Client Training Catalogue

Always Designing
for People™

Contents

About ADP

Welcome to Automatic Data Processing (ADP) Australia & New Zealand's Client Training Catalogue. Globally, the ADP group is one of the world's largest providers of business outsourcing, with nearly $11 billion in revenue and more than 1 million active clients. Leveraging over 60 years of experience, ADP offers the widest range of HR, payroll, tax, and benefits administration solutions from a single source. We trust that you will find this catalogue useful while exploring our training solutions and offerings.

ADP's Learning & Development team consists of highly skilled consultants. All our facilitators have training expertise in both product and professional skills.

Our aim is to provide you with a one–stop-shop for all your learning & development needs. Should you have any other learning requirements, please feel free to contact us.

Our Solutions

Training for HR & Payroll Professionals -Knowledge of legislation relating to payroll and HR is vital for any organisation that employs staff. ADP training programs provide support in this complex area to help you achieve compliance.

Product-Specific Training for Payroll Professionals -Whether you are a new or existing Payforce, Payline, ADP Payroll or ADP Realtime client, our programs have been designed so that you will benefit from attending one or more of these offerings.

Accessing the Learning Portal via eService

What is myLearning@ADP?

myLearning@ADP is ADP's Learning Management System and your central access point to all your ADP learning, allowing you to make the most of your ADP solution. You will have 24/7 access to online learning, where applicable, and the ability to register for instructor-led sessions at the dates and times that work for you.

How do I access myLearning@ADP?

For Payforce, Payline, ADP Payroll and ADP Realtime Clients:

You can access myLearning@ADP from eService. Log into **eService**, click **Links**, and then click the **Learning Portal Link**.
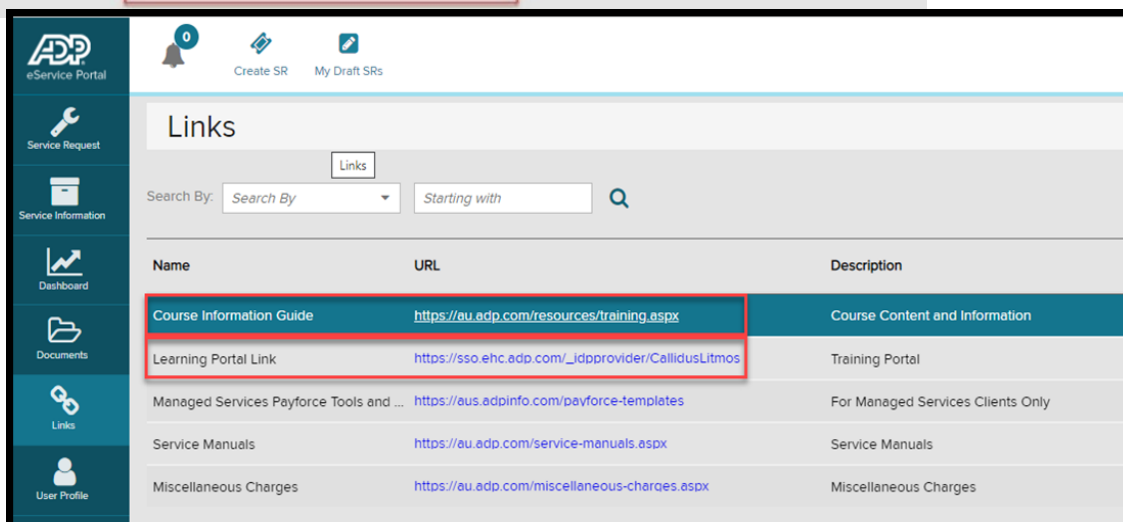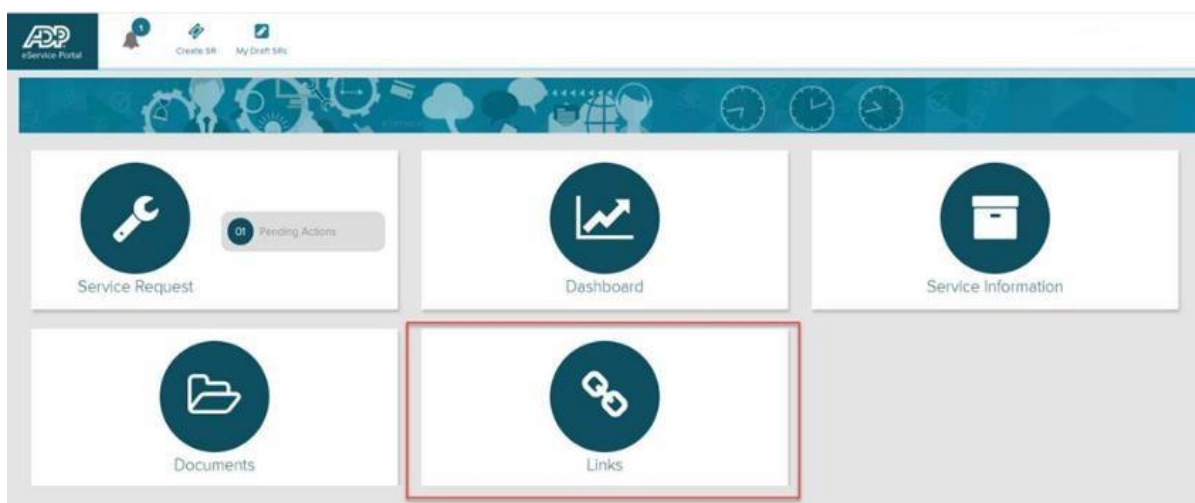

For Celergo, Streamline Clients:

All client users using **Global myView** will be able to access myLearning@ADP through the **Expert** tile, which was previously available under the Links section of the eService portal.

