

Sessions	Duration in Hrs	Task	Task Name
S1	1	Introduction	
		Enabling Offerings and Functional Areas	
		Setup and Maintenance Tasks	
		Overview of Functional Setup Manager	
		Overview of Implementation Projects	
		Payroll Product Usage	Features by country or territory
		Payroll Product Usage	Manage Locations
		Payroll Product Usage	Establish Enterprise Structures
S2	1	Payroll Product Usage	Manage Legal Reporting Units
		Legislative Data Group	Manage Legislative Data Group
		Legal Entity HCM Information	Manage Legal Entity HCM Information
		Ledger > Chart of Accounts	Manage Key Flexfield
		Ledger > Accounting Calendar	
		Cost Allocation	Manage Accounting Calendars
S3	1.5	Organization Payment Method	Manage Key Flexfield
		Organization Payment Method	Manage Banks
			Manage Bank Branches
			Manage Bank Accounts
		Personal Payment Methods	Manage Organization Payment Methods
		Payroll Definition	Manage Personal Payment Methods
		Consolidation Groups	Manage Payroll Definition
		Time Definition	Manage Consolidation Groups
S4	1.5	Element Classifications	Manage Time Definition
		Earning Elements	Manage Element Classifications
		Salary Basis	Manage Elements
		Basic Salary	Salary basis along with element
		Information Elements	Different types of basic salary : Spot Salary and Grade based Salary
		Input Values	Manage Elements
		Element Eligibilities	Default input Values
			Additional Input Values
S5	1.5	Deduction Elements	What is and how to use eligibility
			Payroll Batch Loader > Create Element
		Employer Charges Elements	Manage Elements
		Managing User-Defined Tables	Manage Elements
		Balance Types, Feeds and Dimensions	UDT
S6	1	Quickpay functionality	Manage Balance Definitions
		Understanding SOE	Basic Quickpay functionality and element
		Quickpay/Run Rollback	Explaining SOE/Costing etc
S7	2	Fast Formula	A solution is needed to rollback all the retros in bulk just before payroll run
S8	1	Proration	Manage Fast Formula
			How to call formula within a formula

			Formula for Custom Calculation Logic and/or
		Retro	Explain Proration Functional,
			Use common formula for Proration rather than editing each formula individually
S9	1	Manage Object Groups	
		Payroll Cycle Pre and Post	Payroll Relationship Group,
			Element Group
			Basic Payroll cycle:
			Retro
			Payroll Run
S10	1	Payroll Cycle Pre and Post	Basic Post-Payroll cycle:
			Prepayment
			Archive Process
			Make EFT Transfer
			Payslip
			Transfer to GL
S11	1	Costing Information	Manage Costing of Payrolls
		Costing Information	Manage Costing of Elements
		Costing Information	Manage Costing of Payment Sources
		Costing Information	Manage Costing of Jobs
S12	1	Costing Information	Manage Costing of Department
		Payroll Costing	Manage Costing of Positions
		Overpayment	Overpayments
S13	1	Balance Group & Balance Group Usages	
		Uses of Archive in Manage Enterprise	
S14	1.5	Balance Adjustment	
		Configured 3rd Party BACS	How any element can configured to generate 3rd party BACS