

HR3 Payroll

IN BRIEF

Delivery: Instructor-led course

Duration: 1 day

Class size: 10 Students Max.

Cost: \$700 per person + GST

Inclusions: Expert instructor, comprehensive course manual, individual computer access, and fully catered lunch, morning and afternoon tea.

Prerequisites:

A basic understanding of Windows® concepts and a working knowledge of payroll concepts as they relate to Australian legislative framework and the ATO.

Products Covered:

HR3 Payroll

Previous Training: None

Course Description

This course is intended to provide a new HR3 user with the knowledge to get started in HR3. It covers how to access and navigate the HR3 system and an introduction to every-day functions used throughout the system such as payroll framework, employee details, payrun procedures and reports. The course also includes an overview of the Report Grid and Data Analyzer components of the Data Explorer module.

Topics Covered

Moving around the system

Tree structure
Payroll framework
Adding and editing records

Searching in HR3

Global and local search

Customising your window display

Sorting records and columns
Group panel
Choose fields

System preferences

General settings and paths
Email preferences
Enquiry

The company window

Company details
ATO details
General ledger
Centrelink
Company bank
FinYear: WeekNo

Pay items

Pay item types and settings
Pay item categories

Templates

Creating a template
Adding pay items
Applying template changes

The costing structure

Departments
Cost centre
States

Employment conditions

Workplaces

Superannuation funds

Pay points

Taxation

Viewing and installing tax scales
Rebates

Validation tables

The employee file

Details and characteristics tab
Taxation
Security
Conditions of employment

Termination

Pay items

Default pay settings
Standard pay items
Costing allocation

Deductions

Banking

Superannuation

Leave balances

Leave requests

Leave history

Reportable FBT

FBT summary

Employee notes

Contacts

Status

Employee tasks

Enquiry

YTD

Earnings history

Leave movements

Employee rate history

Employee leave history

Classic earnings history

Adding new employees

PAYG Declarations

General ledger

State codes

Cost centre codes

Department codes

Pay item codes

Maintain GL codes

Contacts

Security

User maintenance

Roles

Licensing

ToDo List

The payrun wizard

Updating the payrun

Additional payroll functions

Electronic banking

Processed status

Queuing items for processing

Reprocessing previous items

Purging the queue

Creating a bank file

Report explorer

Report explorer toolbar

User reports

System reports

Favourites

Report filters

The filter tree

Selecting employees

Specifying date ranges

Report previews

Enquiry reports

Payrun reports

Audit and post-update reports

Emailing reports

Emailing payslips

Report descriptions