How do I use myLearning@ADP?

While myLearning@ADP is easy to use, you can click the **[?]** icon within myLearning@ADP to access a Welcome to myLearning@ADP video and How Do I? job aids on all the learning-management tasks that you can complete in myLearning@ADP.
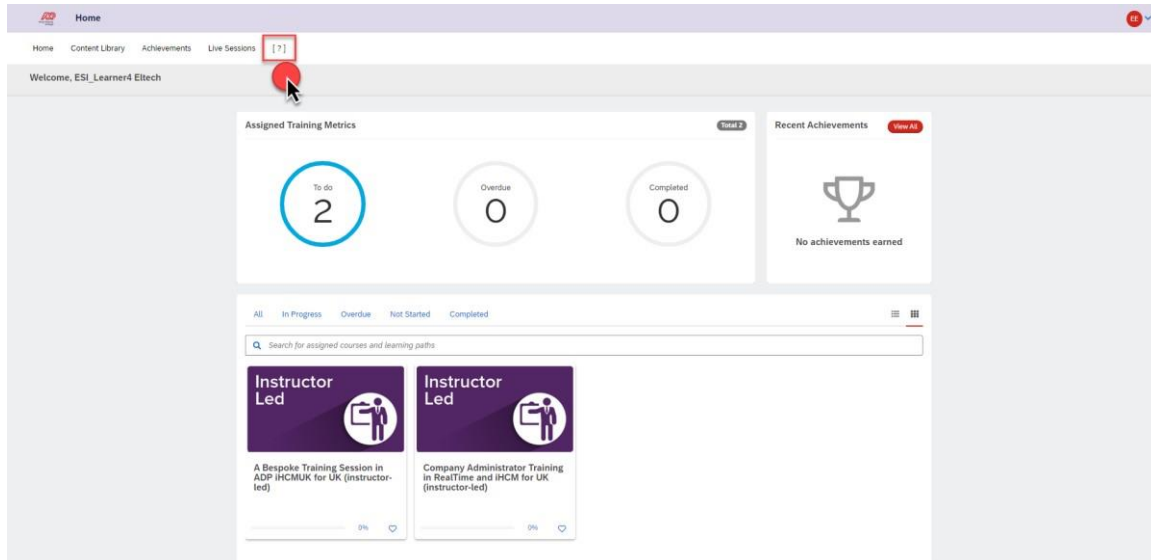
When do I need to complete my training?

For instructor-led sessions your instructor will send you a calendar invitation with all the details including the Join Meeting link if it is a virtual session. Online training can be completed at any time that suits you.

What do I do if I misplaced the email with my credentials for the eService portal?

Ensure that you are using the email address that you provided to ADP. Check your spam folder and, if necessary, with your company's IT department to ensure that they don't have a spam block on ADP.

If you cannot locate the email, reach out to your ADP representative who will arrange to have a new email sent to you.

What do I do if I've forgotten my password to the eService portal?

myLearning@ADP is single sign-on from eService. That means that once you log into eService you will not need to enter another login and password to subsequently access myLearning@ADP. Once you have the eService login information, it takes up to 3 business days for myLearning@ADP access to become available.

If you forget your eService user ID or password or want to change your password, you can self-serve via the eService login page.

If you lock yourself out of eService, reach out to your ADP representative who will arrange to have a new temporary password email sent to you.

What costs are associated with training?

Costs for the relevant training courses are listed within this Catalogue.

All the listed sessions within myLearning@ADP are public training sessions. These will provide you with all the information and skills you need to use your ADP solution.

However, some companies prefer bespoke training and opt to have a private instructor-led training session customised to their needs. Consulting sessions will incur additional charges. You can contact the Learning and Development team via eService for further information.

What is the process to amend, cancel booking and/or request refund?

All cancellations must adhere to the Terms and Conditions listed below and are applicable to all training bookings, i.e., standard sessions, including those conducted via webinar, and to any consulting programs.

- If a booking is cancelled **more than five (5) business days prior** to the scheduled course date, without immediate intention to reschedule, a charge of $100 is payable.
- If a booking is cancelled **more than five (5) business days prior** to the scheduled course date you will remain liable to reimburse ADP for any travel and accommodation expenses which ADP has incurred prior to such cancellation.
- If a booking is cancelled **within five (5) business days** of the scheduled course date, full fees and charges and any travel and accommodation expenses remain payable to ADP.
- Bookings are confirmed within **three business days**.
- ADP reserves the right to change course schedules, course pricing, discontinue courses, modify course content, limit class size, cancel courses, and refuse entrance to a course at any time with prior written notice.
- In the case of a course cancellation, confirmed participants will be notified (where possible) at least **five business days prior** to the scheduled course training date.

All Requests for (Cancellations/ Refund requests/ Date changes etc) must be submitted via an eService Request.

Types of Training Available

Instructor-Led
Attend a session run by an instructor with other participants.
Virtual and face-to-face options are available.

Online Self-Study
Learn at your own pace.

