll and costing process
- Make payroll adjustments
- Perform rollbacks
- Process and interpret reports
- Create files for transmission
- Post entries to your General Ledger

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For more information email [learning@adp.com](mailto:learning@adp.com) or call 1800 000 729