

TRAINING HIGHLIGHT:

CERTIFICATE IN ADVANCED ALESCO V12 PAYROLL SYSTEM

**PURPOSE:**

This course is designed to provide experienced Alesco Users with troubleshooting and advanced processing skills. This knowledge and understanding of the system will assist Supervisors, who manage a team of Alesco Users, to provide support to their staff. The course also provides a more in depth understanding of the Core Modules within the Alesco Certificate course with practical examples and exercises.

LEARNING OUTCOMES:

Upon completing the Level 3 course, trainees should be able to:

- Have an understanding of the design philosophy of Alesco.
- Understand how a transaction is managed in Alesco from data input to payroll transaction output.
- Troubleshoot issues in HR, Payroll and Leave.
- Design efficient workflow processes and procedures, and suggest improvements to current practices.
- Effectively interpret results and respond to management and staff queries.
- Manage complex transactions effectively.

COURSE CONTENT:

Topics will include:

- Background to the data architecture and functional development of Alesco – “The Building Blocks”
- Retrospective processing, HR, Payroll and Leave – how does it work and how to interpret results
- Basic Configuration – codes, code rules and definitions
- Organisation & Establishment – restructures and bulk transfers
- Occupancy and Jobs – what is the difference and how do they work
- Offline and Manual Pays – when to use them and how do they work
- Processing Pay – what actually happens and how can I interpret the results and investigate anomalies.

TEACHING & LEARNING STRATEGIES:

- Structured training presentation by facilitators
- Individual/group exercises
- Reinforced by experiential activities and discussions
- Course participants are encouraged to contribute to discussions on the various aspects of the Alesco
- Personnel and Payroll functionality

GREAT FOR:

HR and Payroll Supervisors who supervise Alesco Users. It is expected the participant will have at least 2 years in a supervisory role.

CERTIFICATE AWARD:

Participants who successfully complete the course will receive a Certificate of Attainment

Those who do not successfully complete the course will be issued with a Certificate of Attendance

K4,400.00 + 10% GST**5 DAYS****Register Now:****+675 79075580****training@concept.com.pg****www.conceptgrouppng.com****About Concept Group**

We are HR specialists with loyal clients, passionate about helping Papua New Guinean companies become more successful, by helping them better manage the people within it.