Learning Path
A collection of online learning for a specific topic

Training for Payroll Professionals

Instructor-Led

Payroll Legislation for New Zealand (instructor-led)

Description
This 8-hour course is defined to assist Payroll Professionals, HR Professionals, Accountants and Bookkeepers in expanding their New Zealand legislative knowledge.

Audience
- Payroll Professionals – both new, and experienced wanting a legislation refresher
- HR Professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

Cost
$850 per person

Duration
8 hours

Prerequisites
No prerequisites

Learning Objectives:
- Outline Inland Revenue Department (IRD) tax and reporting requirements
- Understand the Holiday Act
- Detail KiwiSaver requirements and legislation
- Explain termination types including tax and reporting requirements

Delivery method
Virtual Instructor Led Training (vILT)

Learning Path

Australia Payroll Principles (online) *** COMING SOON***

Description
This 3.5-hour learning path covers payroll related legislation in Australia including the Fair Work Act, National Employment Standards, Awards and Agreements, tax, and Superannuation obligations.

Audience
- Payroll Professionals – both new and experienced wanting a legislation update
- HR Professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

Cost
TBC

Duration
3.5 hours

Prerequisites
No prerequisites

Learning Objectives:
- Navigate and access key features from the home page.
- Perform key HR activities such as hiring an associate and maintaining their profile.
- Perform key payroll activities such as running a payroll.

Delivery method
Online Self-Study

Online Self-Study

ADP eService Portal for Clients (online)

Description
This 1-hour course will cover an introduction to the features and functions of the eService system.

Audience
- All ADP Clients

Cost
No cost

Duration
1 Hour

Prerequisites
No prerequisites

Learning Objectives:
- Recognise the features on the eService home page
- Distinguish the eService roles and understand the procedure for viewing and updating the eService user profile
- Understand the Service Request process
- Identify the procedure for creating a new service request and distinguish various priority levels
- Distinguish between the different SR views and understand the procedure for generating and exporting a query list of SR
- Identify how to follow a service request and recognise how to approve or reject a solution
- Recognise how to use charts in the SR management tab and the Payroll management tab

Delivery method
Online Self-Study

EPS Payments for Australia (online)

Description
This 30-minute online course is an introduction to EPS Payments.

Audience
- Payroll Professionals – both new and experienced.

Cost
No cost

Duration
30 mins

Prerequisites
No prerequisites

Learning Objectives:
- Define Electronic Payment Services (EPS).
- Recognise the importance of ADPs Australian Financial Services Licence (AFSL).
- Explain how files move from payroll to EPS.
- Demonstrate how to access the EPS Payments portal.
- Describe the main EPS Payments functions.

Delivery method
Online Self-Study

A Guide to Superannuation for Australia (online)

Description

This 30-minute online course introduces employers to superannuation legislation and requirement for all employees paid in Australia.

Audience

- Payroll Professionals – both new and experienced wanting a refresher
- HR Professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

Cost

No cost

Duration

30 minutes

Prerequisites

No prerequisites

Learning Objectives:

- Understand key obligations in relation to employer-paid superannuation
- Appreciate the consequences of late or short payments of superannuation
- Know how superannuation should be paid and reported and the applicable time frames
- Recognise when a contractor should have superannuation paid

Delivery method

Online Self-Study
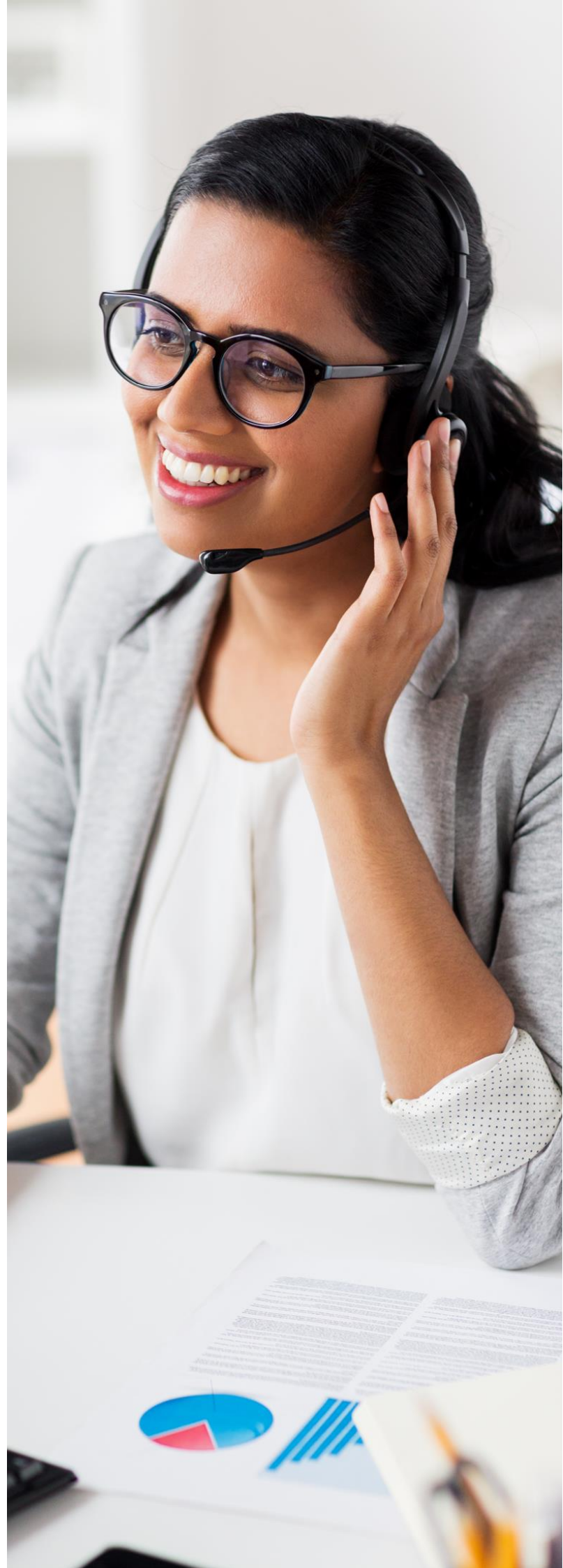
Payforce Specific Training

