

# Employee Maintenance Learning Unit 1 VILT (LU1)

## Overview:

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 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

- Attend a live, hands-on, Virtual Instructor-Led session facilitated by a trainer through Strigo.
- 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

5 hours.

## What does this course cover:

- Your virtual classroom (a tool called Strigo).
- Introduction to the payroll processing checklist and an exploration of the first two 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.

## Objectives:

- ✓ Confidence in navigation and the payroll process as they relate to MicrOpay.
- ✓ Know how to create an employee and the benefits of using the different methods.
- ✓ Familiarity with the various reporting tools.

## In Addition

You will also be provided with eLearning content covering the following topics:

- Reporting
- Transactions
- General Ledger.

This content offers further learning with a duration of 4 hours.