

10/21/19

These are the courses that we would like you to take.

0001 - UNI — Introduction to iSolved University

Estimated Duration: 15 minutes

This course walks you through the courses and articles in iSolved University. The course explains navigation, courses, articles and the progress you can obtain in the University by earning points, badges and certificates. There is a short quiz at the end of the course to test your understanding.

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6000 – CU -- PR — iSolved Navigation

Estimated Duration: 23 minutes

This training will guide you through basic navigation of iSolved and utilization of the help features. A short test will be provided at the end of this training to check for understanding.

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6001- A – CU -- PR — Employee Management Part A

Estimated Duration: 36 minutes

Employee Management Part A training will start with a quick review of navigation, adding new employees using the New Hire Wizard and Quick Hire. It will also review how to terminate an employee or undo termination. Other options will also be suggested during the training. A short test will be provided to test your understanding of the material.

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6001- B – CU -- PR — Employee Management Part B

Estimated Duration: 30 minutes

Employee Management Part B training begins with reviewing how to make changes on the General screen. It continues with changes for direct deposit, salary and deductions. Lastly, we review the different reports you can view to manage your employee information and changes. A short test will be provided to test your understanding of the material.

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6001-C – CU -- PR — Employee Management Part C

Estimated Duration: 29 minutes

Employee Management Part C training starts with managing additional earnings or pay rates. Also reviews how to add personal information, jobs and employment information. The second half of the course reviews how to add child support and federal tax levies along with the third party checks to pay the court order. A short test will be provided to test your understanding of the material.

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Estimated Duration: 48 minutes

6002 – CU --PR — HR Management

This training will guide you through managing the Human Resources module. You will learn how to configure the drop-downs for each section and what information can be tracked. This training also describes the Employee Self-Service functionality, including ways to communicate with employees. A short test will be provided at the end of this training to check for understanding.

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6003 - A – CU --PR — Payroll Processing Part A

Estimated Duration: 32 minutes

Payroll Processing Part A training will walk you through how to create templates for easier keying or review of your payroll figures. It will also review how to setup Time Entry Options and how to access time sheets or time import files for entering your payroll figures. Lastly, we review the use of the Client Run schedule for adding additional payroll runs or making schedule changes. A short test will be provided to test your understanding of the materials.

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6003 - B – CU -- PR — Payroll Processing Part B

Estimated Duration: 32 minutes

Payroll Processing Part B training reviews the Time Entry Grid and the options for easier viewing and entry of payroll including sorts, filters and total options. It also reviews Individual Time Entry and the additional overrides; shortcut keys and Add new options for Additional checks; Void Checks; Manual Checks; Third Party checks and more. It reviews how to calculate a paycheck; pay manually and post to update YTD figures. Lastly, the training reviews Time Entry Totals and the importance of checking your payroll for accuracy. A short test will be provided to test your understanding of the materials.

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6003 - C – CU -- PR — Payroll Processing Part C

Estimated Duration: 18 minutes

Payroll Processing Part C training reviews the run types, dates and reports you should review prior to processing your payroll. It covers the use of Remove Pending checks prior to processing your payroll and the final Process Payroll procedure. The second part of the training reviews Payroll Run History and Report Archive. More reports are reviewed in detail. A short test will be provided to test your understanding of the materials.

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6004 – CU –PR — Payroll Basics I

Estimated Duration: 31 minutes

This course will guide you through the basics of payroll. It covers topics such as determining the function of a payroll department, identifying employees vs contractors, basic payroll-related tax forms, and performing basic payroll calculations.

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6005 – CU -- PR — Payroll Basics II

Estimated Duration: 31 minutes

This course has been updated with 2018 rates and rules! This course will guide you through deferred compensation, cafeteria plans, and the process of calculating withholding and federal taxes.

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6006 – CU -- PR — Payroll Basics III

Estimated Duration: 26 minutes

This course has been updated in 2018. This course will guide you through fringe benefits, voluntary vs. involuntary deductions, child support and other garnishments, and deposit rules.

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6007 - CU - PR — Payroll Basics IV

Estimated Duration: 21 minutes

This course has been updated for 2018. This final course will guide you through payroll tax returns, tax forms, year-end filings, late tax penalties, payroll accounting, general ledger information, internal controls, and retention policies.