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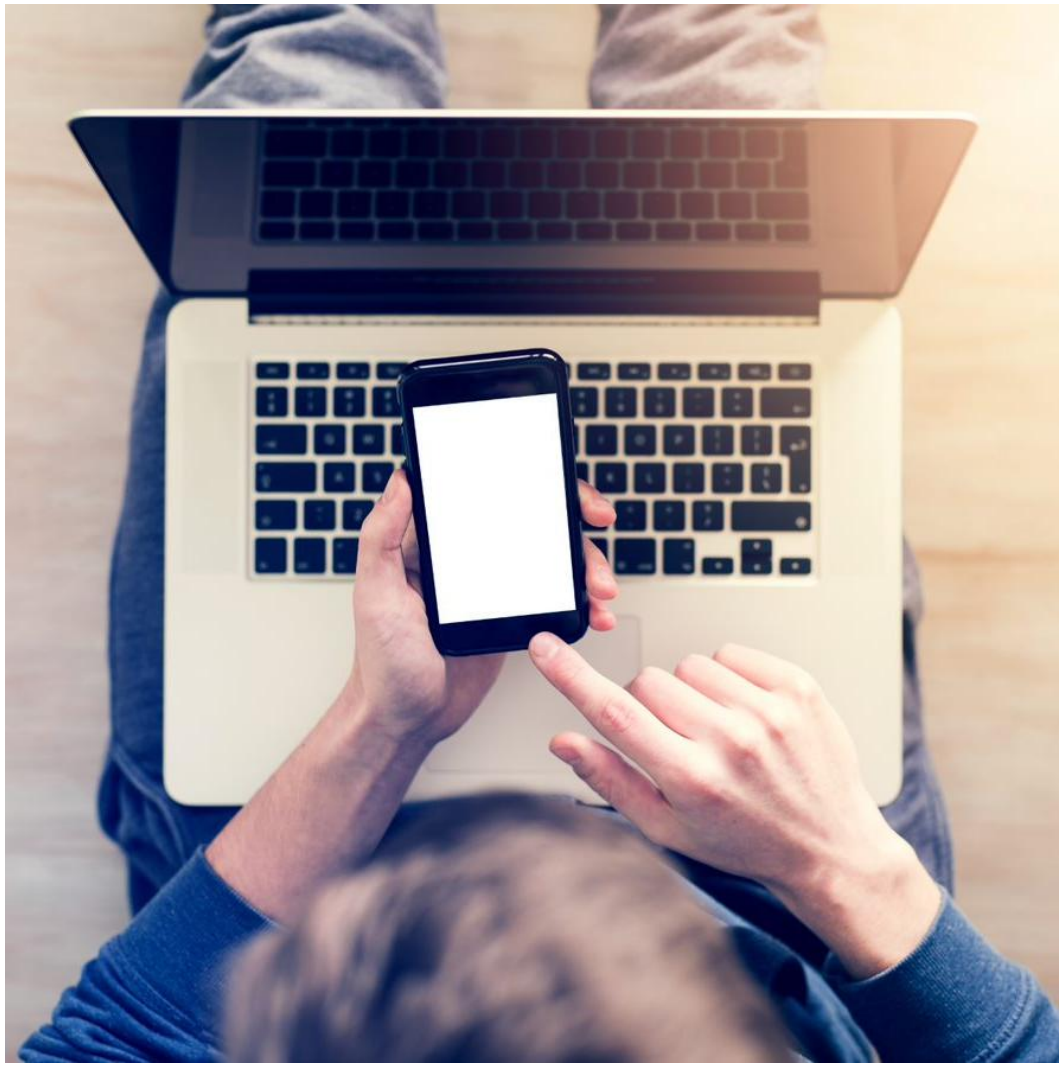
Course Outline | **Definitiv Outsourcing System Administrator User Course**



Are you responsible for the ongoing maintenance and upkeep of your payroll system?

By taking this System Administrator Outsourcing course, you will gain an understanding of how Definitiv payroll solutions are maintained, as well as what system configuration may need to be maintained by you.

What does this course cover?

The VILT course covers:

- Navigation skills.
- Maintaining Employee information and acting on behalf of employees.
- Pending requests and timesheet entry.

The eLearning covers:

- Branding of your database and payslips.
- Document configuration, both employee and organisational.
- Creating new Hire Reasons.
- Creating and maintaining Custom Fields.
- Announcements.
- Reporting.

Target audience

This course is designed for users responsible for maintaining their systems and preparing for payroll.

What do you need to know?

The expectation is that attendees have an existing understanding of their database configuration.

Delivery method

Attend a 3.5-hour Virtual Instructor-Led (VILT) session facilitated by a live trainer.

You will also be required to complete additional eLearning before attending the VILT.