

Mincom Ellipse Payroll Familiarisation

Course ID: PY-00

Course Length: ½ Day

Modules Included: 3820 - Payroll Management, 3280 - Payment Processing, 3880 - Absence Management, 3890 - Time Management, 3840 - Higher Duties, 3845 - Benefits Administration, 3895 - Retrospective Payments, 389A - Advanced Rostering

Prerequisites: GE-02 - Mincom Ellipse Foundation

Intended Audience: Those individuals responsible for payroll management and administration of personnel records, employee timekeeping and rostering, payroll implementation, Human Resources administration/timekeeping and remuneration/benefits management and supervision.

Course Description: The Mincom Ellipse Payroll Familiarisation course aims to provide participants with the knowledge for using the Ellipse Payroll system.

Expected Outcome: Understanding of the key concepts and components of the Mincom Ellipse Payroll system capabilities and preparation for hands-on training.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Identify key concepts of Ellipse Payroll modules and recognise business stream integration within Mincom Ellipse.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com