

Learning Solutions Guide

ADP Enterprise Learning

October 2021



Learning Solutions Guide

Welcome to Automatic Data Processing (ADP) Australia & New Zealand's Learning Solutions Guide. Globally, the ADP group is one of the world's largest providers of business outsourcing, with nearly \$11 billion in revenue and more than 700,000 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 guide useful while exploring our training solutions and offerings.

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

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



\$11 billion
in revenue



700,000
clients globally



60+ years
experience



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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.

Payline Training

Whether you are a new or existing Payline client, you will benefit from attending one of our half day information sessions.

Payforce Training

Whether you are a new or existing Payforce client, our programs have been designed so that you will benefit from attending one or more of these offerings.

ADP Realtime Training

Whether you are a new or existing ADP Realtime client, our programs have been designed so that you will benefit from attending one or more of these offerings.

Learning Options



Instructor Led Learning

ADP's instructor-led learning is where a learning program is delivered by an Enterprise Learning Consultant. This may be in a face-to-face format or via webinar. Instructor-led learning is an effective means of delivering information as it allows for real-time feedback, questions and answers and modified deliveries to suit the needs of learners.

For the majority of courses a manual is provided to assist participants when they return to the workplace. Please contact Enterprise Learning to discuss options and availability.



eLearning

eLearning is accessed via our Learning Management System, myLearning. It is self-paced and suited for distant and Flexible learning.



Consulting

Consulting services are available to ADP clients requiring assistance with their specific business requirements. It is a broad ranging service available to all clients. ADP will analyse your queries and advise you the best option going forward. If you are new to Payforce we strongly recommend you attend standard learning programs prior to requesting consulting.



Webinars

Webinars are used to present learning programs via the Internet. Each participant is connected to the Enterprise Learning Consultant and other participants online and over the phone.

Accessing Training

Registration for standard training can be done via myLearning (ADP's Learning Management System). Your myLearning access will be established automatically to link to your eService account.


Note: this can take up to three business days.

Training for Payroll Professionals



Payroll Legislation for Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
8 Hour

Program Overview

This 8 hour course covers payroll related legislation in Australia including the Fair Work Act, national employment standards, awards and agreements, tax, and superannuation obligations.

This Program is Ideal for

- New payroll professionals
- Experienced payroll professionals wanting updates to HR and payroll legislation
- HR professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

Note: This program is not ADP product specific.

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- No prerequisites


Learning Objectives

By the end of this session you will be able to:

- Understand the National Employment Standards
- Explain mandatory and optional leave types
- Know payroll record keeping requirements
- Define taxation (including PAYG, Payroll Tax and Fringe Benefits Tax)
- Identify termination types, including tax and reporting requirements
- Understand superannuation requirements and legislation

Payroll Legislation for New Zealand (instructor-led)



 Cost: **\$850**
per person

 Duration:
8 Hour

Program Overview

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

This Program is Ideal for

- New payroll professionals
- Experienced payroll professionals wanting updates to HR and payroll legislation
- HR professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

Note: This program is not ADP product specific.

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- No prerequisites

Learning Objectives

By the end of this session you will be able to:

- 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

Payforce Training



Training Recommendations

ADP recommended training by job function for Managed Services Clients and Processing Services Clients.



Our aim:

To provide you with a one-stop-shop for all of your learning & 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 working with you. We welcome and value any feedback regarding any aspect of our training solutions.



Practical, small group instructor led sessions



Webinars



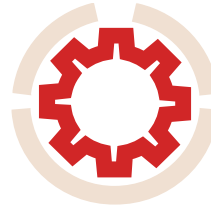
Customised consulting



eLearning that is accessible 24/7

Payforce Learning Programs

ADP recommended training by job function for Managed Services Clients and Processing Services Clients.



How it works

View at a glance what is the recommended training for each job function.

Service Types

P Processing Services Clients

* Clients who Process their own Payroll

M Managed Services Clients

Job Function

A Australian Payroll

H HR Function

F Finance

N New Zealand

Job Function	Name
P H A	Parameters, Utilities and New Hires in Payforce for Australia (instructor-led)
P A	Payroll Processing in Payforce for Australia (instructor-led)
P N H	Parameters, Utilities and New Hires in Payforce for New Zealand (instructor-led)
P N	Payroll Processing in Payforce for New Zealand (instructor-led)
P N A	The NZ Difference in Payforce for New Zealand and Australia (instructor-led)
P A F H N	System Administrator in Payforce for Australia (instructor-led)
P M H F A N	Custom Reporting in Payforce for Australia (instructor-led)
P N F A	General Ledger Parameters in Payforce for Australia (instructor-led)
P N H A	Leave Management in Payforce for Australia (instructor-led)
P M N F H A	ESS Administrator in Payforce for Australia (instructor-led)
P M N F H A	ESS timesheets in Payforce for Australia (instructor-led)
M F N A H	Introduction to Managed Services in Payforce for Australia (instructor-led)
P M H N	Training Management in Payforce for Australia (instructor-led)
P M N H A	Organisation Management in Payforce for Australia (instructor-led)