ADP recommended training for Managed Services Clients and Processing Services Clients.

Our aim:
To provide you with a one-stop-shop for all your learning and development needs.

In the Business of your Success

- We have developed a comprehensive range of learning solutions to support your business
- Practical, small group of instructor-led sessions
- Webinars
- Customised consulting
- eLearning that is accessible 24/7
- An opportunity to network with other Payroll Professionals

Our experienced Enterprise Learning Consultants can advise you of the recommended learning pathway to maximise your investment. They can also assist you with a learning pathway based upon your business needs and existing skills, advising you of the most effective sequence order for training.

Payforce Training Guarantee

To ensure that you consolidate any training in your business, we have introduced our training guarantee. If you have an employee who has attended an ADP training session, who leaves your business within three months we will train their replacement at no additional cost. This is subject to the replacement attending the same session within three months of the original session date.

We are committed to your success and look forward to collaborating with you. We welcome and value any feedback, regarding any aspect of our training solutions.

Payforce Processing Services (PS)

Online Self-Study

Introduction to Payforce for Australia (online)

Description
This 2-hour course consists of a general overview to the payroll system and provides participants with a good understanding of how processing takes place in Payforce.

Audience
- Payroll Professionals
- System Administrators
- Payforce Administrators

Cost
No cost

Duration
2 Hours

Prerequisites
No prerequisites

Learning Objectives:
- How to log in and navigate around Payforce
- How to enter and maintain employee data in Payforce
- How to prepare for and run payroll in Payforce
- How to view and print standard reports in Payforce
- How to transmit files to nominated recipients including the ATO
- How to run End of Pay processes and General Ledger in Payforce

Delivery method
Online Self-Study

The New Zealand Difference in Payforce for New Zealand and Australia (online)

Description
This 4-hour course is designed to assist Payroll Professionals, System Administrative, and Payforce Administrative users uncover the differences between Australian and New Zealand payroll from a NZ perspective using Payforce.

Audience
- Payroll Professionals
- System Administrators
- Payforce Administrators

Cost
No cost

Duration
4 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Setting Up NZ Parameters
- Terminating NZ Employees in Payforce
- Creating NZ Alternative Holidays in Payforce
- Setting up NZ Leave Categories in Payforce
- The NZ Employee Masterfile screens in Payforce
- NZ Reports

Delivery method
Online Self-Study

Instructor-led

Parameters, Utilities & New Hires in Payforce for Australia (instructor-led)

Description
This 8-hour course introduces the Payforce System, basic navigation and set up of parameters, utilities, and new employee hires for Payroll Administrators, System Administrators and Payforce Administrators.

Audience
- Payroll Professionals
- System Administrators
- Payforce Administrators

Cost
$850 per person

Duration
8 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Understand system navigation
- Set up parameters
- Search for employees
- Perform efficient updates
- Produce and print standard reports
- Enter and maintain employees

Delivery method
Virtual Instructor Led Training (vILT)

Payroll Processing in Payforce for Australia (instructor-led)

Description
This 4.5-hour course outlines the payroll process within Payforce for Payroll Administrators, System Administrators and Payforce Administrators.

Audience
- Payroll Professionals
- System Administrators
- Payforce Administrators

Cost
$850 per person

Duration
4.5 Hours

Prerequisites
Parameters, Utilities & New Hires learning program (recommended)

Learning Objectives:
- Create payroll transactions
- Make payroll adjustments
- Perform rollbacks
- Process and interpret reports
- Create and transmit files e.g., AddServ and STP files
- Post entries to General Ledger

Delivery method
Virtual Instructor Led Training (vILT)

Parameters, Utilities & New Hires in Payforce for New Zealand (instructor-led)

Description

This 8-hour course introduces the Payforce System, basic navigation and set up of parameters, utilities, and new employee hires for Payroll Administrators, System Administrators and Payforce Administrators.

Audience

- Payroll Professionals
- System Administrators
- Payforce Administrators

Cost

$850 per person

Duration

8 Hours

Prerequisites

Payroll Legislation for New Zealand (recommended)

Learning Objectives:

- Understand system navigation
- Set up parameters
- Search for employees
- Perform efficient updates
- Produce and print standard reports
- Enter and maintain employees

Delivery method

Virtual Instructor Led Training (vILT)

Payroll Processing in Payforce for New Zealand

(instructor-led)

Description

This 4.5-hour course is designed to assist Payroll Professionals, System Administrators and Payforce Administrators outlines how to complete NZ Payroll Processing on Payforce.

