

## HR3 Payroll

### IN BRIEF

**Delivery:** Instructor-led course

**Duration:** 1 day

**Class size:** 10 Students Max.

**Cost:** \$700 per person + GST

**Inclusions:** Expert instructor, comprehensive course manual, individual computer access, and fully catered lunch, morning and afternoon tea.

**Prerequisites:**

A basic understanding of Windows® concepts and a working knowledge of payroll concepts as they relate to Australian legislative framework and the ATO.

**Products Covered:**

HR3 Payroll

**Previous Training:** None

### Course Description

This course is intended to provide a new HR3 user with the knowledge to get started in HR3. It covers how to access and navigate the HR3 system and an introduction to every-day functions used throughout the system such as payroll framework, employee details, payrun procedures and reports. The course also includes an overview of the Report Grid and Data Analyzer components of the Data Explorer module.

### Topics Covered

**Moving around the system**

Tree structure  
Payroll framework  
Adding and editing records

**Searching in HR3**

Global and local search

**Customising your window display**

Sorting records and columns  
Group panel  
Choose fields

**System preferences**

General settings and paths  
Email preferences  
Enquiry

**The company window**

Company details  
ATO details  
General ledger  
Centrelink  
Company bank  
FinYear: WeekNo

**Pay items**

Pay item types and settings  
Pay item categories

**Templates**

Creating a template  
Adding pay items  
Applying template changes

**The costing structure**

Departments  
Cost centre  
States

**Employment conditions**

**Workplaces**

**Superannuation funds**

**Pay points**

**Taxation**

Viewing and installing tax scales  
Rebates

**Validation tables**

**The employee file**

Details and characteristics tab  
Taxation  
Security  
Conditions of employment

**Termination**

**Pay items**

Default pay settings  
Standard pay items  
Costing allocation

**Deductions**

**Banking**

**Superannuation**

**Leave balances**

**Leave requests**

**Leave history**

**Reportable FBT**

FBT summary

**Employee notes**

**Contacts**

**Status**

**Employee tasks**

**Enquiry**

YTD

Earnings history

Leave movements

Employee rate history

Employee leave history

Classic earnings history

**Adding new employees**

**PAYG Declarations**

**General ledger**

**State codes**

Cost centre codes

Department codes

Pay item codes

Maintain GL codes

**Contacts**

**Security**

User maintenance

Roles

**Licensing**

**ToDo List**

**The payrun wizard**

**Updating the payrun**

**Additional payroll functions**

**Electronic banking**

Processed status

Queuing items for processing

Reprocessing previous items

**Purging the queue**

**Creating a bank file**

Report explorer

Report explorer toolbar

User reports

System reports

**Favourites**

**Report filters**

The filter tree

Selecting employees

Specifying date ranges

**Report previews**

**Enquiry reports**

**Payrun reports**

Audit and post-update reports

**Emailing reports**

**Emailing payslips**

**Report descriptions**