

# Mincom Ellipse Benefits Administration

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**Course ID:** PY-03

**Course Length:** 1 Day

**Modules Included:** 3845 - Benefits Administration

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

**Intended Audience:** Those individuals responsible for employee benefits administration, employee benefits management and supervision, HR/Payroll implementation, or Mincom Ellipse HR business consulting.

**Course Description:** The Mincom Ellipse Benefits Administration course provides participants with the knowledge to create and maintain benefit types, plans, and programs using the Mincom Ellipse Benefits Administration module.

**Expected Outcome:** Process and manage benefits for employees on a daily basis within Mincom Ellipse.

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

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

Create and maintain pay groups.

Create and maintain benefit types, plans, and programs including plans with different enrolment categories.

Create and maintain an employee's benefit plan details, including plan accumulator details.

Generate reports relating to employee benefits and benefit plans.

Create an award/terms of employment.

Process a payroll update.

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