CIPHR – Further System Setup

This CIPHR Further System Setup training course is recommended for users of the CIPHR system who have previously attended the CIPHR System Setup.

PRECONDITIONS
Delegates should have attended the 1 day CIPHR System Setup training event.

OBJECTIVES
Delegates completing the course will build on the system knowledge and understanding gained from attending the CIPHR System Setup event. The CIPHR Further System Setup course covers more complex and in-depth areas of the system, focussing on the configuration of CIPHR and filtering of the data stored within.

COURSE CONTENT
Using practical examples, the CIPHR Further System Setup course will cover:

• Creating Simple, Complex and Learning how to save Subsets. Filtering on specific fields within the system, for example, Departments and understanding how these subsets can be applied in various areas of the system, to include reporting.
• Updating various fields in the system in Bulk using the Bulk Change Wizard.
• Understanding Additional Information and how this can be used within the system. Creating Additional Information and applying to an employee. Running a report on Additional Information using a Subset.
• Customising the Dashboard.
• Creating a Letter Template, generating and storing a letter using the template.
• Setting up the Organisation Chart and understanding the various layouts.
• Uploading Documents against an employee record.
• Adding and Checking Employee Photos.
• Carrying out an Enhanced Review for an employee and the associated product areas such as; Objectives, Personal Development Plan, Development Needs.
• Recording Allowance and Payment data.
• Recording Discipline and Grievance Reviews.
• Updating Grades and Spines and carrying out Spine Progressions.
• Carrying out a Pay Review for a group of employees.
• Configuring the Employee Directory.
• Record Toil and Pro-rata Holiday entitlements based on the employee’s contractual terms.
• Understanding and Configuring the System to set up Document Filer Categories.
• Configuring Safeguarding Templates.
• Understanding how a Manager and HR User carries out verifications to changes in employee data.
• Understanding multiple posts and administering employees with multiple posts.
• Uploading documents to the Policy Acceptance and setting up specific users to be able to review the policies and accept.
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.