Introduction to Payforce for Australia (online)



 Cost:
No cost

 Duration:
2 Hour

Program Overview

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.

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

Recommended:

- Payroll Legislation for Australia/New Zealand


Learning Objectives

By the end of this session you will be able to:

- 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

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



 Cost: **\$850**
per person

 Duration:
8 Hour

Program Overview

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.

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

Recommended:

- Payroll legislation for Australia

Learning Objectives

By the end of this session you will be able to:

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

Payroll Processing in Payforce for Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
6 Hour

Program Overview

This 6 hour course outlines the payroll process within Payforce for Payroll Administrators, System Administrators and Payforce Administrators.

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Parameters, Utilities and New Hires learning program


Learning Objectives

By the end of this session you will be able to:

- Create payroll transactions
- Make payroll adjustments
- Perform rollbacks
- Process and interpret reports
- Create and transmit files eg AddServ and STP files
- Post entries to General Ledger

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



 Cost: **\$850**
per person

 Duration:
8 Hour

Program Overview

This 8 hour course is designed to assist Payroll Professionals, System Administrators and Payforce Administrators outlines how to complete NZ Payroll Processing on Payforce.

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

Recommended:

- Payroll Legislation for New Zealand

Learning Objectives

By the end of this session you will be able to:

- 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

Payroll Processing in Payforce for New Zealand (instructor-led)



 Cost: **\$850**
per person

 Duration:
6 Hours

P N

Program Overview

This 8 hour course is designed to assist Payroll Professionals, System Administrators and Payforce Administrators outlines how to complete NZ Payroll Processing on Payforce

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- NZ Parameters, Utilities and New Hires learning program

Learning Objectives

By the end of this session you will be able to:

- 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

The NZ Difference in Payforce for New Zealand and Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
8 Hours

Program Overview

This 8 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.

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

Recommended:

- Payroll Legislation for Australia/New Zealand


Learning Objectives

By the end of this session you will be able to:

- Setup NZ Parameters
- Understand the NZ Employee Masterfile screens
- Process payroll under NZ legislative guidelines
- Generate NZ Payroll Reports
- Process NZ Payday Filing
- Set up and process leave

Introduction to Managed Services in Payforce for Australia (instructor-led)



 Cost: \$450
per person

 Duration:
3 Hours

M H A F N

Program Overview

This 3 hour course covers a comprehensive introduction to the MS partnership including the Payroll Services Manual, key roles and responsibilities, forms, templates and reporting using ADP's PayForce Solution for new to MS, Payroll/HR, and MS client coordinators.

This Program is Ideal for

- Managed Services Client Coordinators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

Recommended:

- Payroll Legislation for Australia/New Zealand

Learning Objectives


By the end of this session you will be able to:

- 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 – Payroll Masterfile & HR Masterfile
- Summarise the processing service interactions
- Differentiate between the various forms and templates
- Outline the standard reports provided by ADP
- Safely log out of the Payforce System

Note: This course is also available as eLearning free of charge.

Organisation Management in Payforce for Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
8 Hour



Program Overview

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

This Program is Ideal for

- HR Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Recommended:
 - A working knowledge of HR practices
 - An understanding of your organisations structure


Learning Objectives

By the end of this session you will be able to:

- 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

System Administrator in Payforce for Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
8 Hour

Program Overview

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

This Program is Ideal for

- System Administrators
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Parameters, Utilities and New Hires learning program
- Recommended:
 - Payroll legislation for Australia or Payroll legislation for New Zealand learning programs


Learning Objectives

By the end of this session you will be able to:

- 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

Custom Reporting in Payforce for Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
8 Hour

P M H A F N

Program Overview

This 8 hour course introduces the custom reporting functionality within Payforce for Payroll Administrators, System Administrators and Payforce Administrators.

