

TechnologyOne Human Resource & Payroll



Course

Employee Lifecycle

Employee Lifecycle is designed to provide Human Resources staff with a conceptual overview and practical knowledge of TechnologyOne Human Resource modules used to manage the employee lifecycle.

Participants undertaking this two day course will receive hands-on experience as they are guided through the employee lifecycle.

Why Attend this Course?

Maximise your investment by obtaining the tools required to build and utilise your TechnologyOne Human Resource & Payroll system.

Attendees will receive a high level overview, and are provided with detailed exercises to reinforce knowledge in the following modules:

- Skills, Competencies and Qualifications
- Organisation Management
- Recruitment
- Training
- Employee Development

Who Should Attend?

This course will benefit Human Resources Managers, Human Resources Officers, and some Administrators responsible for the set up and ongoing maintenance of the Human Resource Management system. The knowledge gained in this course will allow participants to manage day to day employee lifecycle functions with greater efficiency.

Any Prerequisites?

Attendees should be familiar with the TechnologyOne Human Resource & Payroll system navigation and basic human resource concepts.



technologyone
business software solutions



Course Topics

Day One

Skills, Competencies and Qualifications

- Standard codes setup
- Qualifications
- Skills
- Competencies

Organisation Management

- What is organisation management in TechnologyOne Human Resource & Payroll
- Standard codes setup
- Organisation structure creation
- Organisation unit creation
- Business unit creation
- Position creation
- Activation of your organisation structure
- Export your organisation structure

Day Two

Recruitment

- Using Recruitment in TechnologyOne Human Resource & Payroll
- Standard codes setup
- Advertised position maintenance
- Creating and maintaining new recruits

Employee Maintenance

- General employee maintenance

Training

- Using Training in TechnologyOne Human Resource & Payroll
- Creating a training location
- Creating training grades
- Creating training levels
- Creating a training system
- Creating and maintaining a training course
- Creating and maintaining external companies
- How to generate a training needs analysis using TechnologyOne Human Resource & Payroll
- Managing course attendance
- Generating standard course forms

Employee Development

- Development activities
- Activity status mapping
- Generate development activities

Session Times and Locations

For the latest course dates please, visit www.TechnologyOneCorp.com/hrmstraining

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 Employee Lifecycle is \$1150 (excluding GST) per delegate per two day course. This cost includes computer training environment, training data base, course manual, and morning tea and lunch on both days.

Registration

Register for your Employee Lifecycle Course online by visiting www.TechnologyOneCorp.com/hrmstraining

Enquiries

For further information about this and any other TechnologyOne Human Resource & Payroll course, please visit us at 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.

