



Course Aim

The aim of this day is to give the customers the ability to set-up and structure the personnel module to suit the organisations needs. Will be familiar with searching and setting up new employees on the personnel record.

Pre-requisites

None

Suggested Attendees

The course is designed for personnel staff who have to set up and maintain personnel records.

Course Content

- **Parameters**
Setting up the HR Admin and Personnel parameters, setting up of users and drop down lists.
- **Supporting Elements**
The set-up of the individual elements that will be used within the personnel record.
- **Personnel And Posts**
The set-up of Activity Details, Holiday Grades, Salary Grades, Pensions, Association Data and the personnel record.
- **Enquiries**
Looking at employee enquiries.
- **Reports**
An overview of the reports available.

Course Objectives

On completion of this course the delegates will be able to set up new employees and complete the personnel record. Will be able to set up Salary grades, Posts, Holiday grades and all underlying code tables.

Methodology

The course provides a practical "hands on" approach to most aspects covered during the day.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training
Centre or customer site

Cost

POA - dependant on location.

