

SynergySoft Payroll Leave Essentials

Overview

This course is designed for entry level Payroll Officers wishing to obtain a general overview of the Payroll Leave functions within the Payroll module of SynergySoft.

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

Who You Are

Attendees will need to have:

- Knowledge of SynergySoft Payroll Module
- Fundamental knowledge of computers

Learning Outcomes

1. Maintaining Employee Personnel Leave Records
2. Creating and Maintaining Leave Groups & Leave Definitions
3. Leave Type Codes
4. Leave Entitlements & Leave Accruals
5. Leave Loading
6. Manual Calculation of Entitlements & Accruals
7. Showing Leave on Payslips
8. Reporting
9. Leave Adjustments
10. Termination Leave Types
11. Allocations



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

- SynergySoft Payroll Terminations
- SynergySoft Payroll Essentials
- SynergySoft End of Year Payroll