



Attaché Payroll Learning Catalogue



About

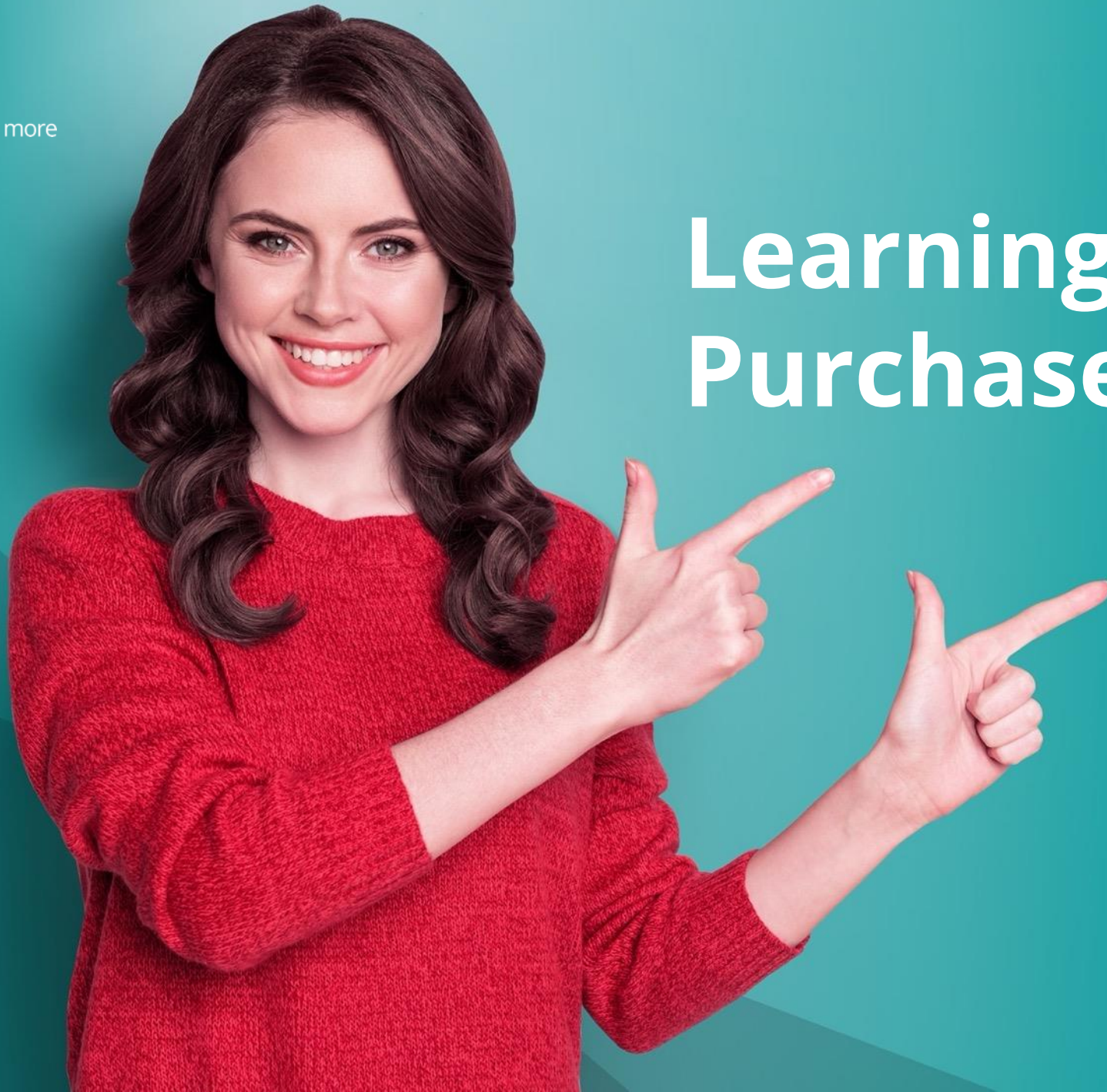
Whether you are a new or experienced user, there are training options to suit your needs!

