

topaz public training courses

The following Topaz EMS Public Training courses are one day courses, charged at £275 per delegate excluding VAT. These will be held at the Topaz offices (Nottingham) and follow a fixed learning programme. Each course will have a 9.30am for 10.00am start and will include lunch and course documentation for all delegates.

HR Courses

Utilising Topaz EMS Workflow (28th & 29th January 2008)

The Workflow Module is a facility introduced to the Topaz EMS system to allow specific processes (starters, leavers, retirement dates etc) to have events allocated to them allowing many manual processes to be administered by the system helping streamlining the HR function and creating better efficiencies. As a process is actioned then the event list will be activated. From then on each stage will trigger an event, each of which will be targeted to an individual or a number of users. The Authorisation Kiosk will provide the hub from which events that are passed to users will be collected and dealt with. The course aims to give the learner a high level understanding of how to compose specific Workflows and also provides an opportunity for attendees to network with other companies and discuss their processes.

Hidden HR functionality (4th & 5th February 2008)

The Hidden HR Public Course is designed for learners who are already using the Topaz EMS system, but now want to maximise its potential, by discovering those "hidden" areas that could turn a great system into a fantastic one!

The day introduces email triggers, which used in conjunction with Workflow can automate many business processes. It also discusses the published documents link to EMS, Workflow and the Web Kiosk is also demonstrated in more detail, so that documents such as a New Starter Form can be automated, recorded and authorised within the system. A new Employee Assets module has been introduced and as such, mobile phones, laptops etc can be recorded in the system, and is a useful way of monitoring who has what equipment, along with purchase, allocation and replacement dates. Finally, the session is concluded with mail merge and basic SQL, so that letters and reports can quickly be produced directly from the system. The course aims to give the learner an understanding of all the "hidden" areas, in an aim to maximise the use of Topaz EMS.

Learning and Development (2008 – Dates to be confirmed, please register interest)

The Learning and Development Module allows the whole training cycle to be monitored. It starts with identifications of learning needs/requirements, usually via appraisals or individual requests. The system can then monitor all learning needs, as well as booked training and attendance on events. It also allows the maintenance of concise and full details of every training event, as well as associated skills for each employee. The course aims to give the learner an understanding of the learning and development process related to the system, but also introduces new concepts and recent best practise into their organisations.

General HR (2008 – Dates to be confirmed, please register interest)

The Personnel and Diary modules aim to change the tedious management of paperwork and employee data into a harmonised, automated and highly efficient business process. The system allows the management of critical employee data and allows HR departments to gain data that supports strategic business objectives, which in turn informs and supports key management decisions. The course aims to give the learner an understanding of how the system works and offers ideas on benchmarking and structure of data, so that the infrastructure supports your organisations reporting and monitoring standards into the future.

Payroll Courses

OSP – Occupational Sick Pay (12th February 2008)

Attendees will be shown how the Topaz EMS can be defined to cater for the various rules and entitlements for OSP schemes, whilst at the same time considering SSP. Users will also be shown how to attach the schemes to employees, maintenance and reporting.

Topaz EMS Year End Processing Routines (27th February & 5th March 2008)

The year end course will cover all aspects of reconciliation of PAYE and National Insurance on a period by period basis as well as year end reconciliation. In year HMRC payments will also be included. And E-Filing will be covered in detail along with the printing of P60s. This course will also include processing the final period of the year, updates to PAYE codes and any clear down requirements for holiday payments.

Supplementary Pay Runs (11th February 2008)

The attendee will be shown how to define and operate supplementary pay runs which can follow on from the normal period processing date and payment, prior to the next period processing date. All aspects of a normal payroll process will be demonstrated, along with any reporting requirements.

P11Ds & Benefits (2008 – Dates to be confirmed, please register interest)

This course will include all the relevant setup of data required to be reported on the employees P11D. Which includes Vehicle management and benefit setup and their attachment to employees. The user will also be shown how to print the P11D and various reports which are generated by the P11D data.

Back Pay and Global Updates (2008 – Dates to be confirmed, please register interest)

The course is designed to cover the operation of the Topaz EMS back pay module, which can be operated when an employee's rate of pay changes in a previous period. This will include both individual and global updates, and any reporting requirements. Also in this course will be included global updates of earnings, deductions, pensions and pay rates.

System Administration & Securities (2008 – Dates to be confirmed, please register interest)

This course will involve looking at the System Administration module of EMS which includes the application parameters, system validation and system auditing, and how these impact on the operation of EMS. Included in this course will be a demonstration on the navigation of the system audit log.

As well as being shown the various security levels of the system, users will be shown how to define and attach their own user access levels and toolbars. Included will also be the definition of printers, function and report access. This course will also include what users should do following a Topaz EMS upgrade.

Nominal Journal extract (2008 – Dates to be confirmed, please register interest)

This course will involve advising the user on setup, extraction and reporting of Nominal journals from the payroll. Whilst at the same time considering the users current payroll, earnings and deduction structure, nominal ledger and reporting requirements. It is aimed at giving the user an overview of what is available within Topaz EMS.

Pay Scales (2008 – Dates to be confirmed, please register interest)

Course will include pay scale definition, attachment to employees, maintenance i.e. pay scale uplift, employee increments, and reporting. Also included in this course will be how you would go about changing from employee pay rates to pay scales.

Statutory Payments (2008 – Dates to be confirmed, please register interest)

All statutory payments including SSP, SMP, SPP, SAP will be covered from a Topaz EMS perspective with relevance to legislation. Users will be shown how to create, modify, delete and report on statutory payments.