readytech

Ready Community (Altus) Payroll Essentials

Overview

This course is designed for Payroll Officers and Payroll Managers wishing to obtain a general overview of the Payroll functions within Ready Community (Altus) Payroll.

Those wishing to take advantage of a refresher would also benefit from attending this course.

Who You Are

Attendees will need to have:

- Basic knowledge of Ready Community (Altus) Payroll
- Fundamental knowledge of computers

Learning Outcomes

1. Maintaining Employee Records
2. Maintaining Allowances and Deductions
3. Creating and maintaining Pay Items
4. Creating and maintaining Pay Policies
5. Maintaining Award Policies
6. Maintaining Leave Policies
7. Understanding and Maintaining Provision Policies
8. Altus Payroll/SynergySoft Integration
9. Payroll Reconciliation

Please note this course will *not* cover any aspects of the following areas, for which separate courses are available:

- Ready Community (Altus) Payroll Award Changes
- Ready Community (Altus) End of Year Payroll