



A more human resource.™

HR.net Training Catalogue

2015 Edition



**Learning &
Performance Institute**
Accredited Learning Provider
Gold Standard

Contents

- HR.net Introduction to Training.....4
 - About ADP4
 - About HR.net.....4
 - How does HR.net work?5
 - How much do courses cost?.....7
 - Training discounts.....8
 - Where do I go for training?.....9
 - How to book training..... 10
 - Client etiquette 14
 - Our Terms and Conditions for training 15
- HR.net Standalone Classroom Courses 17
 - HR.net Fundamentals 17
 - HR.net Document Explorer 19
 - HR.net Administrator Console 21
 - HR.net Absence 23
- HR.net & ADPfreedom Combined Classroom Courses 25
 - HR.net for Managed 25
 - HR.net Fundamentals 27
 - HR.net Payroll Processing 29
 - ADP HR.net & ADPfreedom Report Writer..... 31
- HR.net – Vizual Classroom Courses 33
 - HR.net Enterprise Familiarisation 33
 - HR.net Enterprise Administrator Console..... 35
 - HR.net Enterprise Document Explorer 37
 - HR.net Express 39
 - HR.net Professional..... 41
- Contacting Us..... 43
 - Other contacts at ADP 43

HR.net Introduction to Training

About ADP

ADP UK is part of the largest supplier of payroll, time and attendance, and HR outsourcing services in the world, paying 31 million people worldwide each pay day.

Established in 1965, the UK operation has over 40 years experience delivering a range of payroll service solutions across the spectrum of private industry sectors. The knowledge and experience we have gained has enabled us to develop a totally flexible solution portfolio, offering 'best-fit' payroll and HR service options to organisations of every size and requirement.

About HR.net

ADP HR.net is a flexible, configurable and easy to use Human Resource Management solution. Its design centres on improving employee management processes, and driving efficiency, whilst helping you attract and retain the best talent and optimising their skills through integrated functionality. By automating HR processes and empowering management through intuitive dashboards, HR.net will support your business with better management and administration of employee life cycle events, in addition to planning and executing workforce business needs. Its flexible framework will enable you to align industry best practices with your organisation's culture, and accommodate change as your business evolves. Taking advantage of .net technology, HR.net is a 'Software as a Service' solution, which means you will benefit from scalability, lower cost of ownership, faster deployment and anywhere, anytime access.

How does HR.net work?

ADP offers two levels of web-based service:

HR.net Standalone

ADP HR.net Standalone is a flexible, easy to use Human Resource Management solution. It centres on improving employee management processes and efficiency.

By automating HR processes and using intuitive dashboards, HR.net Standalone supports and administers employee live cycle events.

HR.net & ADPfreedom Combined

HR.net and ADPfreedom Combined brings you the functionality of HR.net Standalone and the payroll processing of ADPfreedom to bring you a one stop shop for all your HR and Payroll needs. You'll use both of these systems together to run your employee lifecycle from end-to-end and have your payroll managed by a Payroll Specialist (managed service) or using your own payroll professionals (processing service).

ADP maintained but purchased from Vizual:

HR.net Enterprise, Express or Professional

We no longer sell these products, but will still support those clients who purchased these products from Vizual before they were acquired by ADP. Nothing has changed for you and your product and the training will reflect that.

What courses do I need?

The courses you need to take are detailed below. Some courses are separate depending on you being a Managed or Processing client. If you are brand new to HR.net, then you will want to take the core courses first. The details of all courses can be found in this catalogue.

HR.net Purchased from ADP			
CORE MODULES	Standalone	Combined HR.net and ADPfreedom	
		Managed Client	Processing Client
	HR.net Fundamentals	HR.net for Managed	HR.net Fundamentals
	HR.net Administrator Console		HR.net Payroll Processing
HR.net Document Explorer	ADP HR.net Report Writer	ADP HR.net Report Writer	

HR.net Purchased from Vizual			
CORE MODULES	Enterprise	Express	Professional
	HR.net Familiarisation	HR.net Express	HR.net Professional
	HR.net Enterprise Administrator Console		
	HR.net Enterprise Document Explorer		

ADDITIONAL	Enterprise
	HR.net Enterprise Absence

How much do courses cost?

In-Contract Training Days

In-contract training days can only be used on Core and Additional modules. Training provided to you in your contract can be used during your implementation and are valid only up to six months after your 'Go Live' date. Any training days unused will be forfeited after you have been live with HR.net for six months.

Outside of Contract Training Costs – At an ADP Training Centre

Standard Classroom Courses

£400 per person per day (excluding VAT)

Bespoke Classroom Courses

£500 per person per day (excluding VAT)

Outside of Contract Training Costs – At your chosen site

Standard Classroom Courses

£900 set up fee* (excluding VAT)

£500 per person per day (excluding VAT)

Bespoke Classroom Courses

£900 set up fee* (excluding VAT)

£600 per person per day (excluding VAT)

*Set Up fee for onsite training is mandatory and is required for a trainer to attend the day before training to assess the venue for training and ensure systems are set up and accessible on each delegates PC.

Train the Trainer (TTT)

Train the Trainer (TTT) is a minimum of two days and can be provided on a consultative basis.

Day One – ADP Training Consultant delivers the course content to your trainer(s).

Day Two – Your trainer(s) deliver the course content back to an ADP Training Consultant.

There will also be a written accreditation with a pass mark of 95% that your trainers must pass to deliver this training. The cost of a TTT course starts from £950 (excluding VAT) per day, if held at an ADP Training Centre. We will be happy to provide you a quote; please e-mail us the courses or topics you'd like your trainers to be accredited in, how many trainers need accrediting and if you'd like it to happen at your offices or at one of our sites.

Training discounts

The Training Passport

The Training Passport enables you to purchase multiple training days and receive significant discounts. The more training days you purchase in advance, the more considerable the discount you will receive per training day



Passport Type	No of Training Days Included	Fee	Equivalent Daily Rate	Discount	Validity
GOLD	15 days	£4,500 (excl VAT)	£300 + VAT	25%	12 months
SILVER	10 days	£3,200 (excl VAT)	£320 + VAT	20%	6 months
BRONZE	5 days	£1,700 (excl VAT)	£340 + VAT	15%	6 months

The Bronze and Silver passports will be valid for 6 months from the date of issue whilst the Gold passports will be valid for 12 months from the date of issue.

Each page of the passport entitles one delegate to one day’s standard training.
(RRP £400per delegate per day)

For full Terms and Conditions of the Training Passport, please contact us and we shall send you a copy with an application form.

Last Minute Training and Seasonal Promotions

Periodically we will send out promotion emails advising of heavily discounted last minute courses and seasonal discounts*. To have your company added to this list please email the Client Training Team with the name of your contact along with email address.

For further information on either of these promotions please feel free to contact us on 01932 597 346 or email us at uktraining@adp.com

*Discounts are subject to availability. Courses booked prior to the opening of a season discount period cannot be canceled and rebooked to become eligible. ADP reserves the right to amend, withdraw or cancel any promotions

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Where do I go for training?

ADP has 3 different training centres in the UK and we spread all of our training courses across all sites based on demand and delegate numbers.

Our Chertsey site (right) can accommodate the most number of simultaneous training sessions; holding five full training suites.

Our Cheadle office and Covent Garden sites hold one training suite.



