

Virtual Class Agenda

Human Resource Management

This course is a beginning to intermediate level course where users will learn how to utilize the DELMIworks Workforce, Time & Attendance, and Payroll system. The Workforce functionality includes managing job applicants, tracking employee training, and logging work related injuries. The Time & Attendance functionality includes system setup for time clock tracking and processing (including tracking absences). The Payroll functionality covers system setup for accruing benefits, tracking deductions and taxes, and processing payroll.

Students may choose to attend either a selection or all 5 days of this session. If attending Time & Attendance or Payroll topics, both days of instruction must be attended.

Who should attend?

- Key managers or personnel from Human Resources and/or Payroll

Prerequisites

- Working experience in the DELMIworks system (recommended)

Learning Objectives

- Leveraging the Employee Portal for employees to access their information
- Setup and tracking of employee training records
- Setup and tracking of employee time punches and absences for payroll calculations
- Setup and processing for posting payroll

Licensing

The functionality covered in this class is not included with the core DELMIworks software package. Each of the below separate topics are associated with a separate license:

- Employee Portal
- Workforce modules
- Time & Attendance
- Payroll

In order to accommodate this from a training standpoint, the class is designed to be flexible based on the specific functionality available to each company. For example, attendees can elect to attend only the days for Workforce and Time & Attendance content if their company has elected to use a 3rd party for processing payroll.

Schedule – Day 1

Orientation
Employee Maintenance
Workforce
Break
Employee Portal
Requisitions & Applicant Maintenance
Workflows
Work-Related Injuries and Illnesses

Schedule – Day 2

Time & Attendance Overview
Pay Groups, Pay Types, Pay Rules
Break
Shift Settings, Shift Calendar
Employee Maintenance
System Parameters settings
Employee Task Messages

Schedule – Day 3

Clock In and Out Maintenance
Absence Calendar
Break
Prepost Log Maintenance
Incentive Pay, Attendance Violations
Q&A

Schedule – Day 4

Payroll Overview
Pay Groups, Pay Types
Break
Deductions
Payroll Taxes
GL Plug-In Entities

Schedule – Day 5

PR Employee Maintenance
Payroll Priors
Break
Timecards, Prepare Payroll, Payroll Review
Direct Deposit
W-2 and 941
Q&A

Customer Cancellation & Reschedule Policy

- 15 or more days, no charge
- 14 or less days, 50% charge

DELMIAworks reserves the right to cancel any training class due to lack of enrollment. To confirm availability, please contact DELMIAWORKS.training@3ds.com.