

EMPLIVE TRAINING COURSE OUTLINES

Version 2.2
Updated 25/10/2018

Support: 1300 766 365
Email: support@wfsaustralia.com
Website: www.wfsaustralia.com

Table of Contents

Employees and Rostering.....	3
Employees and Rostering – Course Content.....	4
Timesheets and Leave.....	5
Timesheets and Leave – Course Content.....	6
EmpLive Administration.....	7
EmpLive Administration – Course Content.....	8

Employees and Rostering

Course Purpose:	The purpose of this training course is to give users an overall understanding of the options available for managing employees and rosters in EmpLive.
Duration:	1 Day
Target Audience:	New and existing EmpLive users who are responsible for maintaining employee data, communicating with employees, managing rosters and generating related reports.
Prerequisites:	Some knowledge of internal processes would be advantageous. Basic understanding of Internet Explorer/Chrome and using PC's is assumed.
System Information:	Current version of EmpLive is used. iLEARN Industries Company will be used for scenarios and examples.
What You Will Learn:	After completing this course, participants will be able to: <ul style="list-style-type: none">• Easily navigate around EmpLive• Enter, review and maintain employee data in EmpLive• Manage employee availability• Use SMS to communicate with employees• Create and manage a roster• Create Tasks to automate the roster rollover process• Run EmpLive reports

Employees and Rostering – Course Content

Introduction & Overview

- Understand the benefits of using EmpLive
- Change your EmpLive password
- Login & navigate around EmpLive
- Identify & action EmpLive warning & information messages

Employee Data

- Enter and maintain employee information using Employee Details
- Inactivate employees
- Add & maintain employee abilities
- Add & maintain employee extended details
- Add & maintain employee bank details

Managing Employees

- Enter Adhoc & Recurring Unavailability for employees
- Use Send SMS to send bulk text messages
- Use the SMS History screen to review text messages
- Perform employee searches
- Review the EmpLive Notices screen

Working with the Roster

- Describe the roster process
- Add shifts to a roster
- Edit and copy shifts
- Add employees to shifts
- Creating roster templates
- Creating recurring roster templates
- Override roster rules
- Offer shifts using SMS Multi Offer
- Apply filters to the roster
- Review roster costs
- Add notes to the roster
- Check and manage overfilled shifts
- Publish the roster to ESS
- Use the Employee Roster and Roster Manager – Employee View screens

Reporting

- Access EmpLive reports
- Run reports to review employee data
- Run reports to review rosters
- Export reports to Excel or PDF

Timesheets and Leave

Course Purpose:	The purpose of this training course is to familiarise users with employee timesheets. We will also review the process of managing daily tasks, performing end of period processing and managing planned leave.
Duration:	1 Day
Target Audience:	New and existing EmpLive users who are responsible for reviewing and managing employee timesheets, daily and end of period processing (payroll) and managing employee leave.
Prerequisites:	Some knowledge of internal processes would be advantageous. Basic understanding of Internet Explorer/Chrome and using PC's is assumed.
System Information:	Current version of EmpLive is used. iLEARN Industries Company will be used for scenarios and examples.
What You Will Learn:	After completing this course, participants will be able to: <ul style="list-style-type: none">• Easily navigate around EmpLive• Work with employee timesheets• Manage Missed Rosters, Roster Variations and Pay Level Variations• Process and manage leave requests• Perform end of pay period timesheet processes• Extract and import payroll related data• Run EmpLive reports

Timesheets and Leave – Course Content

Introduction & Overview

- Understand the benefits of using EmpLive
- Change your EmpLive password
- Login & navigate around EmpLive
- Identify & action EmpLive warning & information messages

Working with Employee Timesheets

- Locate an employee timesheet
- Review employee timesheets and make changes as required
- Explain the impact & purpose of Rounding Rules
- Apply Work Types to a timesheet line
- Add & maintain allowances on an employee timesheet

Daily Processes – Managing Exceptions

- Identify and manage Missed Rosters
- Identify and manage Roster Variations

Planned Leave

- Describe the leave process
- Entering leave requests for a rostered period
- Entering leave requests for a non-rostered period
- Acknowledging a leave request
- Using the EmpLive Leave Calendar

- Checking leave balances
- Amending approved leave
- Processing approved leave

Timesheets and the End of Pay Period Process

- Explain the end of pay period process
- Create a task to recalculate and submit timesheets
- Check timesheets using the Timesheet Summary and Timesheet Process screens

Payroll Process

- Identify and manage Pay Level Variations
- Review timesheets for approval
- Approve timesheets
- Extract timesheets for payroll processing
- Import leave balances in EmpLive

Reporting

- Access EmpLive reports
- Run reports to review leave and unavailability
- Run reports to review timesheet data
- Run payroll reports
- Export reports to Excel or PDF

EmpLive Administration

Course Purpose:	This training course is aimed at those EmpLive users responsible for maintaining the setup and configuration of EmpLive for their organisation.
Duration:	½ Day
Target Audience:	EmpLive users, such as Payroll, who are responsible for managing the EmpLive application and who will be the first point of contact for EmpLive within the business.
Prerequisites:	It is assumed that all attendees have completed the 'Employees & Rostering' and 'Timesheets & Leave' training, or have existing advanced knowledge. Basic understanding of Internet Explorer/Chrome and using PC's is assumed.
System Information:	Current version of EmpLive is used. iLEARN Industries Company will be used for scenarios and examples.
What You Will Learn:	After completing this course, participants will be able to: <ul style="list-style-type: none">• Maintain the EmpLive Organisation Structure• Create & maintain EmpLive users• Manage the configuration of employee data• Manage payroll related configuration• Manage roster related configuration items• Manage and perform other, general system configuration• Manage the Employee Self Service (ESS) administrative tasks

EmpLive Administration – Course Content

The Organisation Structure

- Use the Organisation Structure screen to review the configuration of sites and departments
- Create & maintain Branches
- Create & maintain Sites
- Create & maintain Departments

Create and Maintain EmpLive Users

- Search for existing EmpLive users
- Review user login activity
- Create new EmpLive users & manage permissions of existing EmpLive users

Employee Data Configuration

- Create new Abilities
- Add additional items to the Extended Details Template

Payroll Configuration

- Manage employee contracts
- Maintain allowance and time category rates in EmpLive using Rates Configuration
- Create Pay Groups

Rostering Configuration

- Create new Roles to be used for rostering
- Define Roster Rule Override Reasons
- Create & maintain Static Shifts
- Review the setup of Roster Codes

Additional Configuration

- Manage terminals using Device Connectivity
- Create & maintain the setup of public holidays
- Create & maintain the setup of blackout periods
- Enabling Shift Swapping
- Use the File Import and File Export options
- Perform Data Extracts

ESS Administration

- Setup & manage ESS users
- Create & maintain ESS notifications using Content Management
- Use the ESS Dashboard
- Action items using the Change Approval