The addresses for our three training centres are:

Chertsey, Surrey

ADP Employer Services
40-48
Syward Place
Pycroft Road
Chertsey
KT16 9JT

Cheadle, Manchester

ADP Employer Services
Southgate Centre
319 Wilmslow Road
Heald Green
Cheadle
SK8 3PW

Covent Garden, London

CIPP
One Arne Street
90 Long Acre
Covent Garden
London
WC2E 9RZ

Scan to visit our Client Training Mobile Website Application



www.adp-client-training.co.uk

If you need help finding us, please feel free to visit our website
<http://www.adp-es.co.uk/client-training/training-centres>

Using a smartphone? Scan the QR code (left) or type the following web address into your smartphone's web browser
<http://www.adp-client-training.com>

Recommended hotels

Please contact us for our recommended hotels in all three of our locations and we'll send you details of ones nearby and what to quote for a corporate rate.

How to book training

Please copy and paste the below form into an e-mail, complete it and send it to uktraining@adp.com

All fields marked with an asterisk are mandatory for your request.

Company Details

Name of contact :
Company Name* :
Parent Company (if applicable) :
Contact Details* :
Product(s) held* :
Courses needed* :
Dates available (in weeks)* :
e.g. w/c 4th November
Training centre requested* :

Delegate Details

Please note: an e-mail address is required for each delegate attending

Name :
E-mail address :

Name :
E-mail address :

Name :
E-mail address :

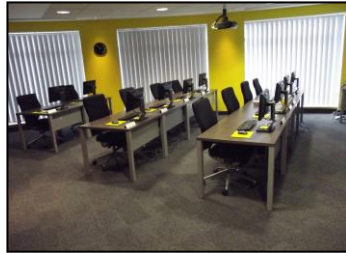
Name :
E-mail address :

Name :
E-mail address :

Name :
E-mail address :

Any other information/Special requirements:

Our training centre facilities



Training Rooms

All rooms have water provided and are near bathroom facilities. Each delegate has their own PC during the course. Smart board technology is in each room as well as SynchronEyes software allowing the trainer to observe and share delegate screens. We offer a state of the art training environment that is creative, modern and fun.



Break Rooms

Your training day will include two 15 minute breaks outside your lunch. In the break out rooms you will have access to a range of hot drinks and some small snacks.

Individual Requirements

If you have any particular needs for your training day, for example if you need to be seated towards the front of the room for viewing purposes, or if you need wheelchair access please let us know beforehand so we can make the necessary arrangements. We will do everything we reasonably can to make the course as comfortable as possible for all delegates

Upon arrival

- At our Chertsey Training Centre, please note that entry to the building is at the rear of our premises, through our car park, and not through the doors opposite the roundabout
- At our Cheadle Training Centre, please use the front doors to enter the building.
- At our Covent Garden Training Centre, please use the side entrance of the CIPP building from whom we rent the training room.

Please report to reception when you arrive and you will be handed your security pass for the day. You will be directed to the break room where you should remain until your trainer comes to meet you.

Lunch

At our Chertsey site you will be taken out for an hour lunch during your course to an Italian restaurant within walking distance. In Cheadle and Covent Garden, food will be delivered to the training centre. If you have any particular dietary requirements please let us know and we will endeavour to accommodate your request.

Parking

Both our Chertsey and Cheadle centres have limited free visitor parking.

Smoking

All our Training Centres are non-smoking. There are smoking areas and provision for disposing of used cigarettes and rubbish.

Client etiquette

Behaviour

ADP has set guidelines on acceptable behaviour. These guidelines are to be followed by everyone

Expected behaviour includes (but is not limited to):

- Respectful toward all others
- Being polite and courteous
- Punctuality
- Being patient and sensitive to the needs of others
- Active, constructive and responsible participation in all activities
- Asking relevant questions
- Participation that add to the learning experience of participants in the group

Unacceptable behaviour includes (but is not limited to):

- Swearing
- Language that may be considered as offensive
- Harassment / abuse
- Vilification
- Slander, ridicule and/or using demoralising or other comments or language that erode the dignity of the subject
- Intimidation
- Libel or libellous acts or comments
- Inciting others to any unacceptable behaviours
- Discrimination and behaving in an insensitive manner toward individuals regarding their race, religion, sex or other aspect of their person or that may be considered as offensive or discriminatory

The decision to continue to allow a candidate to participate in a training course is at the discretion of the trainer and the ADP training team.