For Attaché customers we have combined various courses with a defined learning pathway into [Learning Bundles](#). This provides an in-depth virtual learning experience to master the intricacies of using the systems within the [Attaché Payroll Product Suite](#).

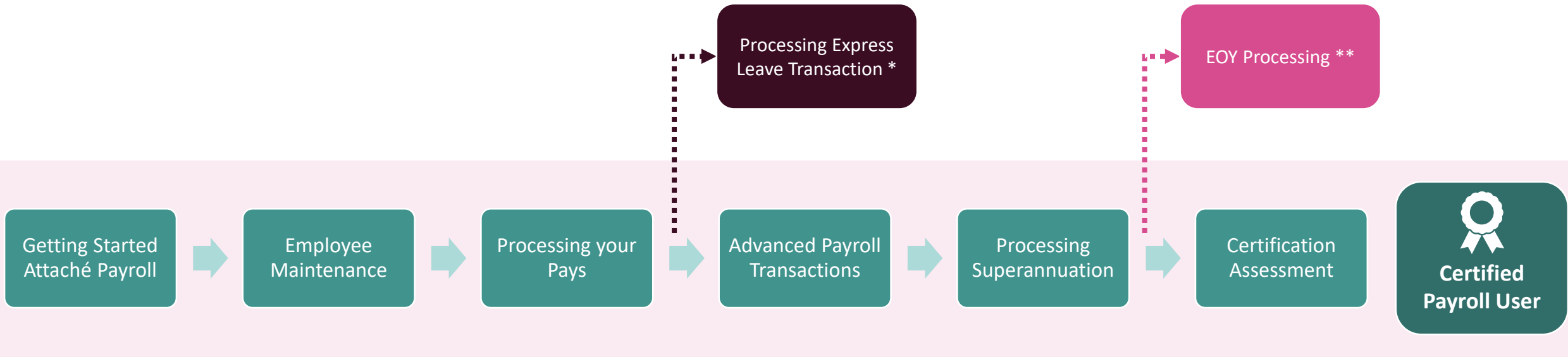
These Learning Bundles will be delivered by self-paced guides, manuals and digital eLearning modules, which you can access over the 12-month period.



Learning Bundles Purchase Options



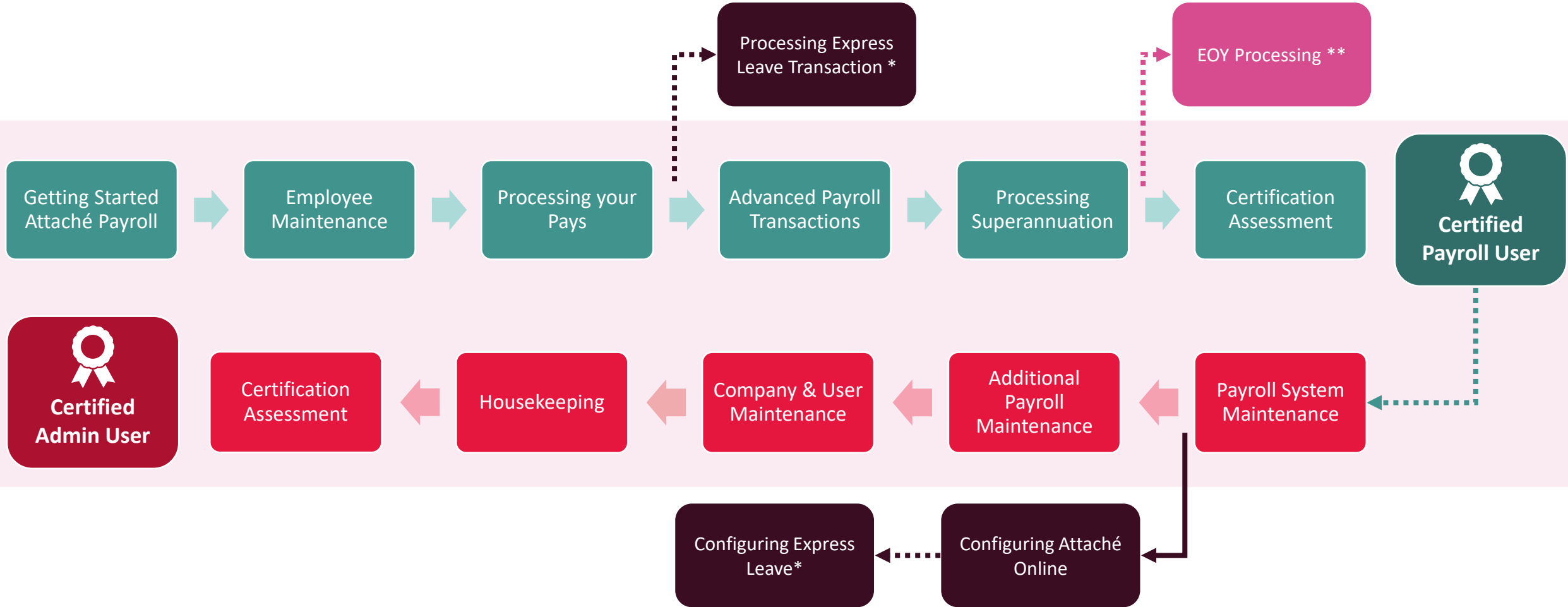
Learning Bundle 1 – Payroll User Pathway



* Optional. Complete if using Attaché Express Leave.

** New content will be available a month prior to your end of year process for PNG, NZ and AU.

Learning Bundle 2 – Payroll Admin User Pathway



* Optional. Complete if using Attaché Express Leave.
 ** New content will be available a month prior to your end of year process for PNG, NZ and AU.

Product	Course Name	Learning Bundle 1: Payroll User Pathway \$275 (inc GST) Est. 9 hours	Learning Bundle 2: Payroll Admin User \$660 (inc GST) Est. 16 hours
Attaché Payroll	Getting Started with Attaché Payroll	X	X
	Employee Maintenance	X	X
	Processing your Pays	X	X
	Advanced Payroll Transactions	X	X
	Processing Superannuation	X	X
	Payroll System Maintenance	-	X
	Additional Payroll Maintenance	-	X
	Company & User Maintenance	-	X
	Housekeeping	-	X
	EOY Processing with Attaché Payroll**	X	X
Attaché Online	Configuring your Attaché Online	-	X
Attaché Express Leave*	Configuring Express Leave*	-	X
	Processing Express Leave Transactions*	X	X

* Optional. Complete if using Attaché Express Leave.

** New content will be available a month prior to your end of year process for PNG, NZ and AU.

Digital Learning Release Dates



FY24 Q1 (Sep'23)

Getting Started with Attaché Payroll
Employee Maintenance
Processing your Pays



FY24 Q2 (Dec'23)

Advanced Payroll Transactions
Configuring Attaché Online
EOY Processing for PNG**



FY24 Q3 (Mar'24)

Processing Superannuation
Processing Express Leave Transactions*
EOY Processing for NZ**



FY24 Q4 (Jun'24)

Payroll System Maintenance
Housekeeping
EOY Processing for AU**
Payroll User Certification Assessment




FY25 Q1 (Sep'24)


Configuring Express Leave*
Advanced System Maintenance



FY25 Q2 (Dec'24)

Company & User Maintenance
Admin User Certification Assessment

 Currently available in the LMS.

 Upcoming courses.

* Optional. Complete if using Attaché Express Leave.

** New content will be available a month prior to your end of year process for PNG, NZ and AU.

Course Outlines





Getting Started with Attaché Payroll

This digital learning introduces you to the Attaché Payroll product suite.

This course is designed for all Access Attaché Payroll users to help understand and navigate the system.

What does this course cover?

