

## CIPHR HR Administration – Extending your Knowledge

This is the second of a two day **CIPHR HR Administration** training course and is recommended for new users of the CIPHR system.

The emphasis during this day will be to enhance the delegates' knowledge of CIPHR and revisit some of the features that were covered on Day 1 of the HR Administration course.

Delegates may attend this second day immediately following the first day or they may attend later.

Attendance on this training event equates to 5.5 CPD hours.

### PRECONDITIONS

Delegates must have attended Day 1 of the HR Administration course.

### OBJECTIVES

Delegates should complete the course able to:

- Demonstrate knowledge configuring the shortcut bar.
- Describe the benefits and uses of classifying groups of employees.
- Demonstrate an ability to produce mail merge templates.
- Identify and describe the various training and development forms within CIPHR.
- Identify the different ways a salary proposal may be generated for a group of employees.
- Explain and use the various performance reviews.
- Demonstrate the ability to perform an employee spine review.

### COURSE CONTENT

Using practical examples the CIPHR HR Administration course will cover:

- Configuring the shortcut bar to enable ease of manoeuvrability in CIPHR.
- Creating subsets of employees based on certain criteria and discussing how those subsets impact various area of the product.
- Entering development needs, training details and qualification and skills.
- Identifying how employees' qualifications and skills may be matched to posts within the organisation with the aim of succession planning.
- Creating a mail merge template and using that template to produce a mail merged email.
- Inserting and using the CIPHR performance reviews area.
- Creating a salary proposal for a group of employees via the HR Administration area. Exporting and importing the proposal data using Microsoft Excel.
- How managers can also generate salary proposals via the Employee Self-Service area of CIPHR.
- Updating the job and pay records with the information from the salary proposals area.
- How to generate a salary review for those employees on a Spine grade type.

# TRAINING

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

This outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.

## TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre.