

# Definitiv Advanced Payroll Processing

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## Overview:

Designed to equip new and existing users, this course builds on foundational payroll knowledge to develop expertise in using Definitiv.

## What do you need to know?

The course assumes confidence in Definitiv navigation and understanding of payroll principles and compliance requirements.

## Pre-requisite:

You need to have attended the Definitiv Run Your Pay VILT session.

## Delivery Method:

Virtual instructor-led course delivered through Strigo.

## Duration:

4.5 hours

## What does this course cover:

- An overview of the payroll process.
- Standard pay run vs an out-of-cycle pay run.
- Advanced transactions:
  - Redundancy pays.
  - Once-off payments such as bonuses and FBT.
  - Entering corrections identified.
- Reporting:
  - Reviewing other payroll reports.
  - Customising grid reports.
  - Creating and managing report variants.
- Managing employees, such as updating their pay policies, changes to their employment status, etc.
- Troubleshooting scenarios.
- And, much more.

## Objectives:

- ✓ Leverage the capabilities of Definitiv.
- ✓ Understand when to use the 'manual' pay run option.
- ✓ Confidently handle adjustments and terminations.
- ✓ Be confident in using the grid reports in Definitiv.