Attire / dress code

Please wear neat, tidy casual or business clothing. As a guideline, neat jeans and a shirt are fine. Hats, caps and sunglasses are not to be worn while indoors.

Punctuality

Please arrive at our site half an hour before the course start time. If you are going to be late please let us know. If you are late, we reserve the right to refuse entry to the course. Please return from breaks and lunches at the time requested by your trainer.

Implementation action list

As the courses are generic, in cases where you need to ask specific questions around your company set-up, your trainer will direct you to log these questions as an action list to then discuss with your implementation or HR consultants.

Our Terms and Conditions for training

In-contract Training Days

You will have been provided a number of training days for your company to take. These training days are allocated per person, for example, two delegates taking two days training would be 4 training days.

The days you have been provided will usually be taken before you go live with our product. If you have days remaining after this day, they are only valid for a further 6 months. After 6 months they become invalid and all training requests become chargeable.

Making your booking

We will endeavor to meet all requests for training. At peak times, there may be circumstances that we may not be able to accommodate all training requests and will work with you to get you the training you need. All bookings require the information as detailed in the 'How do I book training' section of this catalogue any missing information could delay bookings and result in missing availability.

Onsite Training

Training on your site requires as much notice as possible. We have a number of requirements for setting up the day and have a pre-training questionnaire that you must complete prior to training and dates being agreed. Please note that in-contract training days cannot be used for onsite training.

Changes to bookings

Places on training courses are transferable to other employees from within the same company. Please inform us of the employees name at least 24 hours prior to the course date for security reasons.

Cancellations

All course cancellations must be made through the client training department either by email uktraining@adp.com or by contacting the Training Team on 01932 597 346.

Cancellations for courses conducted at our Chertsey or Manchester training centers must be notified to ADP at least five working days prior to the day of delivery. A £100 cancellation fee will be applicable if the cancellation is not confirmed before this time.

Cancellations for courses conducted on client site must be notified to ADP at least five working days prior to the day of delivery. A £100 cancellation fee will be applicable, plus any additional expense incurred by ADP, if the cancellation is not confirmed before this time.

If a delegate fails to attend training, the full course fee will be payable.

Training complaints procedure

Should you wish to provide feedback regarding training please contact the training department either by email uktraining@adp.com or by contacting telephone on 01932 597 346. We will endeavor to get back to you within two working days to resolve your query.

If you are not satisfied with the outcome of your complaint please escalate to The Learning and Performance Institute. Details as follow

Website: <https://www.thelpi.org/wp-content/uploads/2015/12/Code-of-Practice-Learning-Providers.pdf>

Address:

Head Office

The Learning and Performance Institute Ltd.

Westwood House, Westwood Business Park Coventry,

CV4 8HS

T. +44 (0) 2476 496210

E. info@thelpi.org

HR.net Standalone Classroom Courses

HR.net Fundamentals

Course Summary

This course has been specifically designed to get you navigating your new system and be managing your whole employee lifecycle in HR.net. This course would suit your businesses HR professionals, who would be responsible for managing employee data and records.

Course Information

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an HR.net & ADPfreedom combined client
- Be a processing client
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Navigate around ADP HR.net and perform basic HR tasks for your company, using the topics below.

Course Content

- Introduction to ADP HR.net
- Navigation of the Web Console
- Communities and Add-Ins
- Using the Navigator to make background changes
- Basic HR Tasks such as entering a new starter, grievances, disciplinaries, sicknesses, Initiating and approving/declining salary proposals, and leavers
- Employee Self-Service (ESS), such as: viewing Personal Details, editing personal details and Leave Management.
- Managing ESS, such as: approving or declining holiday requests, absence cancellations and change of employee details
- Using the Documents Community
- Using the Messages Community
- Running reports, documents, charts, data exports and mail merges
- Creating filters and picklists in the Administrator Console

HR.net Document Explorer

Course Summary

This course introduces delegates to the functionality enabling the output of data from HR.net. Delegates are shown how to build basic reports, charts and Excel exports as well as how to create mail merge templates.

