ADPfreedom
Training Catalogue

2016 Edition

**Learning &
Performance Institute**
Accredited Learning Provider
Gold Standard

Contents

About ADP

ADP UK is part of the largest supplier of payroll, time and attendance, and HR outsourcing services in the world, paying 31 million people worldwide each pay day.

Established in 1965, the UK operation has over 40 years' experience delivering a range of payroll service solutions across the spectrum of private industry sectors. The knowledge and experience we have gained has enabled us to develop a totally flexible solution portfolio, offering 'best-fit' payroll and HR service options to organisations of every size and requirement.

Who is ADP Training

ADP Training is a team of accredited TAP (Training Assessor Programme) professionals and proud to hold the Learning and Performance Institutes Gold Standard accreditation. We take pride in the service we provide our clients and make it our sole purpose to give the best training experience possible and create a relaxed learning environment for our clients.

About ADPfreedom

ADPfreedom is available under two guises - either an in-house remuneration software solution or a managed end-to-end payroll service facilitated by ADP experts. Ultimately, ADP Freedom is an integrated 'Software as a Service' (SaaS) payroll and HR solution, which removes the need for costly software updates and reduces the risks associated with non-compliance. As a SaaS solution, instead of keeping your information on servers in-house, it is held securely by ADP, hosted on the internet. This convenient option can be accessed by authorised employees at any time, from any location. Plus, with changes reflected automatically, ADP freedom always adheres to the latest HMRC rules and regulations.

How does ADPfreedom work?

ADP offers two levels of web-based service:

ADPfreedom for Processing Clients (PS)

Suitable for businesses with a headcount of 50 staff or above, this option is an in-house software solution, which gives you the control to own your payroll from start to finish, without the need of our help. Unless of course you need it and our service team would be on hand for support.
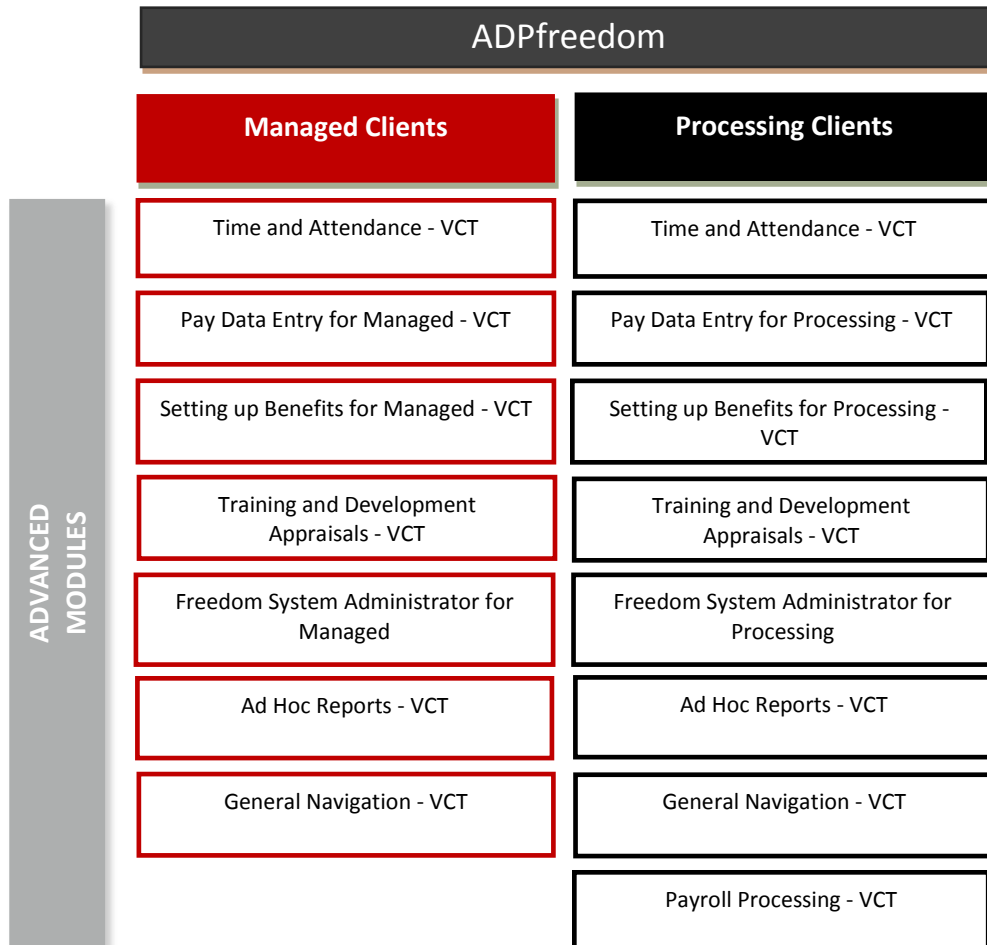
ADPfreedom for Managed Clients (MS)

