

Experienced User Learning Unit 3 VILT (LU3)

Overview:

This course guides experienced users through the "Unexpected Pay Run", ensuring you're prepared for complex payroll scenarios and tricky employee situations.

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 must have completed Employee Maintenance Learning Unit 1 (LU1) and Run Your Pay Learning Unit 2 (LU2) VILT courses.

Delivery Method

- Attend a live, hands-on, Virtual Instructor-Led session facilitated by a trainer through Strigo.
- 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).
- Creating off-cycle pay runs.
- Changing employees from casual to permanent.
- Processing backpays, including partial periods.
- Advanced timesheet entries and corrections.
- The Multi Employee Timesheet for bulk processing.
- Manual calculations for bonuses and adjustments.
- Calculation Worksheet for multiple employees.
- Processing terminations and redundancies.
- Accessing your course material and exercises.
- Help resources.

Course Outline

Objectives:

- ✓ Process unexpected pay runs with confidence.
- ✓ Handle complex employee changes and adjustments.
- ✓ Master advanced calculation features.
- ✓ Streamline bulk processing tasks.