Audience

- Payroll Professionals
- System Administrators
- Payforce Administrators

Cost

$850 per person

Duration

4.5 Hours

Prerequisites

NZ Parameters, Utilities and New Hires learning Program (recommended)

Learning Objectives:

- Enter payroll data
- Create payroll transactions
- Explain the payroll and costing process
- Make payroll adjustments
- Perform rollbacks
- Process and interpret reports
- Create files for transmission
- Post entries to your General Ledger

Delivery method

Virtual Instructor Led Training (vILT)

End of Financial Year Training in Payforce for Australia
(instructor-led)

Description
This 4-hour course outlines the EOFY process within Payforce for Payroll Administrators, System Administrators and Payforce Administrators.

Audience
- Payroll Professionals
- System Administrators
- Payforce Administrators

Cost
$550 per person

Duration
4 Hours

Prerequisites
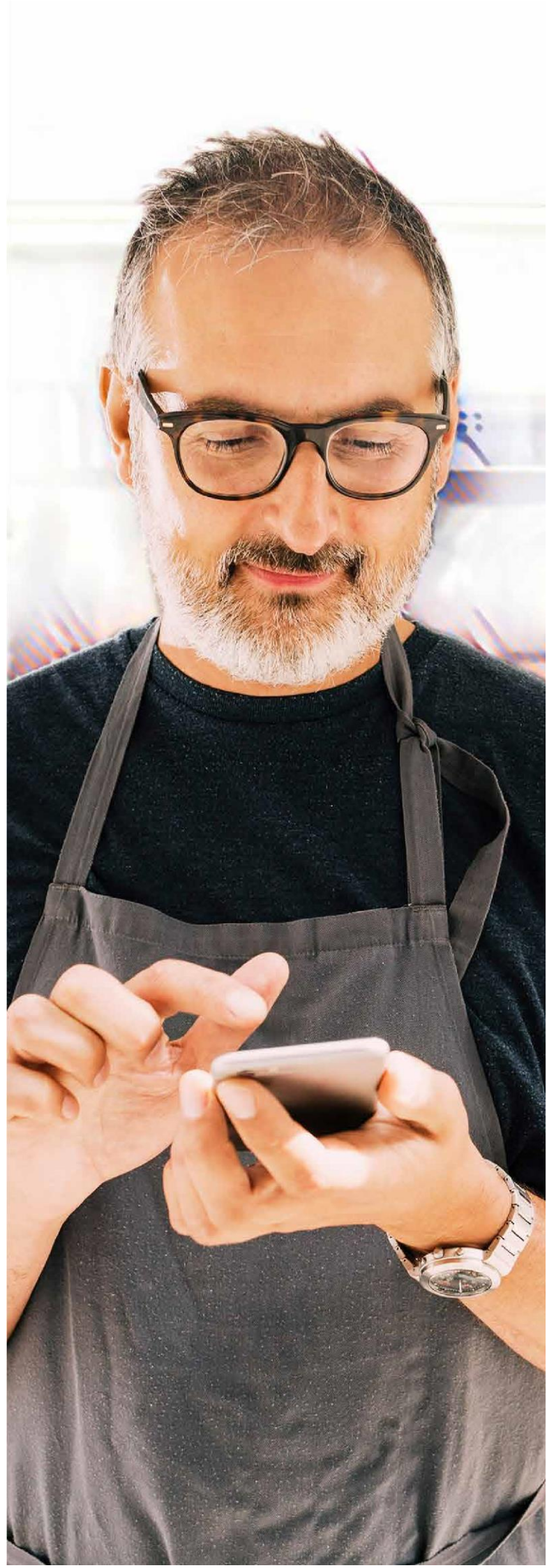Payroll Processing in Payforce for Australia (recommended)

Learning Objectives:
- Understand Legislation and Payforce changes
- Perform Year End System check
- Perform Year End File Reconciliation
- Perform EOFY payroll resets
- Transmit STP Finalisation File to ATO
- Perform General Ledger Year End Process
- Produce STP Amendments

Delivery method
Virtual Instructor Led Training (vILT)

Note
Available in June

Payforce Managed Services (MS)

Online Self-Study

Introduction to Managed Services in Payforce for Australia (online)

Description
This 3-hour course covers an introduction to the MS partnership including the Payroll Services Manual, key roles and responsibilities, forms, templates, and reporting using ADPs Pay Force Solution.

Audience
- Client contacts that are new to MS
- Managed Services Client Coordinators

Cost
No cost

Duration
3 hours

Prerequisites
No prerequisites

Learning Objectives:
- Describe the key steps in the Payforce Managed Services payroll process
- Explain the roles and responsibilities captured in the Payroll Services Manual
- Log in to the Payforce System and navigate the menu
- Navigate within Payforce – Employee Masterfile & HR Masterfile
- Summarise the processing service interactions
- Differentiate between the forms and templates
- Outline the standard reports provided by ADP
- Safely log out of the Payforce System

