Course Title: Workforce Ready - Processing Payroll Using the Payroll Module

Description:
This course prepares you to use the Pay Prep checklist within the Workforce Ready application to process pay statement information for payroll. You will learn how to import an hours import file from a third-party time management application, sync time data from the time and labor module and enter pay information into pay statements. You will also learn what reports can be used to review the payroll information, how to finalize the payroll and how to create an ACH export file.

Note: This is a basic overview course. There is no hands-on practice in the application. The course will use a generic company configuration. The goal of this course to provide a basic understanding of system functionality used to maintain information in the application.

Objectives:
After completing this course, you should be able to:
- Import time data using an import file
- Sync timesheet records to pay statements
- Manually enter and update pay statement records
- Use reports to review pay statement information for accuracy
- Finalize a payroll including creating an ACH export file

Audience:
Administrator level users who will be processing payroll information to create payments for employees. Depending on the organization, this may include Payroll Administrators and/or other Payroll staff.

Prerequisites:
- None

Delivery Type: Recorded Webinar
Duration: 2 hours
Course Level: Introductory
Instructional Method: Remote-Recorded