

Virtual Class Agenda

EnterpriseIQ Human Resource Management

This is a five-day hands-on course where users will learn how to utilize EnterpriseIQ's Workforce, Time & Attendance and Payroll systems. A brief introduction to our interactive Employee Portal will be demonstrated at the start of this course. Topics covered on day one are focused on Workforce and include full setup instructions, as well as managing job applicants, tracking employee training and logging work related injuries. Topics on day two and three are focused on Time & Attendance, and include full setup instructions, as well as tracking absences and processing hours for payroll. Topics covered on day four and five are focused on Payroll and includes importing Payroll Tax tables, setting up accrual schedules and deductions, as well as processing payroll, and year-end tax reporting.

Students may choose to attend either a selection or all 5 days of this session. If attending Time & Attendance or Payroll topics, both days of instruction must be attended.

Who should attend?

Systems Analysts, key managers or personnel from Human Resources and Payroll

Prerequisites

EnterpriseIQ software purchased and installed at your facility. Students should have a MyIQMS account, which is easily created by clicking Join on the top right of the MyIQMS.com website. Students must have experience navigating in EnterpriseIQ or have watched the MyIQMS Basic Navigation video.

- To view the Basic Navigation video, go to MyIQMS.com on your web browser > Training > Learn by Module > System Setup > Basic Navigation
 - You must have an account which is easily created by clicking Join on the top right of the MyIQMS.com
 - Access to training videos will be available within 48 hours of signing up for the new account

What you will learn

- Employee Portal
 - User and report setup
 - Overview of information available
- HR Workforce
 - Complete setup, including Job Descriptions, Skills, Training Items, and Workflows for the hiring process
 - Tracking the status of job applicants through the hiring process
 - Tracking the training progress of new and existing employees
 - Logging work-related injuries and illnesses
- Time & Attendance
 - Complete setup, including Pay Groups, Pay Types, Overtime and Shift Rules, Shift Calendar, and the Supervisor Hierarchy
 - Processing hours from the Time Clock and Absence Calendar
 - Posting hours to Payroll and exporting for Third Party Payroll service provider
- Payroll
 - Complete setup, including Benefit accrual, Deductions and Payroll Taxes
 - Processing employee time cards and issuing pay
 - Year-end tax reporting

Schedule – Day 1

Orientation
Employee Maintenance
Workforce
Break
Employee Portal
Requisitions & Applicant Maintenance
Workflows
Work-Related Injuries and Illnesses

Schedule – Day 2

Time & Attendance Overview
Pay Groups, Pay Types, Pay Rules
Break
Shift Settings, Shift Calendar
Employee Maintenance
System Parameters settings
Employee Task Messages

Schedule – Day 3

Clock In and Out Maintenance
Absence Calendar
Break
Prepost Log Maintenance
Incentive Pay, Attendance Violations
Q&A

Schedule – Day 4

Payroll Overview
Pay Groups, Pay Types
Break
Deductions
Payroll Taxes
GL Plug-In Entities

Schedule – Day 5

PR Employee Maintenance
Payroll Priors
Break
Timecards, Prepare Payroll, Payroll Review
Direct Deposit
W-2 and 941
Q&A

Customer Cancellation Policy

- 15 or more days, no charge
- 14 or less days, 50% charge

IQMS reserves the right to cancel any training class due to lack of enrollment.
Substituting attendees is not allowed.