Course Information

Duration:	1 full day
Start time:	09:30
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an ADP HR.net Standalone client
- Have attended the HR.net Fundamentals course
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Create and edit data exports, reports, mail merges and charges to create meaningful documents and manageable collated information for your business.

Course Content

- What is the Document Explorer
- Opening and running existing reports
- Managing the Document area
- Document Security

- Creating new reports
- Creating charts
- Creating mail merge documents
- Creating data exports
- Making output available

HR.net Administrator Console

Course Summary

This course introduces you to the workflow designer, allowing them to build their own workflows either from scratch or by utilising any of the templates in the extensive workflow library. As well as workflows, delegates will create and adapt tables and screens to be able to customise the system to exact requirements.

Course Information

Duration:	2 full days
Start time:	09:30
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an ADP HR.net Standalone client and be self-hosted
- Have attended the HR.net Fundamentals course
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Create, edit and maintain tables, screens, workflows, users and security settings using the topics covered below.

Course Content

- What is the Administrator Console
- Application Tools
- Database Structure
- Creating and Editing Screens

- Creating and Editing Tables
- Creating new workflows
- Editing workflows , fields, stages and workflow forms
- Understanding Security
- Understanding Security Roles
- Editing User Information
- Adding New Roles
- Assigning additional roles
- Security Privileges

HR.net Absence

Course Summary

This course has been designed for ADP HR.net Standalone clients and provides the skills and knowledge necessary to create and manage Absence. Delegates will spend the majority of the course learning how to create work patterns and leave plans within ADP HR.net, whilst gaining the ability to assign and manage absence within ADP HR.net.

Course Information

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an ADP HR.net Standalone client
- Have attended the HR.net Fundamentals course
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Manage absence within your company using ADP HR.net with guidance from the topics below to put into practice in your company

Course Content

- Setting up Company Work Patterns
- Setting up Planned Absence (Public Holidays)

- Setting Up Company Absence Allowances (Typically Holiday, Sickness, etc.)
- Assigning Absence Allowance and Work Patterns to employees
- Setting up Allowances for Multiple Jobs

HR.net & ADPfreedom Combined Classroom Courses

HR.net for Managed

Course Summary

This course has been specifically created for ADP HR.net & ADPfreedom Combined (Managed) Clients, which provides the skills and knowledge necessary to use ADP HR.net to maintain employee data, and to review pay data ready for your Payroll Specialist to commit your payroll.

Course Information

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an HR.net & ADPfreedom combined client
- Be a managed client
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Update all aspects of HR.net and ADPfreedom combined for your employees and update all pay data required to successfully calculate your payroll ready for your ADP expert to commit.

Course Content

- Introduction to ADP HR.net
- Navigating the Web Console
- Communities and Add-Ins
- Basic HR Tasks such as: entering a new starter, grievances, disciplinaries, sicknesses, salary proposals, and leavers
- Manager and Employee Self Service (ESS) holiday requests, absence cancellations, changing employee details, viewing and editing personal details and leave management.
- Using the Documents Community
- Running Reports, documents, charts, data exports and mail merges
- Reviewing your payroll, including: post calculation review, payrun reports and pre / post commit reports and payroll extracts
- Pay data entry grids – user features

HR.net Fundamentals

Course Summary

This course has been specifically designed to get you navigating your new system and be managing your whole employee lifecycle in HR.net. This course would suit your businesses HR professionals, who would be responsible for managing employee data and records.

Course Information

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an HR.net & ADPfreedom combined client
- Be a processing client
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Navigate around ADP HR.net and perform basic HR tasks for your company, using the topics below.