Suitable for businesses with a headcount of 100 staff or above, this is a fully-managed end-to-end payroll service where a dedicated member of your managed service team completes your payslip administration, data input, checking and BACs transfers. ADP experts will also liaise with HMRC at tax year end on your behalf.

Training Courses

What courses do I need?

The courses you need to take are detailed below. Some courses are separate depending on you being a Managed or Processing client. If you are brand new to ADPfreedom, then you will want to take the core courses first. The details of all courses can be found in this catalogue.

ADPfreedom	
Managed Clients	**Processing Clients**

CORE MODULES

Managed Clients	Processing Clients
Company Set up – VCT (not mandatory)	Company Set up – VCT (not mandatory)
Freedom for Managed	Freedom – Employee Lifecycle
Freedom Report Writer	Freedom – Day to Day Payroll
	Freedom Report Writer

ADDITIONAL MODULES

Managed Clients	Processing Clients
Training and Development (If purchased with ADPfreedom)	Training and Development (If purchased with ADPfreedom)

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ADPfreedom	
Managed Clients	**Processing Clients**

ADVANCED MODULES

Managed Clients	Processing Clients
Time and Attendance - VCT	Time and Attendance - VCT
Pay Data Entry for Managed - VCT	Pay Data Entry for Processing - VCT
Setting up Benefits for Managed - VCT	Setting up Benefits for Processing - VCT
Training and Development Appraisals - VCT	Training and Development Appraisals - VCT
Freedom System Administrator for Managed	Freedom System Administrator for Processing
Ad Hoc Reports - VCT	Ad Hoc Reports - VCT
General Navigation - VCT	General Navigation - VCT
	Payroll Processing - VCT

How much do courses cost?

In-Contract Training Days

In-contract training days can only be used on Core and Additional modules. Advanced modules are all chargeable.

Training provided to you in your contract can be used during your implementation and are valid only up to six months after your 'Go Live' date. Any training days unused will be forfeited after you have been live with ADPfreedom for six months.

Outside of Contract Training Costs – At an ADP Training Centre

Standard Classroom Courses

£400 per person per day (excluding VAT)

Bespoke Classroom Courses

£500 per person per day (excluding VAT)

Outside of Contract Training Costs – At your chosen site

Standard Classroom Courses

£900 set up fee* (excluding VAT)

£500 per person per day (excluding VAT)

Bespoke Classroom Courses

£900 set up fee* (excluding VAT)

£600 per person per day (excluding VAT)

Virtual Classroom Training (VCT)

Virtual Classroom Training (VCT) Standard Course

£200 per person per session

Virtual Classroom Training (VCT) Bespoke Course

£300 per person per session

ADPfreedom Training Catalogue 2016 - V2.0 – 29 12 22016

Train the Trainer (TTT)

Train the Trainer (TTT) is a minimum of two days and can be provided on a consultative basis.

Day One – ADP Training Consultant delivers the course content to your trainer(s).

Day Two – Your trainer(s) deliver the course content back to an ADP Training Consultant.

There will also be a written accreditation with a pass mark of 95% that your trainers must pass to deliver this training. The cost of a TTT course starts from £950 (excluding VAT) per day, if held at an ADP Training Centre. We will be happy to provide you quote; please e-mail us the courses or topics you'd like your trainers to be accredited in, how many trainers need accrediting and if you'd like it to happen at your offices or at one of our sites.