Delivery method
Online Self-Study
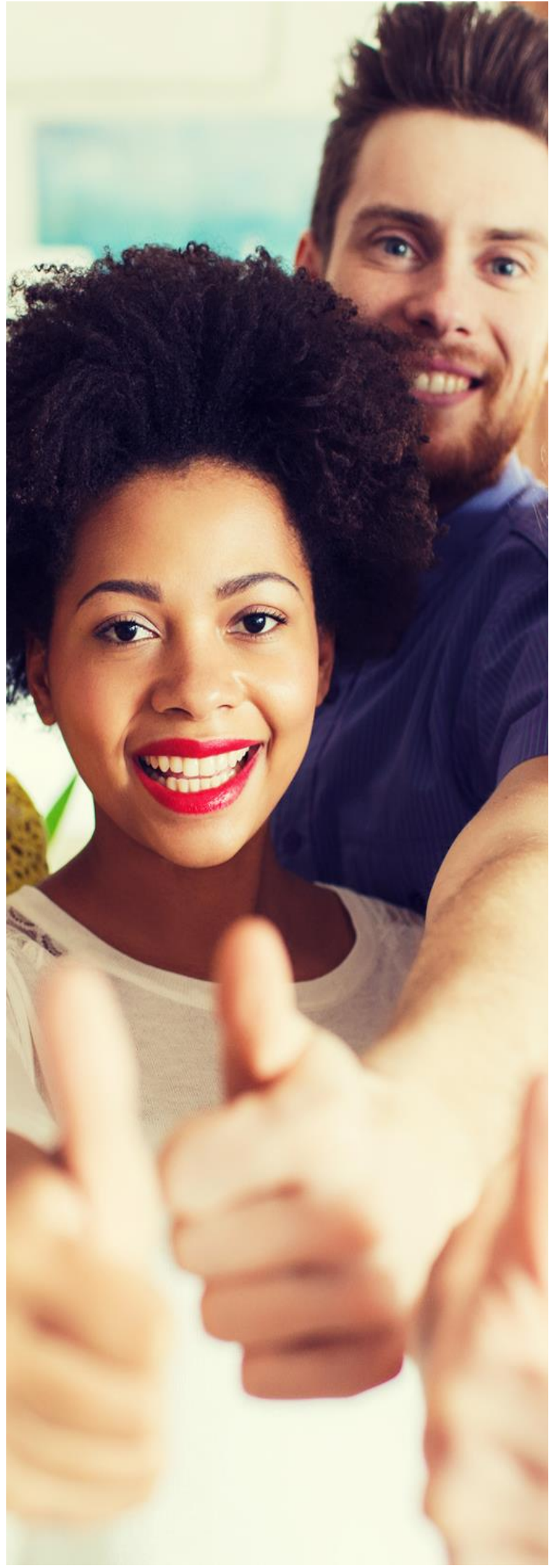
Payforce – (PS)
Processing Services Training

Instructor-Led

Organisation Management in Payforce for Australia (instructor-led)

Description

This 8- hour course is designed to assist HR Professional users to define their organisation structure using Payforce.

Audience

- HR Professionals
- Payforce Administrators

Cost

$850 per person

Duration

8 Hours

Prerequisites

No prerequisites

Learning Objectives:

- Navigate the Organisation Management module
- Create organisation units/positions/jobs
- Maintain employee employment history
- Produce organisation charts
- Structure HR reports from Payforce
- Integrate the information with ESS and other HR modules

Delivery method

Virtual Instructor Led Training (vILT)

System Administrator in Payforce for Australia (instructor-led)

Description

This 8-hour course is designed to assist System and Payforce Administrators to set up security measures on Payforce.

Audience

- System Administrators
- Payforce Administrators

Cost

$850 per person

Duration

8 Hours

Prerequisites

- Parameters, Utilities and New Hires learning program
- Payroll Legislation learning program (recommended)

Learning Objectives:

- Create and modify users and user groups
- Define audit trail parameters
- Secure menu and sub-menu access
- Safeguard forms
- Protect files and fields from user defined reports
- Modify reference tables
- Add new codes to the terms of employment register

Delivery method

Virtual Instructor Led Training (vILT)

General Ledger Parameters in Payforce for Australia (instructor-led)

Description
This 4.5-hour course covers an overview of the objectives for General Ledger in Payforce for Payroll Administrators, Payroll & Finance Professionals. This course will enable you to learn how maintain the General Ledger Parameters in Payforce and produce reports that are custom made for your business.

Audience
- Payforce Professionals
- Payroll Professionals
- Finance Professionals

Cost
$850 per person

Duration
4.5 Hours

Prerequisites
Basic knowledge of Payforce

Learning Objectives:
- Explain common terms used in the General Ledger (GL) Interface
- Establish and Maintain General Leger Parameters
- Create and maintain General Ledger calculation, posting and Substitution tables
- Run General Ledger Reports
- Troubleshoot General Ledger Reconciliations
- Reset General ledger End of Financial Year

Delivery method
Virtual Instructor Led Training (vILT)

Oncosting in Payforce for Australia (instructor-led)

Description
This 4-hour course outlines the setup and process involved for oncosting in Payforce.

Audience
- Payforce Professionals
- Payroll Professionals
- Finance Professionals

Cost
$450 per person

Duration
4 Hours

Prerequisites
Basic knowledge of Payforce

Learning Objectives:
- Understand Oncosting in Payforce
- Setup Payforce Oncost Non-leave
- Setup Payforce Oncost Leave Movement
- Process Finalise Costing
- Produce Reports in Payforce

Delivery method
Virtual Instructor Led Training (vILT)

ESS Administrator in Payforce for Australia (instructor-led)

Description
This 4-hour course will teach you the skills to create workflows and set up your Payforce ESS functionality.