- Introduction to payroll product suite.
- Navigation.
- Function keys and shortcuts.
- Common terminology.
- Different payroll processes.
- Storing payroll data.
- Running standard reports and using list wizard function.

Target audience

This course is designed for all Attaché Payroll users.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll, Access Attaché Online, Access Express Leave, Access MyPay, Access Workspace.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1 hour.



Employee Maintenance

This digital learning introduces you to the first step in the payroll process i.e., managing your employee data.

This course is designed for payroll users who create new employees and manage employee data.

What does this course cover?

- Understanding the employee record and where to find things.
- Viewing employee information in enquiry mode.
- Manually adding an employee into the Attaché Payroll.
- Creating an employee using the onboarding functionality.
- Managing an onboarded employee.
- Working with employee maintenance scenarios such as setting up additional accounts, changing superannuation funds, etc.
- Running employee reports.

Target audience

This course is designed for both new and existing payroll users who will process payroll information.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll, Access Attaché Online.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1.5 hours.



Processing your Pays

This digital learning focuses on the payroll process and how to run a regular pay from start to finish.

This course is designed for payroll users who process payroll for your organisation.

What does this course cover?

- Review the key steps of the payroll process.
- Entering time sheet transactions.
- Working through the different scenarios involving time sheet pays.
- Calculating pays for the current pay run.
- Review the exceptions report.
- Running the pre-process reports.
- Processing the pays and updating files in your payroll.
- Reconciling and reporting to the tax office.
- Running post-process reports.

Target audience

This course is designed for both new and existing payroll users who will process payroll information.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll, Access Attaché Online.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1.5 hours.

Upcoming Courses





Advanced Payroll Transactions

This digital learning focuses on the other payroll transactions including processing a termination for an employee.

This course is designed for payroll users who process payroll for your organisation.

What does this course cover?

- Overview of payroll transactions.
- Importing third party transactions.
- Entering adjustment pays.
- Working through the different scenarios.
- Creating a termination pay schedule.
- Printing the termination pay statement.
- Terminate an employee using time sheet transaction.
- Terminate an employee using an adjustment transaction.
- Running reports with termination details.

Target audience

This course is designed for both new and existing payroll users who will process payroll information.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll, Access Express Leave, Access Attaché Online.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1.5 hours.



Processing Superannuation

This digital learning focuses on processing superannuation using ClickSuper and SuperStream Alternate File.

This course is designed for payroll users who create and process superannuation for your organisation.

What does this course cover?

- Introduction to ClickSuper and SuperStream Alternate File Format (SAFF).
- Creating the super payment file.
- Transferring the superannuation file.
- Adjusting super contribution amounts.

Target audience

This course is designed for both new and existing payroll users who will process payroll information.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1 hour.



Processing Express Leave Transactions*

This digital learning focuses on checking and processing leave and online timesheet transactions in Access Express Leave for payroll processing.

This course is designed for payroll users who create and process transactions from Access Express Leave.

What does this course cover?

- Introduction to Access Express Leave.
- Checking and managing transactions for the pay period.
- Running the audit report.
- Creating the file of transactions.
- Overview of importing transactions into Access Attaché Payroll.
- Managing process transactions.
- Running reports in Express Leave.

Target audience

This course is designed for both new and existing payroll users who will process payroll information.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Express Leave, Access Attaché Payroll.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1 hour.



Payroll System Maintenance

This digital learning focuses on the basic setups of your payroll system.

This course is designed for payroll admin users who manage the setups of your payroll system.

What does this course cover?

- Reviewing options for your payroll company – company and payroll option setups.
- Managing pay elements – income types, allowances, deductions, employer contributions.
- Mapping components for STP reporting.
- Managing superannuation funds.
- Setting up a standard employee.
- Running set related reports.

Target audience

This course is designed for both new and existing payroll admin users who will maintain the payroll system.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll, Access Attaché Online.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1.5 hour.



Additional Payroll Maintenance

This digital learning focuses on the other payroll maintenance tasks of your system.