*Set Up fee for onsite training is mandatory and is required for a trainer to attend the day before training to assess the venue for training and ensure systems are set up and accessible on each delegates PC.

Training discounts

The Training Passport

The Training Passport enables you to purchase multiple training days and receive significant discounts. The more training days you purchase in advance, the more considerable the discount you will receive per training day

Passport Type	No of Training Days Included	Fee	Equivalent Daily Rate	Discount	Validity
GOLD	15 days	£4,500 (excl VAT)	£300 + VAT	25%	12 months
SILVER	10 days	£3,200 (excl VAT)	£320 + VAT	20%	6 months
BRONZE	5 days	£1,700 (excl VAT)	£340 + VAT	15%	6 months

The Bronze and Silver passports will be valid for 6 months from the date of issue whilst the Gold passports will be valid for 12 months from the date of issue.

Each of the passports entitles one delegate to one day's standard training.

(RRP £400per delegate per day)

For full Terms and Conditions of the Training Passport, please contact us and we shall send you a copy with an application form.

Last Minute Training and Seasonal Promotions

Periodically we will send out promotion emails advising of heavily discounted last minute courses and seasonal discounts*. To have your company added to this list please email the Client Training Team with the name of your contact along with email address.

For further information on either of these promotions please feel free to contact us on 01932 597 346 or email us at uktraining@adp.com

*Discounts are subject to availability. Courses booked prior to the opening of a season discount period cannot be canceled and rebooked to become eligible. ADP reserves the right to amend, withdraw or cancel any promotions at any time and without notice.

Where do I go for training?

ADP has 3 different training centres in the UK and we spread all of our training courses across all sites based on demand and delegate numbers.

Our Chertsey site (right) can accommodate the most number of simultaneous training sessions; holding five full training suites.

Our Cheadle office and Covent Garden sites hold one training suite.

The addresses for our three training centres are:

Chertsey, Surrey	Cheadle, Manchester	Covent Garden, London
ADP Employer Services	ADP Employer Services	CIPP
40-48	Southgate Centre	One Arne Street
Syward Place	319 Wilmslow Road	90 Long Acre
Pyrcroft Road	Heald Green	Covent Garden
Chertsey	Cheadle	London
KT16 9JT	SK8 3PW	WC2E 9RZ

If you need help finding us, please feel free to visit our website
http://www.adp-es.co.uk/client-training/training-centres

Using a smartphone? Scan the QR code (left) or type the following web address into your smartphone's web browser
http://www.adp-client-training.co.uk
(not currently supported on tablets)

Recommended hotels

Please contact us for our recommended hotels in all three of our locations and we'll send you details of ones nearby and what to quote for a corporate rate.

How to book training

Please copy and paste or replicate the below form into an e-mail, complete it and send it to uktraining@adp.com.
All fields marked with an asterisk are mandatory for your request to be processed efficiently.

Company Details

Name of contact   :
Company Name*   :
Parent Company (if applicable) :
Contact Details*   :
Product(s) held*   :
Courses needed*   :
Dates available (in weeks)*   :
e.g. w/c 4th November
Training centre requested*   :

Delegate Details

Please note: an e-mail address is required for each delegate attending

Name   :
E-mail address :

Name   :
E-mail address :

Name   :
E-mail address :

Name   :
E-mail address :

Name   :
E-mail address :

Name   :
E-mail address :

Any other information/Special requirements:

Our training centre facilities

Training rooms

All rooms have water provided and are near bathroom facilities. Each delegate has their own PC during the course. Smart board technology is in each room as well as Smart Sync software allowing the trainer to observe and share delegate screens. We offer a state of the art training environment that is creative, modern and fun.

Break rooms

Your training day will include two 15 minute outside your lunch. In the break out rooms you will have access to a range of hot drinks and some small snacks.

