

MicrOpay Meridian Human Resources Training

Introduction

During this course you will learn how to setup and use MicrOpay Meridian Human Resources. The session will focus on providing you with the skills and knowledge you need to get the most out of MicrOpay Meridian Human Resources, including an understanding of the relationship between Payroll and Human Resources in MicrOpay Meridian.

Target Audience

This course is designed for HR Administrators or other users with responsibility for implementing or managing MicrOpay Meridian Human Resources.

Prerequisite

Participants should have an understanding of human resources principles.

Objectives

By the end of the course, participants will be able to:

- identify the different modules and their function within MicrOpay Meridian Human Resources
 - describe the interface and flow of data between MicrOPay Meridian Human Resources and Payroll databases
 - navigate MicrOpay Meridian and customise the MicrOpay Meridian grid window
 - setup and register the MicrOpay Meridian Human Resources database
 - create and update maintenance information including Person records, Date and Reminder information and Salary Packaging details
 - define and maintain an Organisational Chart
 - use the Occupational Health and Safety module to maintain OH&S records and manage OH&S Incidents
 - use the Training module to record details of courses as well as manage training nominations and skills information
 - use the Recruitment module to manage all stages of the recruitment process including tracking vacancies, recording applicant details and recording agency details
 - generate Human Resources reports
 - backup and restore Human Resources data
 - use administrative tools such as Lookup tables, HR User Defined Fields and Database Audit logs
-

Duration

1 Day 9.30am – 4.30pm

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

Morning tea, afternoon tea and lunch are provided.

www.sagemicropay.com.au