



A more human resource.™

# ADP® iHCM Training Catalogue

2016 Edition





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## 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.

### Who are ADP Training

ADP Training is a team of accredited TAP (Training Assessor Programme) professionals and proud to hold the Learning and Performance Institutes Gold Standard accreditation. We take pride in the service we provide our clients and make it our sole purpose to give the best training experience possible and create a relaxed learning environment for our clients.

### About ADP iHCM

ADP® iHCM offers your organisation the tools it needs to provide first class human capital management (HCM). It gives employees at all levels the ability to streamline their key processes and manage tasks more effectively, for example enabling:

- Employees to request changes to their personal details, display information about themselves such as job history, and see company announcements and documents
- Managers to see information about their subordinates and approve or reject changes employees may make to their records
- HR managers to access the information they need for strategic planning, management of employee information, process leavers, and on-board new employees.
- ADP® iHCM administrators to enter information about your organisation, for example your organisations structure, and configure ADP® iHCM so that it works as required

## **How does ADP iHCM work?**

ADP offers five levels of service with this product:

### **ADP iHCM Managed Service**

As a managed client, you'll key in all your employee changes and HR requirements each month in preparation for your ADP iHCM Payroll Contact to run your payroll for you.

### **ADP iHCM Processing Service**

As a processing client, you'll key in all your employee changes and HR requirements and run your own payroll each month. You'll have a help desk to help you should you have any questions.

### **ADP iHCM HR Only**

As a HR only client, you'll key in all your employee changes and HR requirements. You'll have a help desk to help you should you have any questions.

### **ADP iHCM Payroll Only Managed Service**

As a Payroll only client, you'll key in all your employee changes that will impact your payroll and month in preparation for ADP to run your payroll for you

### **ADP iHCM Payroll Only Processing Service**

As a Payroll only client, you'll key in all your employee changes that will impact your payroll and run your own payroll each pay period. You'll have a help desk to help you should you have any questions.

# Training Courses

## 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 ADP iHCM, then you will want to take the core modules. Additional and advanced modules are elective.

		ADP iHCM – HR & Payroll	
		Managed Service	Processing Service
CORE MODULES		ADP iHCM – Managed Service	ADP iHCM – People Lifecycle
		ADP iHCM – Report Writing	ADP iHCM – Payroll Process
ADVANCED MODULES		ADP iHCM – Report Writing	ADP iHCM – Report Writing
		ADP iHCM – System Setup	ADP iHCM - System Setup
		ADP iHCM – Payroll Only	
		Managed Service	Processing Service
CORE MODULES		ADP iHCM – Managed Service	ADP iHCM – Navigation VCT
		ADP iHCM – Report Writing	ADP iHCM – Payroll Process
			ADP iHCM – Report Writing

## What courses do I need? - Continued

If you have purchased additional the HR Only service-level or additional modules for your ADP iHCM, we can provide training for those modules and how you will use them day to day.

ADP iHCM – HR Only		ADP iHCM – Modules	
Core HR		Module Name	Course Name
CORE MODULES	ADP iHCM – People Lifecycle	Training Management	ADP iHCM – Training Management
		Recruitment	ADP iHCM – Recruitment
ADDITIONAL MODULES	ADP iHCM – Report Writing	Performance Management	ADP iHCM – Performance Management



## 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 up to six months after your 'Go Live' date. Any training days unused will be forfeited after you have been live with ADP iHCM 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**

£500 per person per day (excluding VAT)

#### **Bespoke Classroom Courses**

£600 per person per day (excluding VAT)

### **Train the Trainer (TTT)**

Train the Trainer (TTT) is a minimum of two days and can be provided on a consultative basis. TTT is only designed to give your existing trainers the product knowledge to train the course content. If you would like your staff to be trained on the skills needed to deliver training without prior experience we can accommodate that as well. Please contact us for more details as additional Days will be needed.

**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.**

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 trained 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](mailto:uktraining@adp.com)

\*Discounts are subject to availability. Courses booked prior to the opening of a season discount period cannot be cancelled and rebooked to become eligible. ADP reserves the right to amend, withdraw or cancel any promotions at any time and without notice

# ADP Training Centres

## 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](http://www.adp-client-training.co.uk)

If you need help finding us, please feel free to visit our website  
<http://www.adp-client-training.com/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](mailto: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 4<sup>th</sup> 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 :

**Any other information/Special requirements:**

## Our training centre facilities



Blue Room - Chertsey



Yellow Room - Chertsey



Pink Room - Chertsey



Green Room - Chertsey

### 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 adds 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 consultant.