Individual requirements

If you have any particular needs for your training day, for example if you need to be seated towards the front of the room for viewing purposes, or if you need wheelchair access please let us know beforehand so we can make the necessary arrangements. We will do everything we reasonably can to make the course as comfortable as possible for all delegates

Upon arrival

- At our Chertsey Training Centre, please note that entry to the building is at the rear of our premises, through our car park, and not through the doors opposite the roundabout
- At our Cheadle Training Centre, please use the front doors to enter the building.
- At our Covent Garden Training Centre, please use the side entrance of the CIPP building from whom we rent the training room.

Please report to reception when you arrive and you will be handed your security pass for the day. You will be directed to the break room where you should remain until your trainer comes to meet you.

Lunch

At our Chertsey site you will be taken out for an hour lunch during your course to an Italian restaurant within walking distance. In Cheadle and Covent Garden, food will be delivered to the training centre. If you have any particular dietary requirements please let us know and we will endeavour to accommodate your request.

Parking

Both our Chertsey and Cheadle centres have limited free visitor parking.

Smoking

All our Training Centres are non-smoking. There are smoking areas and provision for disposing of used cigarettes and rubbish.

Client etiquette

Behaviour

ADP has set guidelines on acceptable behaviour. These guidelines are to be followed by everyone

Expected behaviour includes (but is not limited to):
- Respectful toward all others
- Being polite and courteous
- Punctuality
- Being patient and sensitive to the needs of others
- Active, constructive and responsible participation in all activities
- Asking relevant questions
- Participation that add to the learning experience of participants in the group

Unacceptable behaviour includes (but is not limited to):
- Swearing
- Language that may be considered as offensive
- Harassment / abuse
- Vilification
- Slander, ridicule and/or using demoralising or other comments or language that erode the dignity of the subject
- Intimidation
- Libel or libellous acts or comments
- Inciting others to any unacceptable behaviours
- Discrimination and behaving in an insensitive manner toward individuals regarding their race, religion, sex or other aspect of their person or that may be considered as offensive or discriminatory

The decision to continue to allow a candidate to participate in a training course is at the discretion of the trainer and the ADP training team.

Attire / Dress code

Please wear neat, tidy casual or business clothing. As a guideline, neat jeans and a shirt are fine. Hats, caps and sunglasses are not to be worn while indoors.

Punctuality

Please arrive at our site half an hour before the course start time. If you are going to be late please let us know. If you are late, we reserve the right to refuse entry to the course. Please return from breaks and lunches at the time requested by your trainer.

Implementation action list

As the courses are generic, in cases where you need to ask specific questions around your company set-up, your trainer will direct you to log these questions as an action list to then discuss with your implementation or HR consultants.

Our Terms and Conditions for training

In-contract Training Days

You will have been provided a number of training days for your company to take. These training days are allocated per person, for example, two delegates taking two days training would be 4 training days.

The days you have been provided will usually be taken before you go live with our product. If you have days remaining after this day, they are only valid for a further 6 months. After 6 months they become invalid and all training requests become chargeable.

Making your booking

We will endeavor to meet all requests for training. At peak times, there may be circumstances that we may not be able to accommodate all training requests and will work with you to get you the training you need. All bookings require the information as detailed in the 'How do I book training' section of this catalogue any missing information could delay bookings and result in missing availability.

Onsite training

Training on your site requires as much notice as possible. We have a number of requirements for setting up the day and have a pre-training questionnaire that you must complete prior to training and dates being agreed. Please note that in-contract training days cannot be used for onsite training.

Changes to bookings

Places on training courses are transferable to other employees from within the same company. Please inform us of the employees name at least 24 hours prior to the course date for security reasons.

Cancellations

All course cancellations must be made through the client training department either by email uktraining@adp.com or by contacting the Training Team on 01932 597 346.

Cancellations for courses conducted at our Chertsey or Manchester training centers must be notified to ADP at least five working days prior to the day of delivery. A £100 cancellation fee will be applicable if the cancellation is not confirmed before this time.

Cancellations for courses conducted on client site must be notified to ADP at least five working days prior to the day of delivery. A £100 cancellation fee will be applicable, plus any additional expense incurred by ADP, if the cancellation is not confirmed before this time.

If a delegate fails to attend training, the full course fee will be payable.