Audience
- Payforce Administrators
- Payroll Professionals
- HR Professionals

Cost
$450 per person

Duration
4 Hours

Prerequisites
Basic knowledge of Payforce

Learning Objectives:
- Understand how ESS communicates with Payforce
- ESS Parameter Setup
- Workflow Setup and Maintenance
- Access and Setup Pay Groups
- ESS Administration
- Access ESS Reports

Delivery method
Virtual Instructor Led Training (vILT)

ESS Timesheets in Payforce for Australia (instructor-led)

Description
This 2.5-hour course covers an introduction to the Employee Self Service Timesheet setup and all the steps taken from starting a timesheet, entering a timesheet, editing, and maintaining a timesheet, submitting a timesheet, approving a timesheet, and importing a timesheet within Payforce if applicable.

Audience
- Payforce Administrators
- Payroll Professionals

Cost
$450 per person

Duration
2.5 Hours

Prerequisites
- Employee Self Service Administrator learning program
- Payroll Legislation learning program (recommended)

Learning Objectives:
- Set up/ check ESS Parameter
- Create and Maintain Display Types
- Create and Maintain Employee Groups
- Create and Maintain Timesheet Administrators
- Create and Manage Timesheet workflows
- End to end Timesheet Process

Delivery method
Virtual Instructor Led Training (vILT)

Custom Reporting in Payforce for Australia (instructor-led)

Description

This 8-hour course introduces the custom reporting functionality within Payforce.

Audience

- Payroll Professionals
- HR Professionals
- Finance Professionals

Cost

$850 per person

Duration

8 Hours

Prerequisites

Basic knowledge of Payforce

Learning Objectives:

- Understand Relational Databases and their structures
- Understand and build custom reports using Windows Defined, User Defined, and Dynamic Report Writer Reports
- • Create complex custom reports to include data from various tables
- • Create selection criteria to concentrate the scope of the report
- • Use formatting skills to produce professional reports
- • Build mathematical symbolics

Delivery method

Virtual Instructor Led Training (vILT)

Training Management in Payforce for Australia (instructor-led)

Description

This 4-hour course is designed to assist HR Professionals and Learning & Development Professionals to acquire the skills to manage your learning and development process on Payforce.

Audience

- HR Professionals
- Learning & Development Professionals

Cost

$450 per person

Duration

4 Hours

Prerequisites

No prerequisites

Learning Objectives:

- Create training courses
- Establish, print, and review course schedules
- Record course attendance and track cancellations
- Run training management reports
- View and modify employee

Delivery method

Virtual Instructor Led Training (vILT)

Leave Management in Payforce for Australia (instructor-led)

Description

This 8-hour course is designed to assist Payroll Professionals, System Administrators, and Payforce Administrators monitor and manage the leave components for your business.

Audience

- Payroll Professionals
- HR Professionals

Cost

$850 per person

Duration

8 Hours

Prerequisites

Payroll Legislation learning program (recommended)

Learning Objectives:

- Establish leave pay elements, parameters, and categories
- Maintain existing leave parameters
- Add or attach new and existing employees to leave

Delivery method

Virtual Instructor Led Training (vILT)

Payline Specific Training

Online Self-Study

Introduction to Payline Client Services for Australia (online)

Description

This 2-hour course covers how to use and understand functions using Payline for clients.

Audience

- All Payline Clients

Cost

No cost

Duration

2 hours

Prerequisites

No prerequisites

Learning Objectives:

- Getting started with Payline
- The ADP Portal
- Adding and updating employee data
- Employee Terminations
- Processing your payroll
- Reports and pay advices
- Electronic Payment Service (EPS)
- Employee Self Service

Delivery method

Online Self-Study

Troubleshooting Timesheets in Payline for Australia (online)

Description

This 38-minute course is designed to assist with troubleshooting the timesheet capabilities of Payline for Payroll Administrators and People Managers.

Audience

- All Payline Clients

Cost

No cost

Duration

38 minutes

Prerequisites

No prerequisites

Learning Objectives:

- Understand the fundamentals of the Payline timesheet
- Edit a timesheet after having calculated it
- Manage Employees' Leave
- Be introduced to tips and tricks to make processing easier

Delivery method

Online Self-Study

Instructor-Led

Client Information Session in Payline for Australia (instructor-led)

Description
This 4-hour course introduces Payline clients to the product, the features available on the Payline website, and Payline Reports.

Audience
- Payroll Professionals
- Payline Professionals

Cost
$70 per person

Duration
4 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Understand the basic payroll process
- Recognise the timeframes for processing payrolls, employee maintenance and EFT
- Navigate the web, incl. Employee Updates, Web Timesheets, Employee Self Service, EPS Online, Adjustments, and Terminations.
- Interpret Payline process reports and extracts

Delivery method
Virtual Instructor Led Training (vILT)

Kindergarten Information Session in Payline for Australia (instructor-led)

Description
This 3-hour course introduces Victorian Kindergarten Payline clients to the product, the features available on the Payline website, and Payline Reports.

Audience
- Victorian Kindergarten employees tasked with processing the payrolls

Cost
No cost

Duration
3 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Understand the basic payroll process
- Recognise the timeframes for processing payrolls, employee maintenance and EFT
- Navigate the web, incl. Employee Updates, Web Timesheets, Employee Self Service, EPS Online, Adjustments, and Terminations.
- Interpret Payline process reports and extracts

Delivery method
Virtual Instructor Led Training (vILT)

ADP Payroll Specific Training

Online Self-Study

ADP Payroll for Australia (online)

Description

This 1-hour course covers basic HR and payroll activities using ADP Next Gen HCM for client users.

