

Course Name

Level

COURSE OUTLINE

Webinar: Payroll Employee Setup

Introductory/Intermediate

Overview:

The content will cover the process required to set up a new employee in the Payroll System.

Who Should Attend:

Payroll Officers wanting to know the features of the Payroll System and how their effective use will allow for more analysis and control of payments to employees.

Course Outline:

Award Structure

How to create and maintain information in relation to

- Awards
- Award Classifications
- Grades
- Labour Elements

Employee Details

How to create and maintain information in relation to


- Employee MasterCard
- Personnel Details
- Auditing Functions
- Previous Employee Details
- Payroll Security
 - Advanced Payroll Hierarchy
 - Restricting employee data shown in the General Ledgers.

Pre-requisite:

Nil

Additional Information:

Please note: This course will be outlining the Payroll Functions only, it will not include Personnel Details in relation to the Human Resources Module. Should training be required for Human Resources please contact Ann Bull.



To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7000 or email training@itvision.com.au

