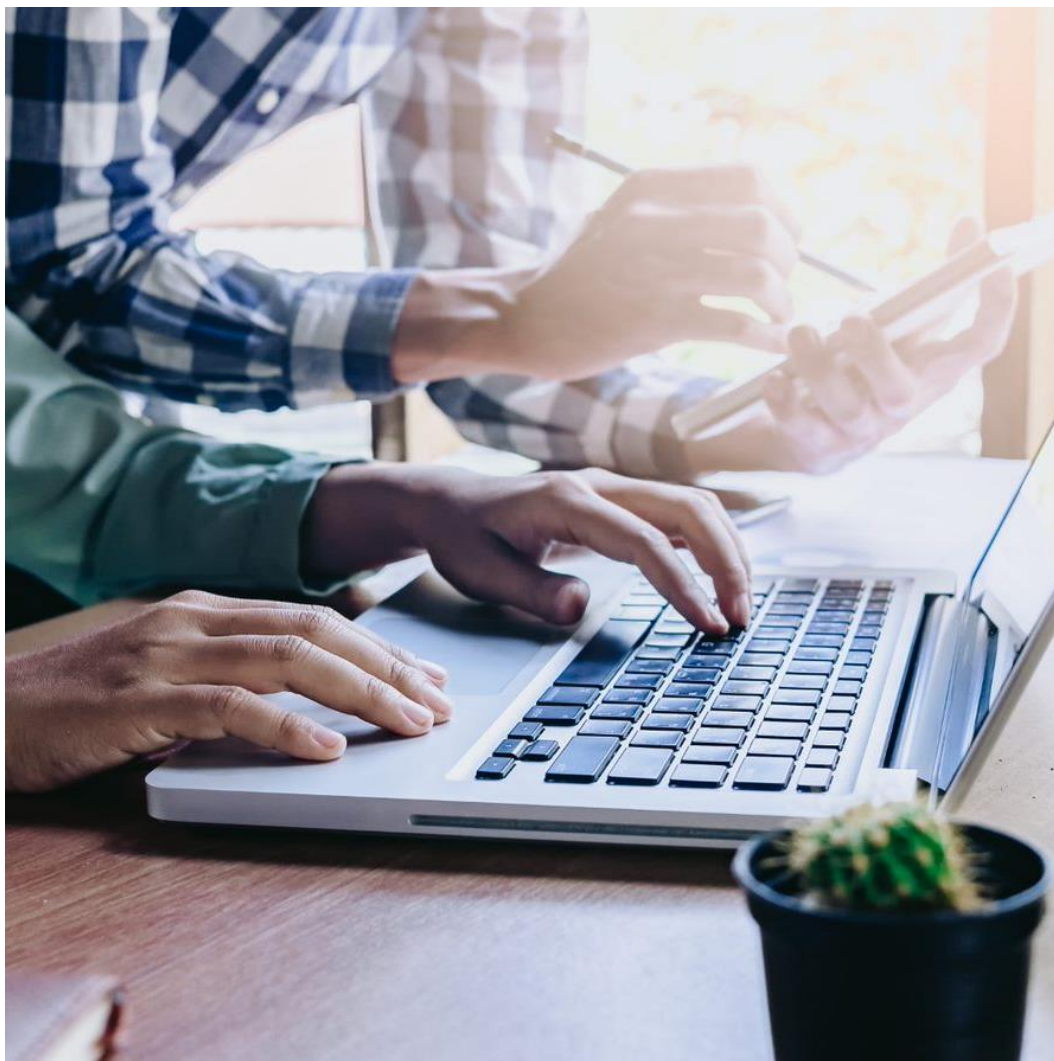# Course Outline | **Definitiv Getting Started and Employee Maintenance e-learning**

Welcome to Definitiv, let's get you started on your journey.

Two e-learning modules introduce you to the Definitiv payroll solution, as well as the first step in the payroll process, maintaining employee data.

What does this course cover?

Getting Started Course:

- Introduction to Definitiv.
- Login and Navigation.
- Menu information and where to find things.
- High-level introduction to the payroll process.
- Overview of the Employee and Manager self-service.
- Ways to access help.

Employee Maintenance Course:

- Overview of the payroll process and focus on stage one.
- Introduction to Teams
- Employee record overview.
- New employee creation.
- Employee maintenance changes:
  - Superannuation changes.
  - Rate changes.
  - Project changes.
  - Bank detail changes.
- Introduction to User Roles and Listings.
- Knowledge check quiz.

Target audience

This course is designed for payroll users who will process payroll information.

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

Two e-learning modules and the content will be presented in easy-to-digest sections, incorporating interactive screens.

Course Outline | Definitiv Run your Pay – Processing Course

Let's get you started on your Payroll Processing journey with Definitiv

This course focuses on the payroll process and how to run a regular pay from start to finish through Virtual Instructor Led Training (VILT).

What does this course cover?

- Get up and running in your virtual classroom.
- Overview of the payroll process.
- Introduction to the payroll processing checklist.
- Checks before commencing pay run processing:
  - Daily Dashboard
  - Team Variance
  - Leave Balances
  - Pending requests
  - Unsubmitted timesheets
- Creating a pay run.
- Calculating a pay run.
- Processing adjustments:
  - Terminations
  - Ad hoc bonus payments
  - New starter payments
- Troubleshooting errors during payroll processing.
- Running reports.
- Finalising the pay run.
- ABA payment file creation.
- Superannuation processing.

Target audience

This course is designed for payroll users who will process payroll information.

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. You also need to have completed the Getting Started and Maintenance e-learning course.

Delivery method

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

Duration

Attend a VILT session facilitated by an instructor for a duration of 4.5 hours.