

ONESolution™

PAYROLL AGENDA

Course Outline

Recommended Training Format: Live Virtual Classroom

Estimated Hours: 2 hours Client Interaction; .67 hours Consultant preparation and follow-up

Prerequisites:

1. Access to ONESolution
2. Prior Knowledge of ONESolution (previously known as IFAS)

Audience: Key ONESolution Users, IT Support

Objective: During this training, you will learn how to navigate and process payroll in the ONESolution Payroll module. This knowledge should be applied for Testing, End User Training and GO LIVE scenarios.

What You Will Learn:

Payroll Timecard Processing

Timecards

- Timecard Entry (Review xml settings file)
- Timecard Proofing/Error Checking
- Timecard Distribution/Batch Merging

Calculation and Error Checking

- Force Calculation
- Employee Prelist

Payroll Distribution

- Distributing entries to the General Ledger
- Printing Checks and EFT Statements
- Processing the EFT File
- Review Registers

Post Payroll Review

- Payroll History
- Payroll Accumulators

CDD Reports

- Look at corresponding Payroll CDD reports

Homework: Document Process