## **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 used.

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 endeavour 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 change of delegate 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](mailto:uktraining@adp.com) or by contacting the Training Team on 01932 597 346.

Cancellations for courses conducted at our Chertsey or Manchester training centres 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](mailto: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](mailto:info@thelpi.org)





# ADP iHCM – Managed Clients

## Classroom Courses

As a managed client, you'll key in all your employee changes and HR requirements each month in preparation for your ADP iHCM Payroll Contact to run your payroll for you.

		Managed Service	
		ADP iHCM – HR & Payroll	ADP iHCM – Payroll Only
CORE MODULES	ADP iHCM – Managed Service	ADP iHCM – Managed Service	
ADDITIONAL MODULES	ADP iHCM – Report Writing	ADP iHCM – Report Writing	
ADVANCED MODULES	ADP iHCM – System Setup		

## **ADP iHCM – Managed Service**

### **Course Summary**

This course has been specifically created for ADP iHCM Managed clients and provides the skills and knowledge necessary for you to navigate ADP iHCM and maintain employee data. You'll also be able to enter and review pay data ready for ADP to commit your payroll.

**This course may also be run as a Virtual Classroom Training (VCT) course; please see the VCT area of this manual.**

### **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;

- Be an ADP iHCM 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 aspects of ADP iHCM for your employees' employment lifecycle and update pay data required for your ADP to successfully calculate and commit your payroll.

### **Course Content**

- Navigate ADP iHCM
- Add a new starter
- Record time off (holidays, sickness and recording medical certificates)
- Change employee's roles and salary adjustments
- Use Pay data entry (PDE)
- Process a leaver
- Review your payroll

## **ADP iHCM – Report Writing**

### **Course Summary**

This course has been designed to provide you the skills and knowledge necessary to run and view reports your business will depend on. You will learn how to create your own reports and exports from ADP iHCM, whilst learning how your data is managed behind the scenes.

### **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;

- Be an ADP iHCM client
- Have attended any of the following courses:
  - ADP iHCM - Managed Service
  - ADP iHCM - People Lifecycle
  - ADP iHCM - Payroll Process
- 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 reports for your company, based on your company's needs and their uses of ADP iHCM using the modules below.

### **Course Content**

- Introduction to reporting in ADP iHCM
- Running standard reports
- Understanding data table relationships
- Creation of Data Exports
- Making the most of reports in Excel
  - Titles on reports
  - Adding fields
  - Filters on reports
  - Sorting on reports

## **ADP iHCM – System Setup**

### **Course Summary**

This course is designed for you to have an understanding of how the system is set up behind the scenes and any changes you can make.

This course is appropriate for clients that use both HR and Payroll in ADP iHCM.

### **Course Information**

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	8 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM client
- Have attended any of the following courses
  - ADP iHCM - Managed Service
- 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;

Build and amend many of the core elements within the setup menu.

### **Course Content**

- Managing and updating the company structure, including Divisions, Department, Teams, Sub-Teams and Posts
- Creating and managing Company Work Patterns
- Creating and managing Company Leave Types and Schemes
- Creating Company level Earnings, Deductions and Contributions
- Using the System Setup Tables

# ADP iHCM – Processing Clients

## Classroom Courses

As a processing client, you'll key in all your employee changes and HR requirements and run your own payroll each month. You'll have a help desk to help you should you have any questions.

Processing Service			
	ADP iHCM – HR & Payroll	ADP iHCM – Payroll Only	ADP iHCM – HR Only
CORE MODULES	ADP iHCM – People Lifecycle	ADP iHCM – Navigation VCT	ADP iHCM – People Lifecycle
	ADP iHCM – Payroll Process	ADP iHCM – Payroll Process	
ADDITIONAL MODULES	ADP iHCM – Report Writing	ADP iHCM – Report Writing	ADP iHCM – Report Writing
ADVANCED MODULES	ADP iHCM – System Setup		

## **ADP iHCM – People Lifecycle**

### **Course Summary**

This course has been specifically designed to help you navigate and manage your whole employee lifecycle in ADP iHCM. 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;

- Be an ADP iHCM client
- Be a Be a HR & Payroll processing client or HR only 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 iHCM and perform HR tasks for your company, using the topics below.