Course Content

- Introduction to ADP HR.net
- Navigation of the Web Console
- Communities and Add-Ins
- Using the Navigator to make background changes

- Basic HR Tasks such as entering a new starter, grievances, disciplinaries, sicknesses, Initiating and approving/declining salary proposals, and leavers
- Employee Self-Service (ESS), such as: viewing Personal Details, editing personal details and Leave Management.
- Managing ESS, such as: approving or declining holiday requests, absence cancellations and change of employee details
- Using the Documents Community
- Using the Messages Community
- Running reports, documents, charts, data exports and mail merges
- Creating filters and picklists in the Administrator Console

HR.net Payroll Processing

Course Summary

This course has been specifically created for ADP HR.net combined Processing Clients and provides the skills and knowledge necessary to use ADP software to process the payroll and perform common employee payroll tasks.

Course Information

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an HR.net & ADPfreedom combined client
- Be a processing client
- Have attended HR.net Fundamentals
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Complete the full set of tasks shown in the Course Content below, to confidently commit, close and reopen your payroll using HR.net and ADPfreedom combined.

Course Content

- Pay run management
- Pay cycle review, calculating your payroll and post payroll calculation review.
- Payroll reporting (Pre and Post commit)
- Running the Sick Pay Processor
- Change Payroll Information for existing Employees (Inputting earnings and deductions, enrolling employees in pensions, adding/amending bank details adding an Attachment of Earnings Order)

- Creating a batch and selection of employees for variable pay data entry
- Pay data entry and verification (variable earnings and deductions)
- Exporting and importing from and to the PDE grid
- Committing the payroll, closing and opening the pay periods
- Running the GL Costing interface

ADP HR.net & ADPfreedom Report Writer

Course Summary

This course has been designed for ADP HR.net Combined Clients and provides the skills and knowledge necessary to run and view reports your business will depend on. You will learn how to create bespoke reports and exports from ADP HR.net & ADP freedom, whilst gaining the ability to format the reports in a bespoke layout.

Course Information

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from ADP
- Be an HR.net & ADPfreedom combined client
- Be a managed or processing client
- Have attended HR.net for Manager OR HR.net Fundamentals and HR.net Payroll Processing
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Run bespoke reports for your company, based on your company's needs and their uses of HR.net & ADPfreedom combined using the modules below.

Course Content

- Introduction to reporting in ADP HR.net & ADP freedom
- Running standard reports
- Adding report categories / Folders

- Creation of ad hoc reports
- Adding fields
- Formatting report
- Sorting on reports
- Titles on reports
- Filters on reports
- Creating Exports

HR.net – Vizual Classroom Courses

HR.net Enterprise Familiarisation

Course Summary

This course has been specially designed to help delegates that are new to HR.net customise themselves with the main elements of the application. No previous knowledge of HR.net is required, so therefore specialist technical skills or prior experience are needed.

Course Information

Duration:	1 full day
Start time:	09:30
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from Vizual
- Be a HR.net Standalone client
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Confidently navigate the HR.net Enterprise interface and have a basis of knowledge to utilise the main functions of the system, view data and run reports.

Course Content

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HR.net Catalogue – V2.0 – 29 12 2015

- What is HR.net?
- Navigate HR.net Communities
- Searching the database for information
- Viewing, editing and updating information
- Running pre-defined reports
- Introduction to workflows
- Introduction to the Document Explorer
- Understanding Application Types

HR.net Enterprise Administrator Console

Course Summary

This course introduces you to the workflow designer, allowing them to build their own workflows either from scratch or by utilising any of the templates in the extensive workflow library. As well as workflows, delegates will create and adapt tables and screens to be able to customise the system to exact requirements.

Course Information

Duration:	2 full days
Start time:	09:30
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from Vizual
- Be a HR.net Standalone client
- Have attended the HR.net Familiarisation course
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

You will be able to create, edit and maintain tables, screens, workflows, users and security settings using the topics covered below.