Audience

- Payroll Professionals
- ADP Payroll Administrators

Cost

No cost

Duration

1 hour

Prerequisites

No prerequisites

Learning Objectives:

- Navigate and access key features from the home page.
- Perform key HR activities such as hiring an associate and maintaining their profile.
- Perform key payroll activities such as running a payroll.

Delivery method

Online Self-Study

ADP Payroll for New Zealand (online)

Description

This 1-hour course covers basic HR and payroll activities using ADP Next Gen HCM for client users.

Audience

- Payroll Professionals
- ADP Payroll Administrators

Cost

No cost

Duration

1 hour

Prerequisites

No prerequisites

Learning Objectives:

- Navigate and access key features from the home page.
- Perform key HR activities such as hiring an associate and maintaining their profile.
- Perform key payroll activities such as running a payroll.

Delivery method

Online Self-Study

ADP Realtime Specific Training

Online Self-Study

Getting Started with ADP RealTime for Administrator (online)

Description
This 2-hour course will introduce the features and functions in RealTime and the connection between RealTime and other systems such as iHCM/iHCMUK, Payforce and Payline.

Audience
- Payroll Professionals
- ADP Realtime Company Administrators

Cost
No cost

Duration
2 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Describe the hiring and terminating procedure
- Use Mass Editing in RealTime to bulk update employee information and time entries.
- Understand Manager Group permission settings
- Explain cost centre mapping relationship between RealTime and iHCM/iHCMUK/Payline/Payforce
- Customise RealTime Dashboards
- Reporting
- Maintain Public Holiday table
- Create Daily Rules and Work Schedules in RealTime
- Process Payroll for import

Delivery method
Online Self-Study

Getting Started with ADP RealTime for Managers (online)

Description
This 2-hour course introduces the ADP Realtime system and its typical use for People Managers.

Audience
- Supervisors / Managers that will be scheduling their teams, approving timesheets and leave requests
- Basic Scheduler users only

Cost
No cost

Duration
2 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Basic navigation and menu options
- How employees use the system
- Manage Employee Timesheets
- Manage Requests
- Employee account maintenance
- Reporting

Delivery method
Online Self-Study

Instructor-Led

Company Administrator Training in ADP Realtime for Australia (instructor-led)

Description
This 4-hour course introduces the ADP Realtime system and its typical use for Payroll Administrators and System Administrators.

Audience
- All ADP Realtime Company Administrators

Cost
$450 per person

Duration
4 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Basic navigation and menu options
- How employees use the system
- The Supervisor / Manager's role in the system (timesheets, requests, employee maintenance)
- Reporting
- Build Schedules (basic scheduler only)
- Common background settings
- Process & Export Interface File

Delivery method
Virtual Instructor Led Training (vILT)

Supervisor Training (Basic Scheduler) in ADP Realtime for Australia (instructor-led)

Description
This 2-hour course introduces the ADP Realtime system and its typical use for People Managers.

Audience
- Supervisors / Managers that will be scheduling their teams, approving timesheets and leave requests
- Basic Scheduler users only

Cost
$250 per person

Duration
2 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Basic navigation and menu options
- How employees use the system
- Manage Employee Timesheets
- Manage Requests
- Employee account maintenance
- Reporting

Delivery method
Virtual Instructor Led Training (vILT)

Advanced Scheduler Training in ADP Realtime for Australia (instructor-led)

Description
This 2-hour course provides an overview of an ADP Realtime system with Advanced Scheduler functionality and its typical use for People Managers.

Audience
- ADP Realtime Company Administrators
- Advanced Scheduler users only

Cost
$250 per person

Duration
2 Hours

Prerequisites
- Getting Started with ADP RealTime for Administrator (online); or
- Company Administrator Training in ADP Realtime for Australia (instructor-led)

Learning Objectives:
- Basic navigation and menus
- How employees use the system
- Build Schedule Settings, Workload Templates, and Schedule Templates
- Generate, Post & Maintain Schedule(s)
- Manage Employees' Timesheets, Requests & Account Maintenance

Delivery method
Virtual Instructor Led Training (vILT)

Supervisor Training (Advanced Scheduler) in ADP Realtime for Australia (instructor-led)

Description
This 3-hour course introduces the ADP Realtime system and its typical use for People Managers.

Audience
- Supervisors / Managers that will be scheduling their teams, approving timesheets and leave requests
- Advanced Scheduler users only

Cost
$250 per person

Duration
3 Hours

Prerequisites
No prerequisites

Learning Objectives:
- Understand Advanced Scheduler Environment
- Set up Employee Profiles
- Establish Schedule Settings
- Build required templates
- Generate, Post & Maintain Schedule(s)
- Understand the Employees' Perspective
- Understand Availability & Preferences / Shift Swaps / Picking up Open Shifts

Delivery method
Virtual Instructor Led Training (vILT)
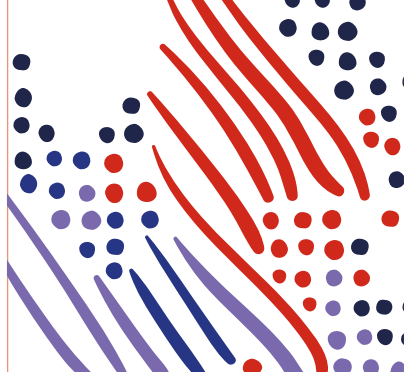
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