access
freedom to do more

Definitiv: Tips to manage payroll this holiday period

Overview:

Designed to equip new and existing payroll users with the skills and knowledge required to prepare for the calendar year-end in Definitiv, with a focus on payroll over the holiday period.
This course is presented as a live webinar and includes Q&A.

What do you need to know?

The course assumes confidence in Definitiv navigation and that attendees have an existing understanding of payroll principles and system configuration.

Delivery Method

Webinar delivered via GoTo Webinar.

Duration

1.5 hours

What does this course cover:

- Planning the holiday payroll.
- Managing leave during the holiday period.
- Reviewing outstanding leave and timesheets.
- Processing pays in advance.
- Handling backpays after the holiday period and making necessary adjustments.

Course Outline

Objectives:

- ✓ Understand the operational requirements such as leave, rosters, public holidays, etc.
- ✓ Know how to run pays in advance correctly.
- ✓ Be confident in making post–holiday adjustments to the leave or timesheet requests.

Classification - Public