This Program is Ideal for

- Payroll Professionals
- HR Professionals
- Finance Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Basic knowledge of Payforce

Learning Objectives

By the end of this session you will be able to:

- Understanding 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

ESS Administrator in Payforce for Australia (instructor-led)



 Cost: **\$450**
per person

 Duration:
4 Hours

P M F H A N

Program Overview

This 4 hour course will teach you the skills to create workflows and set up employees with Employee Self Service (ESS) Administrator functionality.

This Program is Ideal for

- Payforce Administrators
- Payroll Professionals
- HR Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Basic knowledge of Payforce


Learning Objectives

By the end of this session you will be able to:

- How ESS communicates with Payforce
- ESS Parameter Setup
- Workflow Setup and Maintenance
- Access and Setup Pay Groups
- ESS Administration
- Access ESS Reports

ESS timesheets in Payforce for Australia (instructor-led)



 Cost: **\$450**
per person

 Duration:
4 Hour

P M F H A N

Program Overview

This 4 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.

This Program is Ideal for

- Payroll Professionals
- Payforce Administrators

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Employee Self Service Administrator learning program
- Recommended:
 - Payroll legislation for Australia or Payroll legislation for New Zealand learning programs


Learning Objectives

By the end of this session you will be able to:

- 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

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



 Cost: **\$850**
per person

 Duration:
6 Hour

P N F A

Program Overview

This 6 hour course covers an overview of the objectives for General Ledger in Payforce for Payroll Administrators, Payroll & Finance Professionals. This course will enable the you to learn how maintain the General Ledger Parameters in Payforce and produce reports that are custom made for your business.

This Program is Ideal for

- Payforce Administrators
- Payroll Professionals
- Finance Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Basic knowledge of Payforce


Learning Objectives

By the end of this session you will be able to:

- 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

Oncosting in Payforce for Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
4 Hour

P N F A

Program Overview

This 4 hour course outlines the setup and process involved for oncosting in Payforce for Payroll Administrators and System Administrators.

This Program is Ideal for

- Payforce Administrators
- Payroll Professionals
- Finance Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Basic knowledge of Payforce


Learning Objectives

By the end of this session you will be able to:

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

Leave Management in Payforce for Australia (instructor-led)



 Cost: **\$850**
per person

 Duration:
8 Hour

Program Overview

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

This Program is Ideal for

- Payroll Professionals
- HR Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Recommended:
 - Payroll legislation for Australia or Payroll legislation for New Zealand learning programs
 - Basic understanding of your internal leave requirements

Learning Objectives

By the end of this session you will be able to:

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

Training Management in Payforce for Australia (instructor-led)



 Cost: **\$450**
per person

 Duration:
4 Hour

P M H N

Program Overview

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.