### **Course Content**

- Navigate ADP iHCM
- Add a new starter
- Record time off (holidays, sickness, maternity)
- Change employee's roles and salary adjustments
- Assigning fixed earnings and deductions
- Input and change a range of employee data: disciplinary, grievance
- Process a leaver

## **ADP iHCM – Payroll Process**

### **Course Summary**

This course has been specifically created for ADP iHCM Processing Clients and provides the skills and knowledge necessary for a payroll professional in your business 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;

- Be an ADP iHCM client
- Be a HR & Payroll processing client or a Payroll only 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:

Complete the full set of tasks shown in the Course Content below, to confidently commit, close and reopen your payroll using ADP iHCM.

### **Course Content**

- Manage the pay cycle
- Calculate the payroll
- Review your payroll
- Change payroll information for existing employees (inputting earnings and deductions)
- Use pay data entry (PDE)
- Committing the payroll and closing the pay period



## **ADP iHCM – Report Writing**

### **Course Summary**

This course has been designed to provide you the skills and knowledge necessary to run and view reports your business will depend on. You will learn how to create your own reports and exports from ADP iHCM, whilst learning how your data is managed behind the scenes.

### **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;

- Be an ADP iHCM client
- Have attended any of the following courses:
  - ADP iHCM - Managed Service
  - ADP iHCM - People Lifecycle
  - ADP iHCM - Payroll Process
- 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 reports for your company, based on your company's needs and their uses of ADP iHCM using the modules below.

### **Course Content**

- Introduction to reporting in ADP iHCM
- Running standard reports
- Understanding data table relationships
- Creation of Data Exports
- Making the most of reports in Excel
- Titles on reports
- Adding fields
- Filters on reports
- Sorting on reports

## **ADP iHCM – System Setup**

### **Course Summary**

This course is designed for you to have an understanding of how the system is set up behind the scenes and any changes you can make.

This course is appropriate for clients that use both HR and Payroll in ADP iHCM.

### **Course Information**

Duration:	1 full day
Start time:	10:00
End time:	16:30
Maximum:	8 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM client
- Have attended any of the following courses
  - ADP iHCM - People Lifecycle
  - ADP iHCM - Payroll Process
- 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;

Build and amend many of the core elements within the setup menu.

### **Course Content**

- Managing and updating the company structure, including Divisions, Department, Teams, Sub-Teams and Posts
- Creating and managing Company Work Patterns
- Creating and managing Company Leave Types and Schemes
- Creating Company level Earnings, Deductions and Contributions
- Using the System Setup Tables



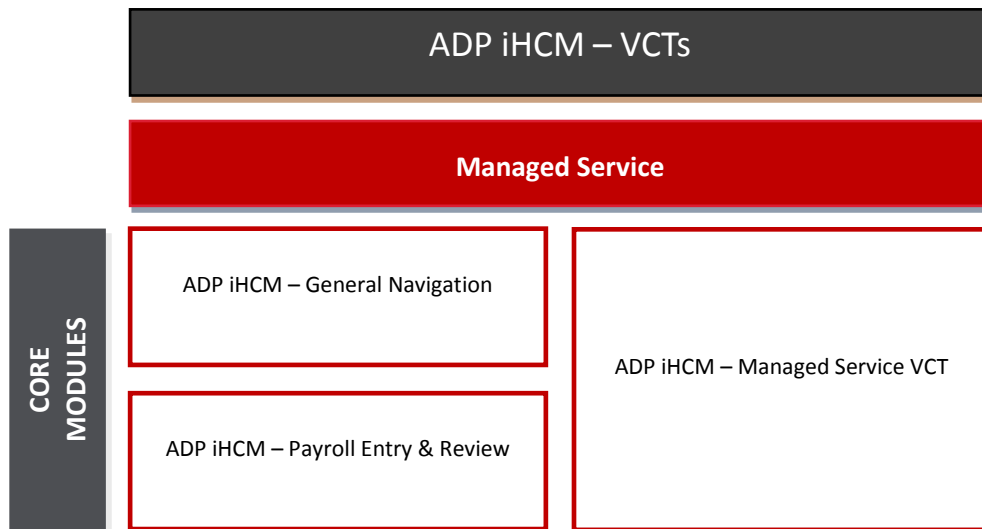
# ADP iHCM – Virtual Classroom Training - Managed Clients

## Virtual Classroom Training (VCT) Courses

Virtual Classroom Training (VCT) is a session delivered by a Trainer based in our Chertsey Head Office via the online classroom.

