



Payforce System Administrator



A more human resource.™

Cost: \$850 per person

Duration: One Day

Program Overview

Not everyone should access all of your Payforce information. Learn to create security levels so you can specify who can view your Payforce information. Additionally, this program will show you how to use the audit trail allowing you to know who has changed Payforce data and when.

This program is recommended for:

- 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
- 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:

- Create and modify users and user groups
- Define audit trail parameters
- Secure menu and sub-menu access
- Safeguard forms
- Protect files and fields from user defined reports
- Modify reference tables
- Add new codes to the terms of employment register

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