access MicrOpay

Getting Started

Overview:

This is the first learning module of the MicrOpay journey and is designed to introduce new users to the product. Completion of this module is required before moving on to future MicrOpay learning modules.

What do you need to know?

The expectation is that attendees understand payroll principles and compliance requirements associated with their company and industry.

Delivery Method

An e-learning module with the content presented in easy-to-digest sections, incorporating interactive screens.

Duration

30 minutes.

What does this course cover:

- Introduction to MicrOpay.
- Placing your payroll product in the context of other business systems.
- High-level introduction to the payroll process.
- Signing in.
- All methods of navigation within the software, some of which are not explored in the live Virtual Instructor Lead Training event.
- Backing up.
- Running a report.
- Ways to access help.

Objectives:

- ✓ Familiarise yourself with MicrOpay and its role in business systems.
- ✓ Master basic payroll operations and navigation.
- ✓ Develop essential skills for efficient system use.