

HRPack

IN BRIEF

Delivery: Instructor-led course

Duration: Half day

Class size: 10 Students Max.

Cost: \$350 per person + GST

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

Prerequisites:

To be successful, learners who attend this course must have working knowledge of HR3pay payroll system.

Products Covered:

HRpack

Previous Training: None

Course Description

The HRpack is an optional module available with HR3pay. The HRpack is a fully integrated and feature rich component that offers full Human Resources Management (HRM) data storage and reporting. Being fully integrated makes reporting on payroll and HR data easy. The course also includes an overview of the Report Grid and Data Analyzer components of the Data Explorer module.

The HRpack includes modules for storing and reporting on the following information:

- * Organisation structure and position management
- * Employment event management
- * Performance management
- * Training management
- * Skills management
- * Property issues

Topics Covered

Function overview

Positions
Incumbents
Events
Skills
Training
Property
Planner
Actions
Security
Document repositories
Organisation chart
HR Framework

Implementing the HRpack

HR Framework

Institutions
Validation tables

The organisation structure

Position structure
FTE – Full time equivalent
The org chart
Printing the org chart

Positions

Adding new positions
Position details
Position org chart
Position skills
Position training
Position property
Position documents
Position planner

Incumbents

Incumbent details
Incumbent skills
Incumbent training
Incumbent property
Incumbent events

Document repositories

Document locations
Loading a document
Editing a loaded document
Attaching a document
Editing an attached document

Actions

Action templates
Action tasks
Action phone messages
Action emails

Security and user profiles

Create the user
Assign role(s) to the new user
Assign Reports to the new user
Assign Department Access to the new user
Assign Kiosk Access

Employee HR details

Employee details
Employee characteristics
Employee security
Employee conditions of employment
Employee events
Employee training
Employee skills
Employee property
Employee planner
Employee documents

Additional areas of interest

Employee notes
Employee status
Maximum FTE
Termination details
Leave dates
Rate changes
Employee tasks

HR reports