We use Adobe Connect as the tool to enable screen share, Audio via VOIP (Voice over Internet Protocol) which involves the delegate having a microphone and speaker/ headset connected to their computer or Conference line requiring the delegate to only have access to a telephone at the same time as their computer. We are also able, in most classes, to share screen control with delegates giving a bit of hands on experience during the session..

When you book on you will be sent the details of the conference line and online classroom event for your session.



The ADP iHCM – Managed Service VCT covers the same content as the classroom course of the same name; thereby encompassing all the content from the General Navigation and Payroll Entry & Review VCTs.

## **ADP iHCM – General Navigation**

### **Course Summary**

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

### **Course Information**

Duration: 2 Hours  
Maximum: 6 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM 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 iHCM and perform HR tasks for your company, using the topics below.

### **Course Content**

- Navigate ADP iHCM
- Add a new starter
- Record time off (holidays, sickness and recording medical certificates)
- Change employee's roles and salary adjustments
- Process a leaver

## **ADP iHCM – Payroll Entry & Review**

### **Course Summary**

This course has been specifically created for ADP iHCM Clients and provides the skills and knowledge necessary for a payroll professional in your business to enter payroll data, perform common employee payroll tasks and review the payroll.

### **Course Information**

Duration: 2 Hours  
Maximum: 6 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM 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:

Complete the full set of tasks shown in the Course Content below, to confidently commit, close and reopen your payroll using ADP iHCM.

### **Course Content**

- Enter fixed earnings and deductions
- Use Pay data entry (PDE)
- Exporting and Importing the PDE batch
- Review your payroll

## **ADP iHCM – Managed Service VCT**

### **Course Summary**

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

This course is a combination of both the **ADP iHCM – General Navigation VCT** and **ADP iHCM Payroll Entry and Review VCT**.

### **Course Information**

Duration: 1 Day (morning and afternoon session)

Maximum: 6 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM 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 iHCM and perform HR and payroll tasks for your company, using the topics below.

### **Course Content**

- Navigate ADP iHCM
- Add a new starter
- Record time off (holidays, sickness and recording medical certificates)
- Change employee's roles and salary adjustments
- Process a leaver
- Enter fixed earnings and deductions
- Use Pay data entry (PDE)
- Exporting and Importing the PDE batch
- Review your payroll

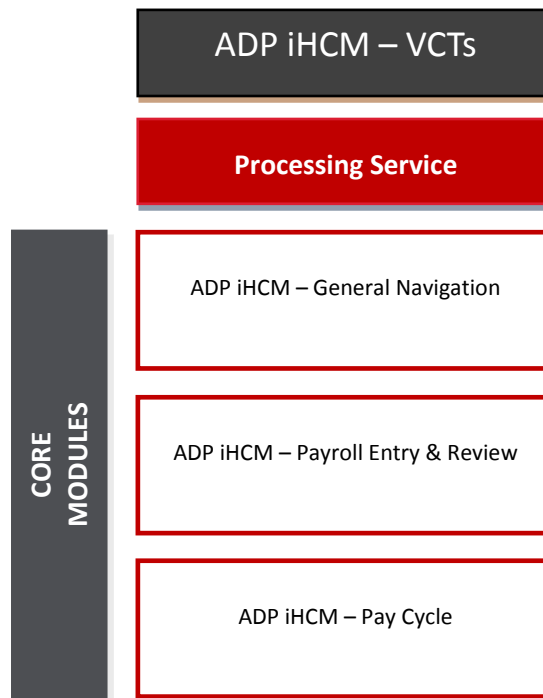
# ADP iHCM – Virtual Classroom Training - Processing Clients

## Virtual Classroom Training (VCT) Courses

Virtual Classroom Training (VCT) is a session delivered by a Trainer based in our Chertsey Head Office via the online classroom.

We use Adobe Connect as the tool to do this enabling screen share, Audio via VOIP (Voice over Internet Protocol) which involves the delegate having a microphone and speaker/ headset connected to their computer or Conference line requiring the delegate to only have access to a telephone at the same time as their computer. We are also able, in most classes, to share screen control with delegates giving a bit of hands on experience during the session.

