



Human Resources and Payroll - US in Microsoft Dynamics GP

Course Number 8813; Three Days – Instructor led

Introduction

This comprehensive training material provides you with an in-depth view of the extensive functionality contained within the Human Resources and Payroll applications. Besides learning the functionality, you will also learn tips and techniques that can help make an implementation successful, and you will gain a thorough understanding of the HR and Payroll applications and its capabilities. The training material covers the setup of the Payroll and Human Resources modules. It covers the processing of Payroll checks, and the everyday tracking of Human Resources. It also covers the Applicant functionality found in Human Resources so you can track the necessary information to hire quality employees. The training material also discusses the Attendance functionality which can be used to track employee attendance and absences using time codes. The integration of Payroll and Human Resources is also a focus of this training material.

Audience

This training material is targeted toward administrators, implementers, consultants and end-users who need to understand the technical aspects of using the Microsoft Dynamics GP Human Resources and Payroll modules and want to gain the ability to manage employee and applicant information. Direct Deposit is also covered in this training material. This training material focuses on an integrated Human Resources and Payroll system.

At Course Completion

After completing this training material, individuals should be able to:

- ✓ Use Payroll Setup windows to customize the application to organizational needs
- ✓ Understand the available global setups that are available in Human Resources
- ✓ Set up Benefits and Deductions in Human Resources and Payroll
- ✓ Set up Attendance including time codes and accruals and how they are attached to employees
- ✓ Create pay codes, deduction codes, benefit codes, taxes and other employee related items used to calculate Payroll checks
- ✓ Assign methods to calculate vacation and sick time for employees
- ✓ Process, generate and void Payroll checks for employees



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- ✓ Use Human Resource Employee windows and be familiar with how they may be used to track necessary data about employees
- ✓ Use the Applicant system to better suit your organizational needs
- ✓ Use miscellaneous Payroll and Human Resources tools such as Payroll Gross Up, To-Do Lists and Compensation Management
- ✓ Create Human Resources and Payroll report options and produce desired reports
- ✓ Print numerous other Payroll documents such as W-2's, 1099R's and others
- ✓ Use Direct Deposit instead of generating checks for certain employees
- ✓ Close the Payroll year and prepare the system for the next year

Prerequisites

Before attending this training material, it is recommended that individuals have:

- ✓ Some working knowledge of Microsoft Dynamics GP
- ✓ Some basic understanding of Payroll law and regulations