

# Mincom Ellipse Time Management

---

**Course ID:** PY-02

**Course Length:** 2 Days

**Modules Included:** 3890 - Time Management, 3850 - Labour Costing

**Prerequisites:** PY-00 - Mincom Ellipse Payroll Familiarisation

**Intended Audience:** Those individuals responsible for payroll management, supervision and administration, HR/Payroll implementation, or employee timekeeping and rostering.

**Course Description:** The Mincom Ellipse Time Management course provides participants with the knowledge to configure and process time and attendance transactions using the relevant Mincom Ellipse applications on a daily basis.

**Expected Outcome:** Configure and process time and attendance transactions and to review labour costing using Mincom Ellipse applications.

**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:

Configure the system controls and table files associated with the Time Management and Labour Costing modules.

Maintain pay group processing schedules and pay run authorisations tables.

Create and review roster work codes.

Create, modify, and predict roster patterns.

Create and review time management controls.

Create and review daily award code.

Create and maintain pay groups.

Create and maintain an employee roster.

Process a payroll update.

Create an employee exception transaction.

Maintain employee higher duties.

---

**Registration:** To register an expression of interest in course attendance, email [education.services@mincom.com](mailto:education.services@mincom.com)