This course is designed for payroll admin users who manage the setups of your payroll system.

What does this course cover?

- Maintain general payroll setups such as cost centres, locations and pay points.
- General Ledger for payroll.
- Understanding leave tables.
- Working with shift tables.
- General employee setups – payment schedules, employee groups and group standard pays.
- Introduction to Keystroke File Import (KFI).

Target audience

This course is designed for both new and existing payroll admin users who will maintain the payroll system.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1.5 hour.



Company and User Maintenance

This digital learning focuses on company and user setups in your payroll system.

This course is designed for payroll admin users who manage the company settings and system users in your payroll.

What does this course cover?

- Creating a new company.
- Managing company settings – company bank accounts, colour scheme, company access.
- Creating user profiles.
- New user setup using user profiles.
- Creating and managing users – setting password levels, default company for sign on.
- Managing user access rights.
- Enabling track changes for audit purposes.

Target audience

This course is designed for both new and existing payroll admin users who will maintain the payroll system.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll,

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1 hour.



Housekeeping

This digital learning focuses on tidying up the payroll data for your organisation.

This course is designed for payroll admin users who delete history transactions and check the integrity of your payroll data.

What does this course cover?

- Review the steps involved for planning housekeeping.
- Deleting history time sheet and adjustment transactions.
- Deleting super payment details.
- Remove terminated employees.
- Deleting unused codes – pay elements, cost centres, locations, etc.
- Working through error/warning messages that you encounter whilst decluttering data.
- Checking the integrity of your payroll data.
- Compressing the database and running the optimiser to increase speed.

Target audience

This course is designed for both new and existing payroll admin users who will maintain the payroll system.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Payroll.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1 hour.



Configuring Attaché Online

This digital learning focuses on setting up the employee portal i.e., Attaché Online.

This course is designed for admin users who manage information that employees can view, settings and users in Attaché Online.

What does this course cover?

- Overview of the payroll product suite.
- Manage administrative tasks – organisation settings, colour scheme, users, org chart, etc.
- Manage employee tasks – adding non-payroll users, inviting employees, onboarding, etc.
- Manage payroll tasks – setting up STP authentication code, STP setups, etc.
- Other – using user logs,

Target audience

This course is designed for both new and existing Attaché Online's organisation admin users who will maintain the system.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Attaché Online.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1 hour.



Configuring Express Leave*

This digital learning focuses on setting up Access Express Leave for leave, online timesheets and time tracking.

This course is designed for admin users who manage the Express Leave system's settings and users.

What does this course cover?

- Overview of the payroll product suite.
- Checks in your payroll prior to using Express Leave.
- Manage administrative tasks – connecting to the online organisation, creating workday templates, etc.
- Manage users - adding non-payroll users, inviting employees, enabling timesheets, specifying the approval types, etc.

Target audience

This course is designed for both new and existing Express Leave's organisation admin users who will maintain the system.

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

Access Express Leave, Access Attaché Payroll.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1 hour.



EOY Processing for Australia

This digital learning focuses on the end of year processing for Australia.

This course is designed for payroll users who manage the end of year processing tasks for Australia.

What does this course cover?

- Version requirements and pre-checks.
- Preparing for year end – checking pay elements and employee data.
- Entering reportable fringe benefits.
- Completing other year end transactions.
- Running reports and reconciling the data.
- Completing a finalisation declaration.
- Creating a copy and storing your current financial year's data.
- Processing end of year.
- Preparing for the new financial year.
- Basic housekeeping to declutter the dataset.

Target audience

This course is designed for both new and existing payroll users who process the end of year tasks..