This Program is Ideal for

- HR Professionals
- Learning & Development Professionals

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

Prerequisites

- Recommended:
 - A working knowledge of learning & development practices

Learning Objectives

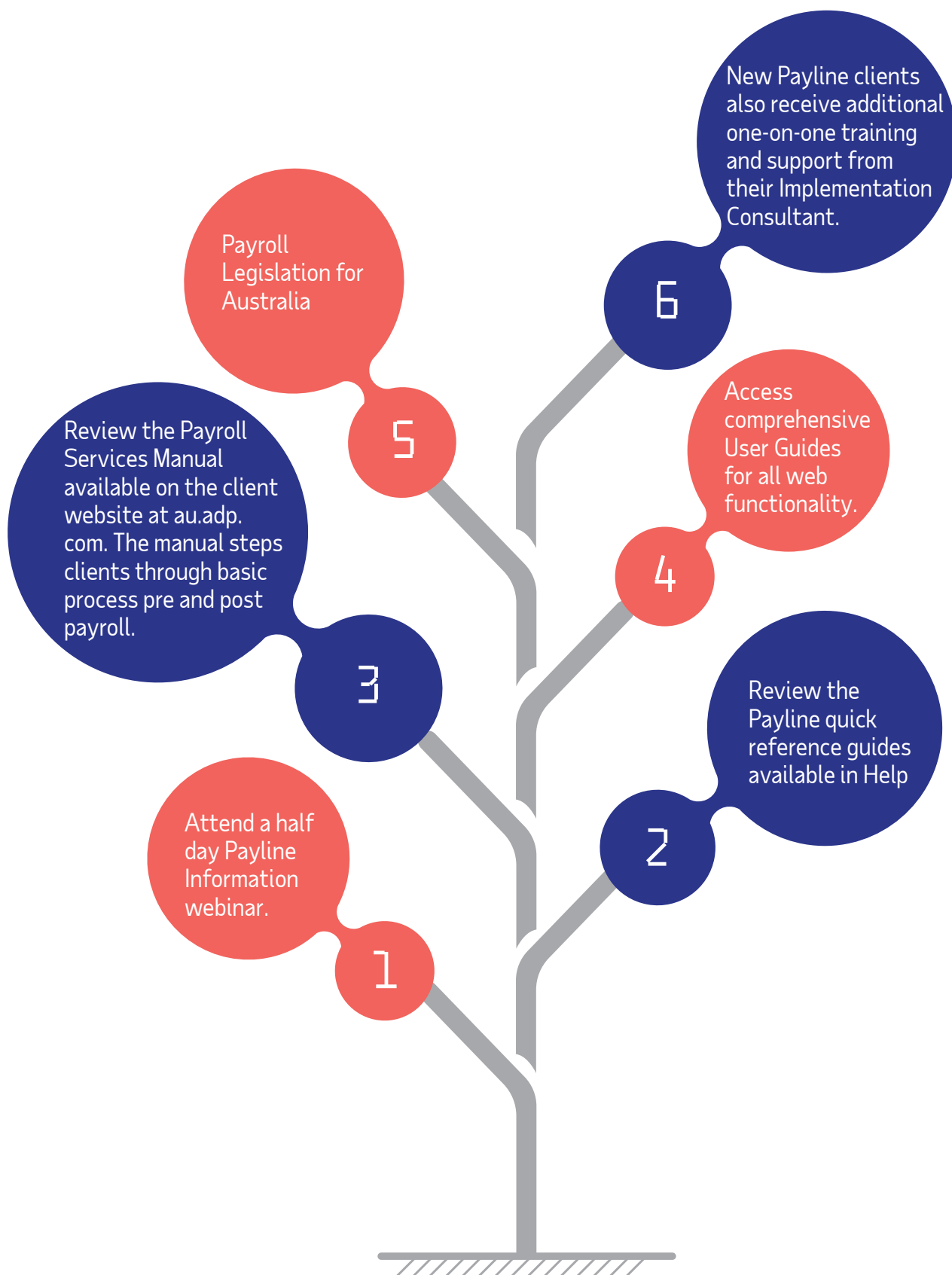
By the end of this session you will be able to:

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

Payline Training



Payline Learning Pathways



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



 Cost: **\$70**
per person

 Duration:
4 Hour

Program Overview

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

This Program is Ideal for

- All Payline clients

Program Inclusions

- A comprehensive manual covering all aspects of the program

Prerequisites

- No prerequisites

Learning Objectives

By the end of this session you will be able to:

- Understand the basic payroll process
- Recognise the timeframes for processing, payrolls, employee maintenance, and EFT
- Navigate the web, including; Employee Updates, the Web Timesheets, Employee Self Service, EPS Online, and Termination requests and confirmations
- Interpret Payline process reports and extracts

ADP Realtime Training



ADP Realtime Training Learning Pathway

Description:

