

## **IQ Payroll Training Course**

### **Purpose of the Training Course**

This course is for people who are responsible for controlling the Salaries, Wages and Pay slips of a business and those who are responsible for the Payments of these Salaries and Wages in a organization.

### **Qualifying learners will be able to:**

- Create a new Company.
- Setup all necessary company settings.
- Record Employees.
- Record Salaries & Wages.
- Record Allowances and Deductions.
- Record Letters.
- Record Holidays.
- Record Piece-work Wages.
- Record Leave options.
- Record Users that will be using IQ Payroll.
- Record Loans.
- Record Payments that were made prior to using IQ Payroll.
- Configure Security functions for Users.
- Configure external Clock Systems.
- Import Commission from IQ Elite/IQ Enterprise into IQ Payroll/
- Process Salaries and Wages.
- Print Pay Slips.
- Reverse incorrect payments.
- Resign Employees.
- Print important Reports like EMP 201, IT 3, IRP 5, etc.
- Close the Financial Year.
- Learn the ease of using Filters.

### **Learning Assumed to be in Place and Recognition of Prior Learning**

It is assumed that learners have a basic understanding of Income laws and knowledge of Salaries, Wages, Allowances and Deductions. Users should also have basic PC Skills in Microsoft Windows.

### **Benefits**

This course provides a broad product information base creating greater awareness and confidence when using IQ Payroll. Not only do students learn about the different features of the product, but they also learn why they need to know this information and how it affects them in a practical business way.

### **Additional points that will be covered for Value Added Resellers only:**

- Setup and Installation.
- Technical Specifications.
- Hardware Requirements, Operating Systems and Networking.

### **Important Guidelines for the Training Course:**

- Make sure that all students are on time for the training course. Tardiness will not be tolerated.
- Return flight bookings must be booked for after 5pm on the last day of training.
- There will be a competency test on the final day of the training course.
- No unauthorized person's to be allowed in the training room at any stage during the training course.
- Cell phones must be switched off for the entire duration of the training course.
- No children or pets will be allowed in the training room for the duration of the training course.
- Adequate breaks permitted every hour for 10 minutes and 30 minutes for lunch during the training course.
- No discussion of company related problems during the training course due to time constraints and the course layout.
- Company specific issues can be discussed after the tuition for the day with the relevant course instructor on a one to one basis.
- Lunch will be provided during the training course.
- Special Requirements: Meals, Accommodation, Drop-off/Pickup etc... must be arranged prior to the training date.
- Daily course exercises to be completed in order to recap the full day's lecture.
- Final day examination will be completed by every student in order to qualify for their IQ Payroll Basic Course Certificate.

### **Training Course Times:**

- The duration of the training course is 6-7 hours per day and spreads over 3 days.
- The training course starts at 10:00AM on the first day and everyday thereafter will start at 09:00AM. The Training Course finishes at 16:00PM Daily except for the last day of the course may end at 5pm.

## Training Course Outline:

### Day 1

#### **Creating a New Company**

- Setting up a Retail Organization and creating a new Company.

#### **Company Setup**

- The setup of Letters, Holidays, Employer Information, Clock Cards Systems and Piece-work Wages.

#### **Employee Setup**

- The setup of Personal Information, Work Related Information, Wage Employee Information, Salary / Wage information, Allowances & Deductions information, Leave Information, Variable information and System Notifications.

**End of day exercise.**

### Day 2

#### **Loans**

- The creation of employee loans.
- How Lump Sum Payments function.

#### **Book Commission**

- How to import commission amounts from IQ Elite / IQ Enterprise into IQ Payroll.

#### **History**

- The creation and need for History Transactions.
- Reporting on History Transactions.

#### **Letters**

- How to assign Letter templates to Employees.

#### **Previewing Pay Slips (Wages)**

- How to use the internal Clock System.
- How to use the Hours Scheduler.
- How to add Piece-Work Wages.
- The previewing of the employee Pay Slip.
- The Payslip Preview Report.

#### **Processing Pay Slips (Wages)**

- The Processing of the employee Pay Slip.
- The Payslip Transaction Report.
- How to reverse incorrect payments.

#### **Previewing Pay Slips (Salaries)**

- The previewing of the employee Pay Slip.
- The Payslip Preview Report.

#### **Processing Pay Slips (Salaries)**

- The Processing of the employee Pay Slip.
- The Payslip Transaction Report.
- How to reverse incorrect payments.

#### **Employee Resignation**

- How to resign existing employees.

#### **Reports**

- The reporting functions of IQ Payroll as well as the actual Reports that need to be printed.

**End of day exercise.**

### Day 3

- Day 3 consists of a Competency Test that should not take more than 4 hours to complete.