What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

Products covered

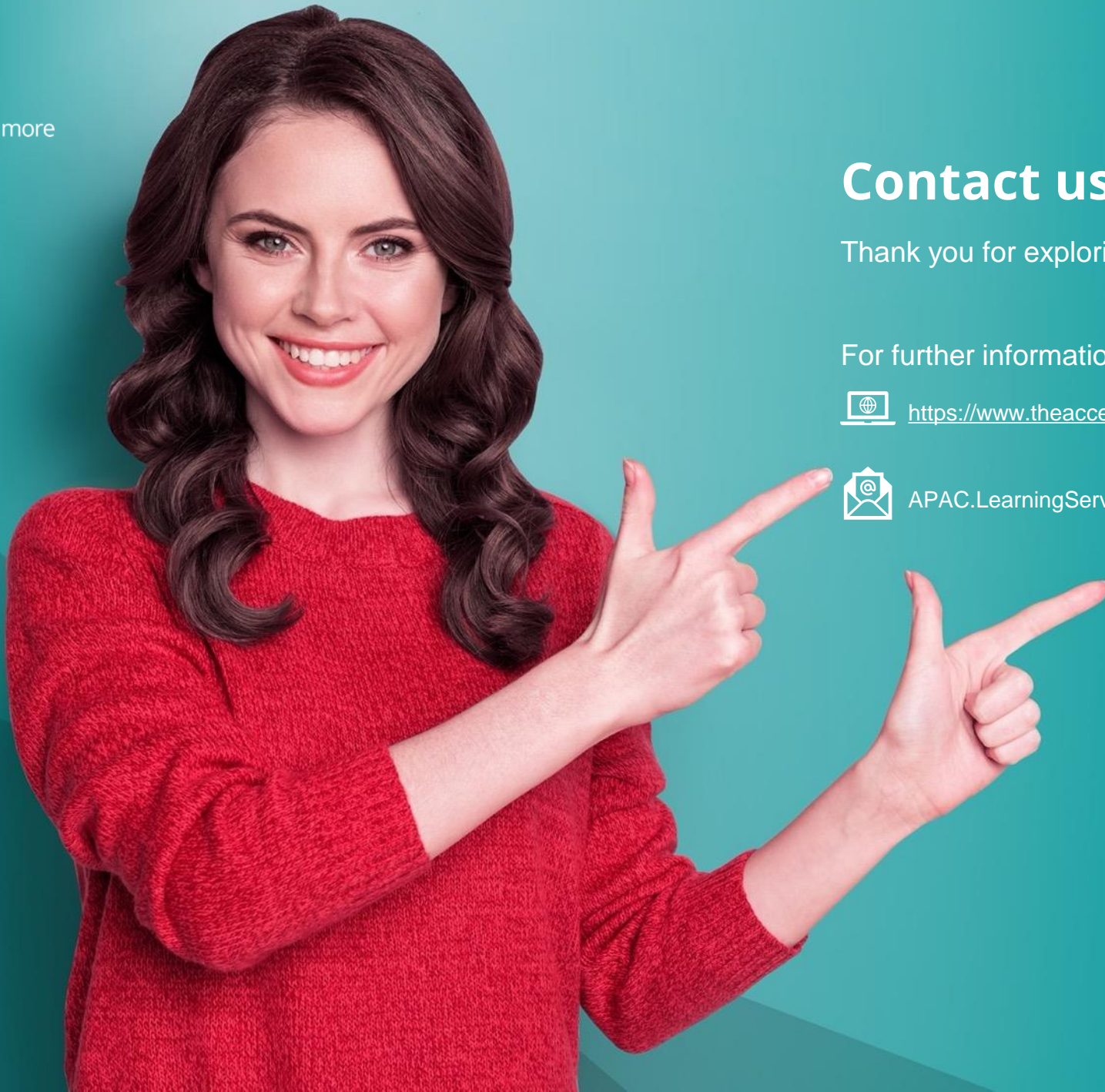
Access Attaché Payroll, Access Attaché Online.

Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

Estimated duration

1.5 hours.



Contact us today!

Thank you for exploring Attaché Payroll Learning.

For further information:

 <https://www.theaccessgroup.com/en-au/payroll/services/payroll-training/>

 APAC.LearningServices@theaccessgroup.com.

