



First Select

Human Resources & Payroll System

Date	Venues	(\$)Fees	Book your seat
14 Dec -18 Dec 2025	Bahrain	2900	Register Now

This comprehensive conference provides you with an in-depth view of the extensive functionality contained within the Human Resources and Payroll applications. Besides learning the functionality, you will also learn tips and techniques that can help make an implementation successful, and you will gain a thorough understanding of the HR and Payroll applications and its capabilities.

The course covers the setup of the Payroll and Human Resources modules. It covers the processing of Payroll checks, and the everyday tracking of Human Resources. It also covers the Applicant functionality found in Human Resources so you can track the necessary information to hire quality employees.

Course objectives:

- Effectively use the Payroll Setup windows to customize the application to your organizational needs
- Understand the available global setups that are available in Human Resources
- Set up the Human Resources Benefit and Deduction system and its integration to Payroll
- Set up Attendance including time codes and accruals and how they are attached to employees
- Create pay codes, deduction codes, benefit codes, taxes and other employee related items used to calculate Payroll checks
- Assign methods to calculate vacation and sick time for employees
- Process, generate and void Payroll checks for employees

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Who should attend?

All employees in the management of human resources


Course Outline:

- Payroll Features and Benefits
- Human Resources Features and Benefits
- Integration
- User Setup
- Payroll View for Human Resources
- Human Resources Preferences
- Employee Filters/Security
- User Preferences
- Reconcile
- Salary Matrix
- Life Insurance Setup
- Cash Accounts Setup
- Employee Class Setup
- Employee Maintenance
- Employee Positions
- Employee Contacts

- Additional Information
- Employee Tax Maintenance
- Employee State Tax Maintenance
- Employee Pay Code Maintenance
- Employee Post-Dated Pay Rates
- Health Insurance Benefit Enrollments
- Life Insurance Benefit Enrollments
- Retirement Plans Benefit Enrollments
- Cash Accounts Benefit Enrollment
- Editing Benefits
- Modifying a Pay Rate–Employee Maintenance
- Payroll Transaction Entry
- Payroll Mass Transaction Entry
- Build Payroll Checks
- Calculate Payroll Checks
- Print & Post Payroll Checks
- Manual Checks
- Human Resources Setup
- Payroll Setup
- Enrolling Employees in Benefits
- Setting up a new Employee
- Setting up Related Employee Records
- Attendance
- Attendance Accruals
- Time Codes
- Payroll Transactions
- Processing Payroll Checks
- Void Checks
- Entering Position Requisitions
- Applicants

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.

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