

TRAINING HIGHLIGHT:

CERTIFICATE IN BASIC ALESCO V12 PAYROLL SYSTEM

**PURPOSE:**

The program is designed to enable HR and Payroll Officers to capture personal details, including personal profiles and remuneration package details of the organisation, to ensure all fortnightly salary, leave entitlements, and various allowances are paid to the employee accurately as possible.

LEARNING OUTCOMES:

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

- Have a very good understanding of Alesco Payroll System.
- Enter personal details, salary or wage rates according to the IRC Income tax act.
- Accurately process fortnightly or monthly salary using the Alesco System.

COURSE CONTENT:

Topics will include:

- Navigation
- HR Administration Operations
- Creating a Position
- Hiring an Employee
- Employee Pay Distribution & Tax Change
- Employee Maintenance
- Occupancy Processing
- Reinstating an employee.
- Terminating an employee.
- Reporting
- Employee Job Approval
- Employee Payroll details
- Timesheets
- Manual Payments
- Leave Administration Operations

TEACHING & LEARNING STRATEGIES:

- Structured training presentations by facilitators including individual and/or group
- Exercises, activities and discussions.
- Participants are also expected complete class exercises to practice knowledge and skills learnt.

GREAT FOR:

- HR Officers with a Payroll Administration Functions;
- Payroll Officers

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

K4,125.00 + 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.