

Course Outline | MicrOpay Employee Maintenance Learning Unit 1 (LU1)



Let's get you started on your MicrOpay learning journey

Anyone new to a payroll product must learn system navigation, employee maintenance, getting data out of the system and how to access further help and learning. This course hits those targets and aims to get you settled in your new MicrOpay home.

What does this course cover?

- Your virtual classroom (a tool called Strigo).
- Introduction to the payroll processing checklist and an exploration of the first three steps.
- System navigation.
- Backing up and restoring a payroll database.
- Creating and editing employees, including leave configuration.
- The implications of the system being period-based.
- The different reporting options.
- Employee maintenance changes, including changing superannuation funds.
- Accessing your course material, exercises and online eLearning.
- Help resources.

Target audience

The course is aimed at those new to the system and is ideal for both new staff using an established system and new customers going through product implementation.

What do you need to know?

An understanding of payroll principles and basic computer literacy is an advantage, as is an appreciation of the specifics of your own payroll. You will also require basic numeracy and must have completed the Getting Started with Access MicrOpay course.

Delivery method

- A live Virtual Instructor-Led Training (VILT) session with an individual virtual demonstration system.
- A selection of eLearning modules to view in your own time.
- A course manual.
- A Learn on Demand lab for you to practice on.

Duration

Attend one VILT session facilitated by an instructor for a duration of 5 hours.

Availability

Access to this course will be available for 3 months.