



## COURSE OUTLINE

Course Name  
Level

**Webinar: Payroll Timecard Entry**  
**Introductory/Intermediate**

### **Overview:**

The content will cover the functions available in the Time Card Entry Program.

### **Who Should Attend:**

Payroll Officers wanting to know of all of the functions available in the timecard entry program.

### **Course Outline:**

#### **Entering Hours**

How to enter employee hours via the timecard program for

- Standard Hours
- Short Cut Buttons
- Tab Sequence Resetting
- Shift Loading
- Overtime Hours
- Casual Loading Hours
- Higher Duties
- Alternative Element Types
- Alternative Hourly Rates
- Automatically Distributing Hours Worked over Standard Jobs.

#### **Allowances**

#### **Leave**

#### **Plant Usage**

#### **Stock Usage**

#### **Timecard Maintenance**

#### **Reporting and Applying Timecards**

### **Pre-requisite:**

Nil

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