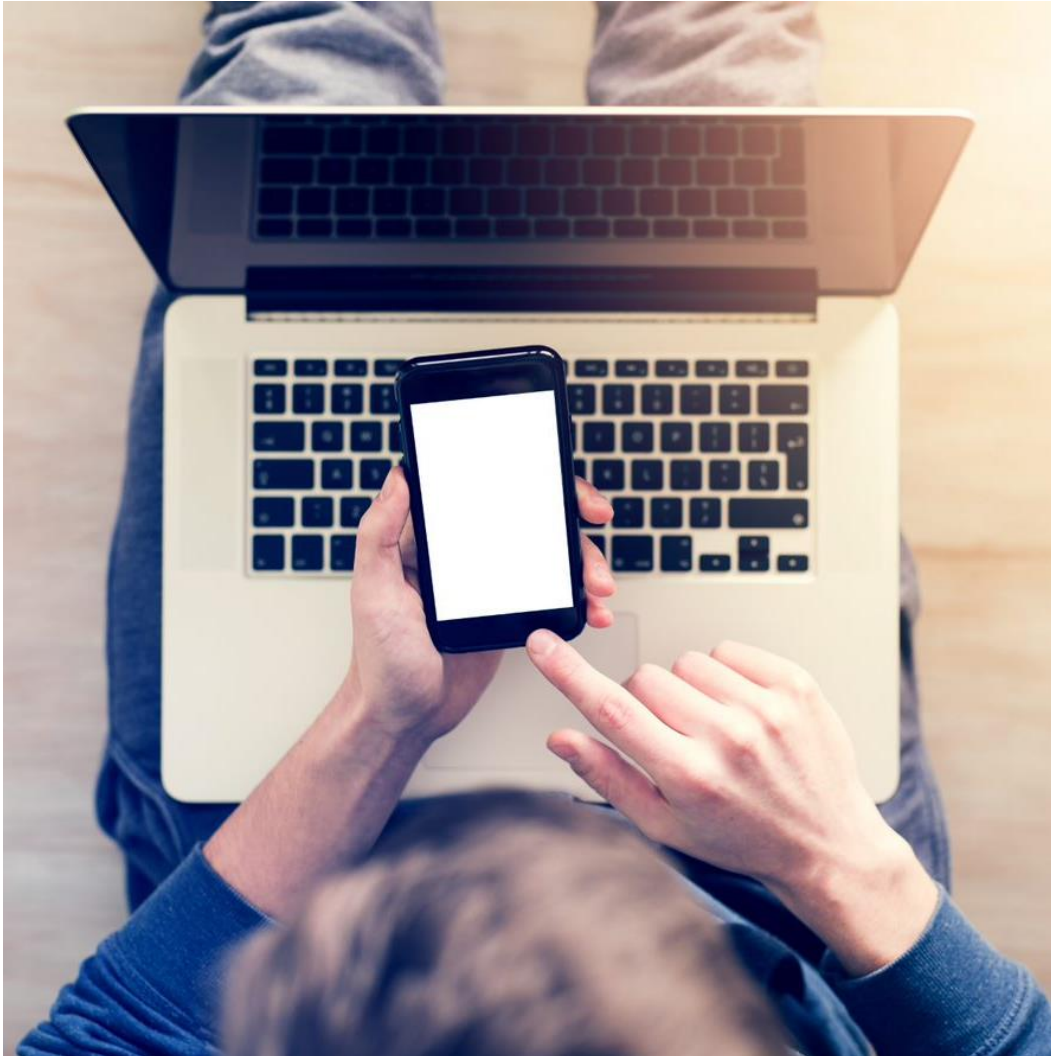


Course Outline | Definitiv System Administrator User Course



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

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

What does this course cover?

- System configuration
- Holiday configuration.
- Creating new Custom Fields.
- Understanding the difference between Termination Reasons and Termination Types.
- Creating a new Project.
- Creating a new Role.
- Creating a new

Location.

- Gaining an understanding of policies.
- Creating a new pay policy and making changes to existing policies.
- Creating a new work schedule and understanding custom work schedules.
- Employee Management.

Target audience

This course is designed for payroll super users who will be required to maintain their 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.

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.