

Mincom Ellipse Payroll Management

Course ID: PY-06

Course Length: 2 Days

Modules Included: 3820 - Payroll Management, 3880 - Absence Management, 3280 - Payment Processing

Prerequisites: PY-00 - Mincom Ellipse Payroll Familiarisation

Intended Audience: Those individuals responsible for payroll administration, payroll management, payroll supervision, Mincom Ellipse HR business consulting, HR administration/timekeeping, or HR administration/timekeeping.

Course Description: The Mincom Ellipse Payroll Management course provides participants with the knowledge to process and manage payroll and absences within Mincom Ellipse.

Expected Outcome: Process and manage payroll and absences within Mincom Ellipse.

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:

Transfer employees to different pay groups, awards, and physical locations.

Process payroll previews and updates to calculate payments to employees by cash, cheque, and multiple financial institution accounts.

Process payment summaries at the end of each fiscal year and produce the associated reporting for the Australian Taxation Office.

Create, maintain, and review employee's leave details and history.

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