

TechnologyOne Human Resource & Payroll



Workshop and Web Based End of Financial Year

TechnologyOne has developed a workshop to help users of our Human Resource & Payroll solution with their end of financial year processes. The workshop runs for approximately two hours and will be delivered in person and via web sessions throughout May and June. The workshop will cover Human Resource & Payroll versions 11.03 to 11.09.

The workshop will deliver an overview of:

- How to maximise the overall effectiveness of your Human Resource & Payroll solution's end of year functionality
- The latest ATO legislative updates to TechnologyOne Human Resource & Payroll
- How to simplify and streamline your end of financial year operations

Who Should Attend?

Anyone who plays a part in their organisation's year end procedures and who uses TechnologyOne's Human Resource & Payroll solution should attend this workshop. Knowledge gained will help users to simplify and streamlining processes.

Any Prerequisites?

Attendees should be familiar with the TechnologyOne Human Resource & Payroll's navigation and basic payroll concepts. It would also be advantageous if attendees have an understanding of their specific company set up.



technologyone
business software solutions



Workshop Topics

Checklist of Procedures & Navigation

- Legislative Changes
- Company PAYG Maintenance
- Taxation Supplier Maintenance
- Pay Component Configuration Reporting
- Generate PAYG Payment Summaries Test
- Common Errors & Troubleshooting
- PAYG Payment Summary Balancing
- Adjustments to PAYG Payment Summary
- Generating & Transmitting EMPDUPE Files
- Printing PAYG Payment Summaries

Preparing for the New Financial Year

- Manually Update Tax Scales
- Control Variable Maintenance
- Financial Calendar Maintenance
- Company PAYG Maintenance
- Holiday Category Maintenance
- Timesheet Calendar and System Maintenance

“In addition to this workshop, 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 the General Manager, Human Resource & Payroll. With a keen interest in humanising technology, Iain believes that TechnologyOne Human Resource and Payroll 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 advice. Backed by TechnologyOne's visionary approach to developing, implementing and supporting its solution suite, Iain is part of a dedicated team driving the success of one of the largest technology companies in Australia.

Course Details

Please visit www.TechnologyOneCorp.com/hrmtraining

Agenda

- 9.30am Arrival and morning tea (please advise if you have special dietary requirements)
- 10.00am Welcome
- 10.10am Presentation
- 11.45am Questions
- 12.00pm Conclusion

*web-based sessions will follow the same agenda (excluding morning tea)



About TechnologyOne Human Resource & Payroll

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 are 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 integrated timesheets and general ledger
- 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. 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 700 people and has offices in each State and Territory of Australia, New Zealand, Asia and the United Kingdom.

Cost

The cost of the End of Financial Year Workshop is \$150 per person (excl. GST) and includes the workshop manual and morning tea. The cost of End of Financial Year Web Based Sessions will be \$99 per person (excl. GST), including a softcopy workshop manual.

Registration and Payment Information

Register for your End of Financial Year Workshop and Web Based Sessions online by visiting www.TechnologyOneCorp.com/hrmstraining

Invoicing will occur on completion of the session. Please see the terms and conditions for cancellation policies.

Enquiries

For further information about this and any other workshop run by TechnologyOne, please visit us www.TechnologyOneCorp.com, or email us at 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.

