

# Mincom Ellipse Advanced Rostering

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**Course ID:** PY-04

**Course Length:** 2 Days

**Modules Included:** 389A - Advanced Rostering, 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 Advanced Rostering course provides participants with the knowledge to configure and process a comprehensive rostering system for employees working shifts, and requiring sophisticated scheduling of work activities using the relevant Mincom Ellipse applications on a daily basis.

**Expected Outcome:** Configure, process, and manage the comprehensive rostering system 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:

Maintain a work group.	Review award rate reference codes and leave request codes.
Create and maintain employee personnel and payroll details.	Create employee preferences.
Transfer an employee between work groups.	Create and maintain an employee roster.
Create and maintain roster patterns.	Create an activity.
Create a work group activity.	
Create Employer Activity preferences.	Generate Employee Shift Schedules for a Work Group.
Change a Roster Work Code in an Employee Shift Schedule.	Analyse daily Shift schedules.
Maintain daily schedules.	Maintain Overtime Equalisation.
Maintain higher duties in the daily schedule.	Maintain Employee transactions.

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