

CIPHR Self Service Administration

This one-day course is recommended for those users who will be the designated System Manager for CIPHR Self Service. The CIPHR Self Service System Manager will be responsible for managing and maintaining the internal usage of CIPHR Self Service.

The day will be divided between the various CIPHR Self Service configuration options from within CIPHR and identifying the areas in CIPHR Self Service that have been affected by the configuration.

Attendance on this training event equates to 5.5 CPD hours.

PRECONDITIONS

Delegates must have a good working knowledge of CIPHR HR Administration.

GOALS

Delegates should complete the course able to:

- Identify and demonstrate knowledge of the pages within CIPHR Self Service.
- Recognise the areas in CIPHR Self Service that can be made organisation specific.
- Identify and use the relevant configuration areas of CIPHR HR Administration that impact CIPHR Self Service.
- Demonstrate knowledge in CIPHR HR Administration of the setting up and managing the security elements of CIPHR Self Service.
- Identify the difference in various features of the main user roles i.e. Normal, Manager, HR, Assistant and Deputy.
- Demonstrate knowledge of the verification function in CIPHR Self Service.

COURSE CONTENT

Delegates should complete the course able to:

- Use the various search and filter features in CIPHR Self Service to locate specific data.
- Understand the Time Off functionality in CIPHR Self Service with regard to those users in Normal and Manager User roles.
- Create a salary proposal In CIPHR Self Service and view the transferred data in CIPHR.
- Produce and view the on-demand reports that are available to those users in a Manager User role.
- Understand the link between CIPHR Training, CIPHR Recruitment and CIPHR Recruitment Online.
- Adapt and customise the system in order to achieve the best possible organisation wide use of CIPHR Self Service.
- Configure the CIPHR Self Service menu headers, description of pages and page verification and understand the use of the relevant security features of CIPHR Self Service.
- Insert a new employee using the New Employee wizard.
- Identify, understand, adapt and add to the default user roles of Normal, Assistant, HR and Manager.
- Identify the key differences between the Assistant and Deputy roles.
- Use configuration aspects within CIPHR HR Administration to understand their impact within CIPHR Self Service.

- Understand how to publish documents and reports that may be accessible to the different user roles in CIPHR Self Service.
- Publish CIPHR Training events to CIPHR Self Service and understand how Managers and Normal users may utilise this feature.

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.

TRAINING