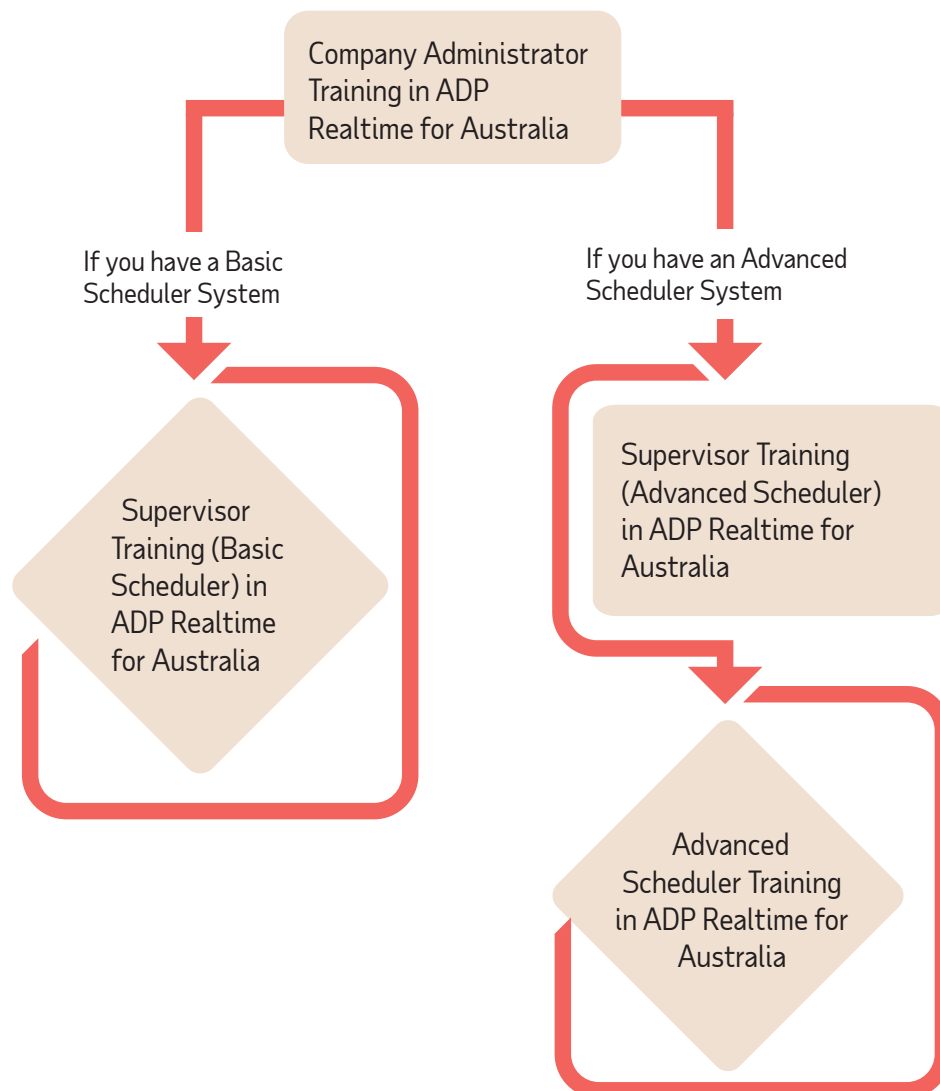
ADP Realtime is a time and attendance system that integrates with your payroll solution.

Benefits:

- Offers faster and simpler control of rostering, time and attendance and employee leave
- Streamlined workforce management systems gives you easy access to reports for informed decision making
- Data collection methods including terminal, mobile app, web app, finger scanner


Training:

Depending on your system configuration, the learning pathways differ slightly (see below.) The following pages have further information regarding each learning program.



Company Administrator Training in ADP Realtime for Australia



 Cost: \$450
per person

 Duration:
4 Hour

P M H N

Program Overview

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

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- An interactive, facilitated webinar experience where learning is enhanced
- Access to pre-built self-help materials for deeper understanding

Prerequisites

- nil

Learning Objectives

- Login to ADP Realtime
- 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

Supervisor Training (Basic Scheduler) in ADP Realtime for Australia



 Cost: \$250
per person

 Duration:
2 Hours

P M H N

Program Overview

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

This Program is Ideal for

- Supervisors / Managers – ie those that will be scheduling their teams, approving timesheets and leave requests

Program Inclusions

- An interactive, facilitated webinar experience where learning is enhanced
- Access to pre-built self-help materials for deeper understanding

Prerequisites

- nil

Learning Objectives

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

Supervisor Training (Advanced Scheduler) in ADP Realtime for Australia



 Cost: **\$250**
per person

 Duration:
2 Hours



Program Overview

This 2 hour course demonstrates the Advanced Scheduler system within ADP Realtime for Payroll Administrators and System Administrators.

This Program is Ideal for

- Payroll Professionals
- System Administrators
- Payforce Administrators

Program Inclusions

- An interactive, facilitated webinar experience where learning is enhanced
- Access to pre-built self-help materials for deeper understanding

Prerequisites


- ADP Realtime System Administrator Training

Learning Objectives

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

Advanced Scheduler Training in ADP Realtime for Australia



 Cost: \$250 per person

 Duration: 2.5 Hours

P M H N

Program Overview

This 2 hour and 30 minute course provides an overview of an ADP Realtime system with Advanced Scheduler functionality and its typical use for People Managers.

This Program is Ideal for

- Supervisors / Managers – ie those that will be scheduling their teams, approving timesheets and leave requests

Program Inclusions

- An interactive, facilitated webinar experience where learning is enhanced
- Access to pre-built self-help materials for deeper understanding

Prerequisites

- nil

Learning Objectives

- Basic navigation and menus
- How employees use the system
- Basic Knowledge of the Advanced Scheduler function
- Generate, Post & Maintain Schedule(s)
- Manage Employees' Timesheets, Requests & Account Maintenance
- Reporting



Always Designing
for People™

About ADP

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. Payroll and Compliance informed by data and designed for people. Learn more at au.adp.com



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