

Introduction to MicrOpay Meridian

Introduction

During Introduction to MicrOpay Meridian training you will learn how to run a payroll from start to finish. Over these two days you will gain the skills you need to perform a pay run as well as a detailed understanding of transactions, reporting, maintenance and the superannuation process.

Target Audience

Users new to MicrOpay Meridian or users who have commenced employment where MicrOpay Meridian is already installed.

Prerequisite

Participants should have an understanding of payroll principles.

Objectives - Part 1

By the end of this section, participants will be able to:

- use online support options
- use the Payroll Checklist to process a complete pay
- understand importance of back up and restore process for payroll data
- check and update maintenance information, including Period End dates
- enter transactions using the Express Timesheet, Extended Timesheet, MET, Terminations, Manual Calculation, Back Pay and Transaction Adjustment options
- generate Autopay transactions
- produce reports used to:
 - check transaction input
 - record all payroll transactions for the period
 - record employer superannuation contributions
- reconcile payroll values using the Quick Balance worksheet
- print Pay Advices and generate EFT files, including creditor EFT files
- perform an End of Pay process and produce reports associated with End of Pay.

Objectives – Part 2

By the end of this section, participants will be able to:

- confidently process all types of transactions
 - adjust pay values and costing values
 - enter opening values for Leave Entitlements and Previous Earnings
 - identify the functions performed by the Update Pay Rates option
 - use the Enquiries screen to view transaction and leave history
 - perform a Superannuation Process
 - create Agent Groups and Agents and assign appropriate access settings
 - identify the function of Lookup Tables, User-defined Fields and Database audit options.
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Duration

2 Days 9.00am – 4.30pm

Please arrive 15 minutes before the start time to allow for the registration process.

Morning tea, afternoon tea and lunch is provided.

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