

TechnologyOne Human Resource & Payroll

Course

Human Resource & Payroll Reporting and Enquiry

TechnologyOne has developed this course to provide you with the tools to report on your organisational and payroll data using a range of TechnologyOne reporting functionality.

The course runs for one day and will cover TechnologyOne Human Resource & Payroll versions 11.6 onwards.

Why Attend this Workshop?

Reporting for Human Resource & Payroll will give you the ability to create your own reports and extract data from your database using the TechnologyOne reporting functionality including XLOne.

The course will deliver an overview of:

- TechnologyOne XLOne
- TechnologyOne Data Sources and Analysers
- Basic database report writing elements and functionality
- Extraction and manipulation of data for organisational reporting
- Standard reports
- Payroll Enquiry

Who Should Attend?

Anyone who uses TechnologyOne's Human Resource & Payroll solution should attend this course. The knowledge gained in this course will assist users in simplifying and streamlining their current management reporting processes.

Any Prerequisites?

Attendees should be familiar with the TechnologyOne Human Resource & Payroll solution's navigation and basic payroll concepts. All attendees need to possess intermediate skills in Microsoft Excel.



technologyone
business software solutions



Course Topics

Foundation

- System access
- Drag and analyse
- Data sources and analysers
- Standard reports
- Payroll enquiry
- Alerts

Creating a New Report

- Report layout
- Report design interface
- Menus
- Report wizard

Report Variables

- Create your own report
- Report manipulation
- Saving reports for later use

Key Benefits of Attending this Course

The benefits of attending the TechnologyOne Reporting for Human Resource & Payroll Course include:

- The ability to identify and plan what Human Resource & Payroll reporting requirements you have
- Easy extraction of information from your database
- The ability to intuitively create practical reports to benefit your organisation
- The ability to publish and attach reports to menus for other users in your organisation to use and see

"I'd like to invite you to attend our Reporting for Human Resource & Payroll 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

Agenda

- 9.00am Welcome
- 9.15am Foundation
- 10.30am Break
- 10.45am Creating a New Report
- 12.30pm Lunch
- 1.30pm Detailed step by step exercises, including:
 - Creating your own report
 - Saving reports for future use
- 5.00pm Conclusion



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.

Cost

The cost of the Human Resource & Payroll Reporting and Enquiry Course is \$750 (excluding GST) and includes computer training environment with logon details, training data base, course manual, morning tea and lunch.

Register for your Human Resource & Payroll Reporting and Enquiry Course online by visiting www.TechnologyOneCorp.com/hrmstraining and please notify us during the registration process of any dietary requirements.

Payment must be made at time of registration and can be made by credit card, direct deposit or cheque. Maximum class size: 8

Registration

Register for your Human Resource & Payroll Reporting and Enquiry course online by visiting www.TechnologyOneCorp.com/hrmstraining

Enquiries

For further information about this and any other course 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 payment. Your credit card will be charged immediately for the full amount to confirm enrolment.

Substitution, Cancellation and Refund Policy

All requests for cancellation must be received in writing at least three working days prior to the commencement of the workshop and will incur an administration charge of \$20. Phone cancellations

will NOT be accepted. You may however substitute your registration to a colleague to enable their attendance at the course. Cancellation and substitution requests can be made by visiting www.TechnologyOneCorp.com/hrmstraining.

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.