

# TechnologyOne Human Resource & Payroll

## Course

### Payroll Processing

Payroll Processing has been developed to provide participants using TechnologyOne Human Resource & Payroll with the tool kit required to process the many payroll functions throughout a cycle.

#### Why Attend this Course?

Just started using TechnologyOne Human Resource & Payroll? Just had an upgrade? Payroll Processing will give end users of TechnologyOne's Human Resource & Payroll the skills required to process a payroll within their company. The overview will include:

- Running a Pay
- Extraordinary Pays
- End of Month Processing

#### Who Should Attend?

This course will benefit all payroll staff with exposure to TechnologyOne's Human Resource & Payroll product in their day to day activities.

#### Any Prerequisites?

Attendees should be familiar with the TechnologyOne Human Resource & Payroll solution's navigation and basic payroll concepts. It would also be advantageous if attendees possess knowledge of Microsoft Office®.



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business software solutions



# Course Topics

## Payroll Process Review

- Employee Maintenance
- Leave Maintenance
- Back Office Timesheet Entry

## Payroll Processing

- Calculate a Pay
- Adjust a Pay
- Extraordinary/Mid Period Pays
- Termination Pays
- Bank Download
- Accrual Processing
- Standard Reporting
- Posting to Financials

## End of Month Processing

- Prepare Superannuation Submission
- Standard Superannuation Reporting
- Calculating Leave/Payroll Liabilities
- Posting Liabilities to Financials
- Liability Reporting
- Financial Integration Troubleshooting

# Key Benefits of Attending this Course

The benefits of attending the TechnologyOne Payroll Processing course include:

- Enhanced understanding of the solution enabling you to streamline your payroll process
- The ability to optimise your organisation's end of month process

"I'd like to invite you to attend our Payroll Processing course. In addition to this course, we have identified 10 topics covering the entire software solution that will be offered as courses over the coming months. As always we welcome your feedback as we strive to improve your experience through our public training program."

Iain Rouse  
General Manager Human Resource & Payroll

Iain Rouse is TechnologyOne's General Manager, Human Resource & Payroll solution. With a keen interest in humanising technology, Iain believes that TechnologyOne's Human Resource & Payroll solution enables organisations to make better people related decisions.

Iain's background in HR consulting and his understanding of the intersection between HR and technology means he delivers technical knowledge and practical, everyday understanding. Backed by TechnologyOne's visionary approach to developing, implementing and supporting its solution suite, Iain is part of a dedicated team with real Human Resource & Payroll experience driving the success of one of the largest technology companies in Australia.

## Session Times and Locations

For the latest course dates please visit [www.TechnologyOneCorp.com/hrmstraining](http://www.TechnologyOneCorp.com/hrmstraining)



## About the Human Resource & Payroll Management Solution

TechnologyOne Human Resource & Payroll is a human resource management system that delivers tangible business benefits and enables change within your organisation. Simple to use, it is delivered in one solution, one user interface and one employee record, all based upon one database.

### Human Resource & Payroll Key Benefits

- Simplify your payroll process and ensure your employees will be paid accurately and on time, every time using TechnologyOne's payroll solution
- Maintain your organisational structure and details of positions within your organisation, enabling the alignment of an employee's skills and competencies to provide the foundation for a fully integrated HR solution
- Separate costing and payroll cycles to derive timely payroll, work management, general ledger and job costing data with an integrated timesheets and general ledger solution
- Identify training needs and provide a recommended training schedule. Define competency-based course profiles to facilitate the analysis of your employee's skills and competencies.
- Streamline the recruitment process to enable the simple and effective tracking of internal and external applicants
- Report and track all incidents in your workplace with ease, recording the information required for Worker's Compensation claims
- Create efficiencies in your organisation by simplifying the design of your company forms
- Cut your organisation's paper trail and reduce the re-keying of information by automating the distribution and capture of electronic forms

## About TechnologyOne

TechnologyOne (ASX: TNE) is a leading enterprise software solutions provider. For more than 20 years we have been providing deeply integrated software solutions for business, government, financial services, health and community, education and the utilities sectors. Tens of thousands of people each day use our world class solutions which we develop, implement and support and include: Financials, Human Resource & Payroll, Supply Chain, Business Intelligence, Budgeting, Property & Rating, Performance Planning, Student Management, Works & Assets and Enterprise Content Management and Customer Relationship Management. Our organisation wide solution suite, integration solutions and custom designed solutions provide world-class services which are based on leading edge technology and are backed up by a substantial R&D program providing our customers with a long term, secure and valuable partnership. TechnologyOne employs more than 600 people and has offices in each State and Territory of Australia, New Zealand, Asia and the United Kingdom.

## Registration

Register for your Payroll Processing course online by visiting [www.TechnologyOneCorp.com/hrmstraining](http://www.TechnologyOneCorp.com/hrmstraining)

## Enquiries

For further information about this and any other course run by TechnologyOne, please visit us [www.TechnologyOneCorp.com](http://www.TechnologyOneCorp.com) or email us at [CustomerTrainingHRP@TechnologyOneCorp.com](mailto:CustomerTrainingHRP@TechnologyOneCorp.com).

### Terms and Conditions

An email confirmation will be issued upon receipt of your registration form. Your organisation will be billed on completion of the course, cancellation or non-attendance.

### Substitution, Cancellation and Refund Policy

All requests for cancellation must be received in writing at least 14 working days prior to the commencement of the course and will incur a 50% payment of the course fee. Phone cancellations will

NOT be accepted. You may however substitute your registration to a colleague to enable their attendance at the course. Non-attendance will incur full payment of the course fee.

### Privacy Policy

TechnologyOne requires the information you provide on the registration form to administer and manage registrations for this workshop. Additionally, it assists in the provision and improvement of TechnologyOne's products and services and to advise of future programs that might be of interest. The intended

recipients of the information are TechnologyOne and third party services providers and/or selected partners engaged by TechnologyOne in order to conduct the course. The provision of this information is voluntary but if you do not provide all the relevant information then the registration may not be processed. You can access your personal information by contacting TechnologyOne. We recommend you read TechnologyOne's Privacy Policy published on its website [www.TechnologyOneCorp.com](http://www.TechnologyOneCorp.com).