

MicrOpay Masterclass: Tips and Tricks

Overview:

Master the advanced features and time-saving techniques in MicrOpay. This masterclass focuses on practical skills that will streamline your payroll processes and enhance your efficiency as a payroll professional.

What do you need to know?

The course assumes confidence in navigation and the use of MicrOpay, as well as an understanding of payroll principles.

Delivery Method

This webinar is delivered via the GoTo platform.

Duration

90 minutes.

What does this course cover:

Pay Run Management

- Creating out of cycle and additional pay runs for bonuses, corrections, and special payments.

Employee Status Changes

- Step-by-step process to update employees from Casual to Permanent status while maintaining pay history.

Transaction Screen Mastery

- Explore advanced options and hidden features in the Transaction screen for efficient payroll processing.

Pay Rate Updates

- Efficient methods for updating pay rates, including bulk updates.

Advanced Reporting

- Export reports to Excel for further analysis and customisation.
- Utilise Report Job Manager for scheduling and automated report generation.

Making the Most of Employee Enquiries

- Maximise the Employee Enquiries function for quick data access and problem resolution.

Course Outline

Objectives:

- ✓ Master efficient techniques for non-standard pay runs and employee status changes.
- ✓ Utilise advanced transaction processing options to streamline payroll workflows.
- ✓ Leverage reporting tools for enhanced payroll management and analysis.