When you book on you will be sent the details of the conference line and online classroom event for your session.





## **ADP iHCM – General Navigation**

### **Course Summary**

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

### **Course Information**

Duration: 2 Hours  
Maximum: 6 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM client
- Be a HR & Payroll processing client or HR only 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 iHCM and perform HR tasks for your company, using the topics below.

### **Course Content**

- Navigate ADP iHCM
- Add a new starter
- Record time off (holidays, sickness and recording medical certificates)
- Change employee's roles and salary adjustments
- Process a leaver

## **ADP iHCM – Payroll Entry & Review**

### **Course Summary**

This course has been specifically created for ADP iHCM Client and provides the skills and knowledge necessary for a payroll professional in your business to enter payroll data, perform common employee payroll tasks and review the payroll.

### **Course Information**

Duration: 2 Hours  
Maximum: 6 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM 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:

Complete the full set of tasks shown in the Course Content below, to confidently commit, close and reopen your payroll using ADP iHCM.

### **Course Content**

- Enter fixed earnings and deductions
- Use Pay data entry (PDE)
- Exporting and Importing the PDE batch
- Review your payroll

## **ADP iHCM – Pay Cycle**

### **Course Summary**

This course has been specifically created for ADP iHCM Processing Clients and provides the skills and knowledge necessary for a payroll professional in your business to enter payroll data, perform common employee payroll tasks and review the payroll.

### **Course Information**

Duration: 2 Hours  
Maximum: 6 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM client
- Be a HR & Payroll processing client or a payroll only 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:

Complete the full set of tasks shown in the Course Content below, to confidently commit, close and reopen your payroll using ADP iHCM.

### **Course Content**

- Manage the Pay Cycle
- Calculate the payroll
- Commit the payroll and close the pay period

## ADP iHCM – Modules

iHCM has a number of Additional modules that can be purchased after you have gone live with the core product. When you purchase these modules you have the option to purchase a training session to accompany the module. The courses outlined in the next section are centred on each of the different modules available.

ADP iHCM – Modules	
Module Name	Course Name
Training Management	ADP iHCM – Training Management
Recruitment	ADP iHCM – Recruitment
Performance Management	ADP iHCM - Performance Management

Please note that there are Video Training Aids (VTAs) available to cover various areas in ADP iHCM. These include configuring and using the other modules:

Fleet Management	Asset Management	Expense Management
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## **ADP iHCM – Training Management**

### **Course Summary**

This course is under development and will be designed for you to use the module as effectively as possible.

If you would like to be notified when this course is available, please e-mail [uktraining@adp.com](mailto:uktraining@adp.com) with the subject ADP iHCM Course Expression of Interest

### **Course Information**

Duration: To be confirmed  
Start time: 10:00  
End time: 16:30  
Maximum: 10 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM client
- Have purchased the Recruitment Module
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

### **Course Objective**

This course is under development

### **Course Content**

- This course is under development

## **ADP iHCM – Recruitment (Coming Soon)**

### **Course Summary**

This course is under development and will be designed for you to use the module as effectively as possible.

If you would like to be notified when this course is available, please e-mail [uktraining@adp.com](mailto:uktraining@adp.com) with the subject ADP iHCM Course Expression of Interest

### **Course Information**

Duration:	To be confirmed
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM client
- Have purchased the Recruitment Module
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

### **Course Objective**

This course is under development

### **Course Content**

- This course is under development

## **ADP iHCM – Performance Management (Coming Soon)**

### **Course Summary**

This course is under development and will be designed for you to use the module as effectively as possible.

If you would like to be notified when this course is available, please e-mail [uktraining@adp.com](mailto:uktraining@adp.com) with the subject ADP iHCM Course Expression of Interest

### **Course Information**

Duration:	To be confirmed
Start time:	10:00
End time:	16:30
Maximum:	10 delegates

### **Prerequisites for attending the course**

In order to attend this course you must;

- Be an ADP iHCM client
- Have purchased the Performance Management Module
- Be proficient in using Microsoft Windows and computer literate
- Be able to use English to a working level

### **Course Objective**

- This course is under development

### **Course Content**

- Using ADP iHCM appraisals
- Adding and updating the question library
- Creating objectives for your organisation
- Completing an appraisal form

## 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

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

### By e-mail

[uktraining@adp.com](mailto: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
ADP Product Helpdesk	-	0845 230 2373