access

Online Learning Bundle
Course Outlines

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 eLearning 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.

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Learning Pathway

Overview:

Learn MicrOpay at your own pace with this all-encompassing course, starting with essential topics like maintenance and payroll processing, and extending to leave management, transactions, and reporting. This course equips you with the knowledge and skills to confidently manage and optimise your MicrOpay system from start to finish

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.

Delivery Method

• A selection of eLearning modules to view in your own time.
• Course manuals.
• Quick Reference Guides.

Duration

Ten to twelve hours of content to consume as required.

What does this course cover:

- Maintenance includes onboarding and employee maintenance, backing up and restoring, and navigation.
- Running your pay from start to finish.
- Exploration of tools used to pay commissions or bonuses, including the Bonus Calculator of the Manual Calculation window and the Calculation Worksheet, spreading tax over several periods.
- Which option should be chosen to perform a backpay, the system Backpay function, a Global Backpay, or a Manual Calculation, along with the STP2 Lump Sum E requirements?
- Methods of updating employees' pay rates, one example being part of a backpay transaction.
- The range of Termination types explained.
- Importing transactions to your pay using the Multiple Employee Timesheet.
- The Transaction Import function.
- The Leave Processing function.
- MicrOpay's Leave Planning system: ideal for those without an external system to manage leave bookings.
- Tips and Tricks of transaction entry.
- Costing Adjustments.
- Your Transaction Reporting choices.

Objectives:

✓ Run a pay.
✓ Master Payroll transactions, calculations and adjustments.
✓ Understand Termination Types and transaction management.
✓ Optimise leave management and reporting.

MicrOpay New Zealand Payroll Processing

Overview:

This manual-based learning focuses on the New Zealand payroll process in MicrOpay, along with the everyday maintenance required before the pay. The course explores the similarities and differences between the two regions, with a high-level exploration of all the NZ-specific MicrOpay functions.

What do you need to know?

A working knowledge of MicrOpay is assumed in the manual design.

Delivery Method

An interactive eLearning module with content to read and recordings. We also offer a manual to download and keep.

Duration

With a NZ Employee Maintenance manual plus NZ Payroll Processing manual and access to eLearning; two to three hours.

What does this course cover:

- KiwiSaver:
  - Configuration in the employee file and various KiwiSaver statuses.
  - KiwiSaver Funds vs. Complying funds.
  - ESCT and the ESCT Salary Threshold.
- Configuration of NZ-specific Additions and Deductions such as:
  - ACC Earners Levy.
  - Workplace donations and Payroll Giving Tax Credit.
  - Child Support.
  - Employee Share Scheme.
- Employee tax details and Student Loans.
- Banking configuration.
- Leave types and calculated leave pay rates.
- The Payday Filing process and the resulting Employment Information and Employee Details files.
- The steps of an NZ payroll process.

Objectives:

- ✓ Understand the key differences between New Zealand and Australian MicrOpay systems.
- ✓ Configure and manage KiwiSaver and payroll additions and deductions.
- ✓ Set up and maintain payroll system settings.

New to MicrOpay?

Talk to us about access to the live **Employee Maintenance Learning Unit 1** (Virtual Instructor-Led Training (VILT)) course and **Run Your Pay Learning Unit 2 VILT**. While this has an Australian focus, it explores many functions present in the NZ system.

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Certified MicrOpay User Assessment

Overview:

Become a Certified MicrOpay User by completing this assessment. It allows users to demonstrate their existing skills and understanding of payroll processing using the MicrOpay product.

What do you need to know?

You must have completed all courses in the Learning Pathway including:
- Employee Maintenance
- Run Your Pay
- Transactions
- Reporting.

Delivery Method

Via Training Online. You have **three** attempts to pass with a pass rate of 80%.

Duration

You will have 30 minutes to answer 30 questions.

What does this assessment cover:

- Payroll processing
- Maintenance
- Transactions
- Superannuation
- Reporting.

Objectives:

✓ Demonstrate proficiency in MicrOpay by completing a comprehensive assessment that verifies your skills and knowledge without the need for prior coursework.

✓ Achieve MicrOpay certification by directly validating your expertise, bypassing traditional training.