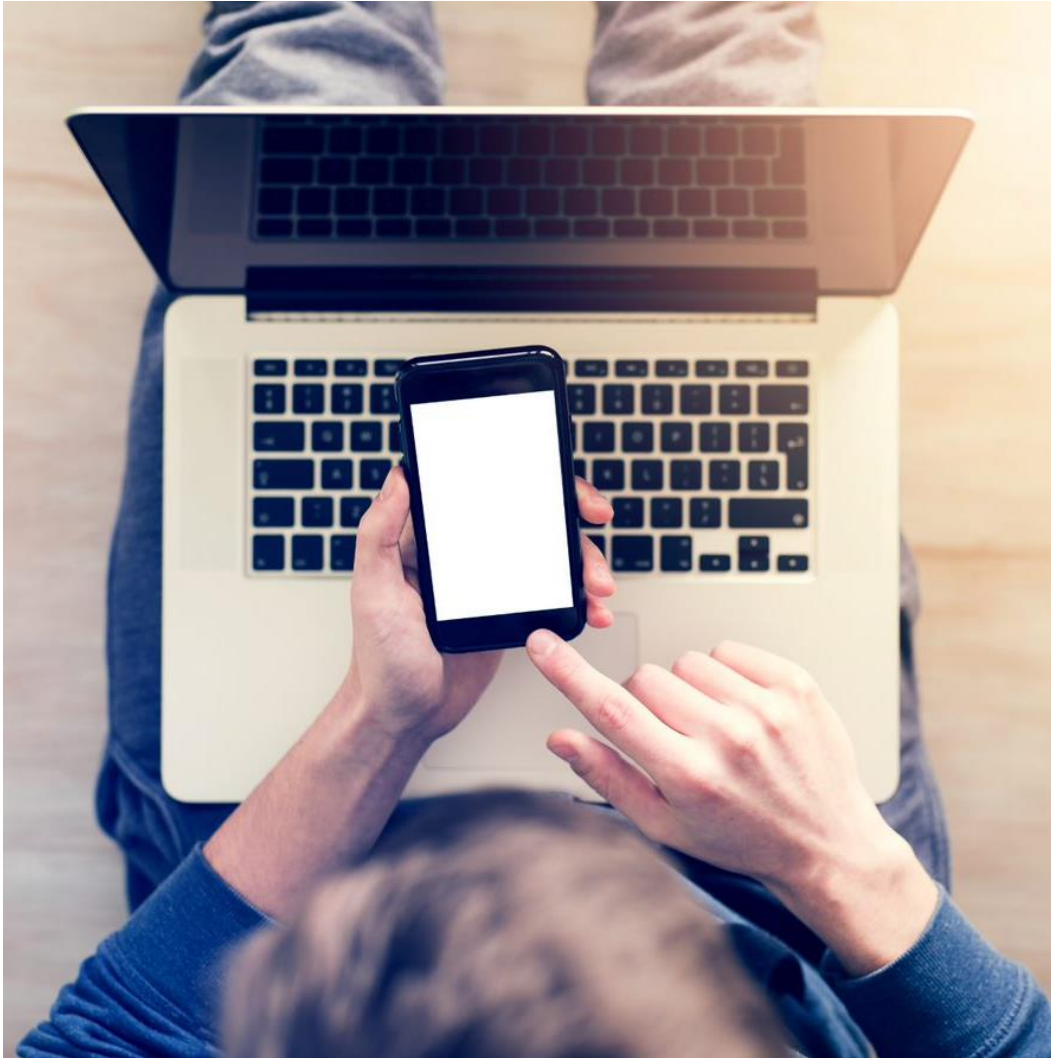


Course Outline | Definitiv Outsourcing System Administrator User Course



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?

- Navigation skills
- Branding of your database and payslips.
- Document Configuration employee and organisational.
- Creating new Hire Reasons.

- Creating and maintaining Custom Fields.
- Maintaining Employee information and acting on behalf of employees.
- Pending requests and timesheet entry.
- Creating and sending Announcements.

Target audience

This course is designed for users who will be required to maintain their system and prepare for payroll.

What do you need to know?

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

Delivery method

This is a virtual instructor-led course delivered through Strigo.

Duration

Attend one half-day VILT session facilitated by an instructor for a duration of 4.5 hours.