

Definitiv

Advanced Payroll Processing

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.