



## ERP - New User HR/Payroll

This session is for new users in HR/Payroll activities that have been in their position for under a year. This will be hands on and small class size.

### HR/Payroll - Employee Management and Adjust Payroll

- Review each Tab in Employment Management
- Searching - Create Search Favorites
- Managing lists and Data grids
- Employee Leaves, Transactions, Status
- Assignment Pay vs Adjust Payroll
- Additional Pay Batches
- Pay Manual Checks
- Pay History
- Data entry tips & tricks
- Review Reports - Create Report Favorites and Schedule Reports

*This class is for Sonoma County employees only.*

**When** Wednesday, July 10, 2024  
9:00 am - 11:00 am

**Location** Teacher Learning Center at SCOE

**Presenter** SCOE IT Business System Support Analysts

**Cost** Free

**Audience** ERP HR/Payroll Users

**Registration** [http://scoe.org/pub/htdocs/class.html?class\\_id=11456](http://scoe.org/pub/htdocs/class.html?class_id=11456)  
Escape Support, (707) 524-8324, escapesupport@scoe.org

**Questions** Escape Support, (707) 524-8324, escapesupport@scoe.org