

UNIT4 PROSOFT Leave (Self Service : Administration) System (Version 8) Training Outline

Course Objectives

Upon completion of the course, participants will be able to: -

- Administer the Self Service application parameters (eg. Determine which type of leave application is open to self service users)
- Setup Approval routing.
- Understand the various employee roles available to use in the Self Service system.
- Self Serve Leave application / Leave status viewing, based on role.
- Guide employees to use the self service system.
- Block the period for Leave Application.
- Delegation.
- Grant Off-In-Lieu Days or Hours.

Course Contents

- Entering/Submit various Leave Application records using various roles (eg. Administrator, Employee, Approving officer)
- Viewing of Calendar/Roster
- Explanation of Leave Status Screen
- Report generation
- Delegation assignment
- Explanation of Leave Approval Procedure

Methodology

A combination of lecture and discussions.

Duration

Conducted with Leave (Admin) System where applicable.

*Charges are separate