



COURSE OUTLINE

Course Name
Level

Webinar : Leave Take-up
Intermediate/Advanced

Overview:

The content will cover the process to take-up payroll leave details in SynergySoft.

Who Should Attend:

The course is designed to provide an experienced Payroll Officer with information necessary to set up the leave accrual definitions in Synergy. Once these have been established the process to adjust and control leave balances for an employee is outlined.

Course Outline:

Determining Organisation's Requirements

Leave Definitions

- Leave Accrual Definitions
- Suggested Accrual Settings for WA Local Government
- Leave Accrual Groups

Leave Types

Leave Balances

Employee Maintenance

- Deleting Previous Leave Details
- Assigning Leave Groups
- RDO Accruals
- Anniversary Dates
- Adjusting/Entering Entitled Hours
- Adjusting/Entering Pro-rata Accrual Hours
- Part Time Employees

Take-up Confirmation

Leave Payments

- No Leave Loading
- Termination

Payroll Update Confirmation

Manual Adjustments

Pre-requisite:

Participants must have a working knowledge of the SynergySoft Payroll Module.

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