CIPHR – Transition Course

This CIPHR Transition training course is recommended for users of earlier versions of CIPHR system who need to gain familiarity with new or enhanced functionality.

PRECONDITIONS
Delegates should have attended training on a previous CIPHR version.

OBJECTIVES
Delegates completing the course will build on their existing CIPHR system knowledge extending it to cover new features and functionality in the product.

COURSE CONTENT
Using practical examples, the CIPHR Transition course will cover:

- Creating simple and complex subsets to group employee records by common criteria and their subsequent application within CIPHR.
- Creating a job role and any associated job requirements.
- Creating new employee records
- Understanding user roles and configuring access to various aspects of CIPHR through the role security
- Updating multiple records concurrently using bulk change.
- Understanding the use and differences between additional information data categories and further information fields.
- The creation of letter templates for subsequent usage in sending letters to individuals or groups of employees.
- Setting up the organisation chart and understanding the various layouts.
- Configuring document filer categories and their use when uploading documents for an employee
- Using the pro-rata holiday calculations for part time employees.
- Understanding multiple posts and administering employees with multiple posts.
- Grouping jobs into a policy group and uploading documents to that group for policy acceptance.
- Carrying out a pay review for a group of employees.
- Updating grades and spines and carrying out spine progressions.
- Configuring and amending safeguarding templates.
- Dashboard configuration.
- Configuring the employee directory.

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.