Course Content

- What is the Administrator Console
- Application Tools

- Database Structure
- Creating and Editing Screens
- Creating and Editing Tables
- Creating new workflows
- Editing workflows , fields, stages and workflow forms
- Understanding Security
- Understanding Security Roles
- Editing User Information
- Adding New Roles
- Assigning additional roles
- Security Privileges

HR.net Enterprise Document Explorer

Course Summary

This course introduces delegates to the functionality enabling the output of data from HR.net. Delegates are shown how to build basic reports, charts and Excel exports as well as how to create mail merge templates.

Course Information

Duration:	1 full day
Start time:	09:30
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from Vizual
- Be a HR.net Standalone Enterprise client
- Have attended the HR.net Familiarisation course
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Create and edit data exports, reports, mail merges and charges to create meaningful documents and manageable collated information for your business.

Course Content

- What is the Document Explorer
- Opening and running existing reports
- Managing the Document area
- Document Security

- Creating new reports
- Creating charts
- Creating mail merge documents
- Creating data exports
- Making output available

HR.net Express

Course Summary

This course has been specifically designed for HR.net Express users and provides the skills and knowledge necessary to use ADP HR.net Express to maintain employee data.

Course Information

Duration:	1 full day
Start time:	09:30
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from Vizual
- Be a HR.net Express client
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Confidently navigate the HR.net Express interface and have a basis of knowledge to utilise the main functions of the system, view data and run reports.

Course Content

- Introduction to ADP HR.net Express
- Managing Tasks
- Reporting
- Basic HR Tasks such as: Entering a new starter, grievances, disciplinaries, sicknesses and leavers
- Editing company details such as: company cars, organisational patterns, company addresses

- Administrating the Express system
- Editing the common tasks list, KPIs shown on the homepage, absence allowance details and work patterns
- Database Management – Backing up and restoring
- System Configuration
- The Data Import Wizard
- Creating ad hoc reports

HR.net Professional

Course Summary

This course has been specifically created for ADP HR.net Professional users and provides the skills and knowledge necessary to use ADP HR.net Professional to maintain employee data.

Course Information

Duration:	1 full day
Start time:	09:30
End time:	16:30
Maximum:	10 delegates

Prerequisites for attending the course

In order to attend this course you must;

- Have purchased HR.net from Vizual
- Be a HR.net Professional client
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

Course Objective

By the end of this course, you will be able to:

Confidently navigate the HR.net Professional interface and have a basis of knowledge to utilise the main functions of the system, view data and run reports.

Course Content

- Introduction to and navigating HR.net Professional
- Managing Tasks
- Running reports such as: Charts, reports, data exports and mail merges
- Basic HR Tasks such as: Entering a new starter, grievances, disciplinaries, sicknesses and leavers
- Editing Company Details such as: company cars, organisation patterns and company addresses
- Administrating the Professional system

- Editing the common tasks list, KPIs shown on the homepage, absence allowance details and work patterns
- Database Management – Back up and restoring
- System Configuration
- The Data Import Wizard
- Creating ad hoc reports
- Managing Self Service

Contacting Us

There will be times that you'll want to contact us here at ADP. If your query is regarding training that you would like to book, change or just want to ask us a question, here are the Client Training contact details below.

By post

Client Training
ADP Employer Services
40-48
Syward Place
Pycroft Road
Chertsey
KT16 9JT

By e-mail

uktraining@adp.com

By telephone

01932 597 346

Other contacts at ADP

Sometimes you might need other contacts or departments at ADP. Below are some other useful contact numbers that you might need.

ADP Reception (Chertsey)	-	01932 597 000
ADPfreedom Helpdesk	-	0845 230 2373
SurePay Helpdesk	-	0845 230 4358
HR.net Support	-	0871 474 2145
HR.net Express and Professional	-	0845 260 1431