Training complaints procedure

Should you wish to provide feedback regarding training please contact the training department either by email uktraining@adp.com or by contacting telephone on 01932 597 346. We will endeavor to get back to you within two working days to resolve your query.

If you are not satisfied with the outcome of your complaint please escalate to The Learning and Performance Institute. Details as follow

Website: https://www.thelpi.org/wp-content/uploads/2015/12/Code-of-Practice-Learning-Providers.pdf

Address:
Head Office
The Learning and Performance Institute Ltd.
Westwood House, Westwood Business Park Coventry,
CV4 8HS
T. +44 (0) 2476 496210
E. info@thelpi.org

ADPfreedom

Classroom Courses

ADPfreedom for Managed

Course Summary

This course is specifically designed for managed clients who are new users to ADPfreedom. It will cover all the necessary functions that a managed client would need to be able to manage their employee database and have all their payroll information ready for us to process and commit on their behalf.

Course Information

Duration: 1 full day
Start time: 10:00
End time: 16:30
Maximum: 10 delegates

Prerequisites for attending the course

In order to attend this course you must:
- Be a managed client
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office

Course Objective

By the end of this course, you will be able to:

Update all aspects of ADPfreedom for your employees and update all pay data required to successfully calculate your payroll ready for your ADP expert to commit.

Course Content
- Introduction to ADPfreedom, system navigation and ADP terminology
- Creating a new starter and set up
- Absence management (holidays, sickness, recording medical certificates etc.)
- New roles & promotions
- Salary adjustments
- Amending Personal Records for employees
- Amending Employment Records for employees
- Amending Payroll Information for employees
- Reviewing your payroll (post calculation review, pay run reports, extracts etc.)
- Pay data entry grids
- Changing an employee to a leaver

ADPfreedom Employee Lifecycle

Course Summary

This course is specifically designed for processing clients who are new users to ADPfreedom. It will cover the full lifecycle of an employee. From being a new starter, changes through their career and right up until their last day and after. This course is aimed at members of your HR department who will be completing the above and a prerequisite for those who will be completing your payroll.

Course Information

Duration: 1 full day

Start time: 10:00

End time: 16:30

Maximum: 10 delegates

Prerequisites for attending the course

In order to attend this course you must:
- Be a processing client
- Manage employee records for your company
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office

Course Objective

By the end of this course, you will be able to:

Complete the full lifecycle for an employee from adding a new hire, ensuring payroll required information is present, employee changes during their career and processing them as a leaver.

Course Content
- Introduction to ADPfreedom, system navigation and ADP terminology
- Creating a new starter and set up
- Absence management (holidays, sickness, maternity, recording medical certificates etc.)
- New roles & promotions
- Salary adjustments
- Amending Personal Records for employees
- Amending Employment Records for employees
- Amending Payroll Information for employees
- Amending employee bank details
- Changing an employee to a leaver

ADPfreedom Day to Day Payroll

Course Summary

This course is specifically designed for processing clients who are new users to ADPfreedom will be directly processing the payroll for their company. You will have attended the ADPfreedom Employee Lifecycle training course and have a good understanding of the information required by the system to complete your payroll. This course is normally taken by members of your HR department who will be dealing directly with the payroll.

Course Information

Duration: 1 full day

Start time: 10:00

End time: 16:30

Maximum: 10 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing client
- Manage/work with the payroll for your company
- Have a working knowledge of UK Payroll Legislation
- Have attended the ADPfreedom Employee Lifecycle training course
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office

Course Objective

By the end of this course, you will be able to:

Complete the full set of tasks shown in the Course Content below, to confidently commit, close and reopen your payroll.

Course Content

- Pay run management
- Pay cycle
- Calculating the payroll
- Post payroll calculation review
- Payroll reporting (Pre and Post commit)
- Running the Sick Pay Processor
- Change Payroll Information for existing Employees (Inputting Earnings and Deductions, Enrolling Employees on pensions, Adding/Amending bank details, adding an Attachment of Earnings Order)
- Creating a batch and selection of employees for variable pay data entry
- Pay data entry (PDE) and verification (variable earnings and deductions)
- Exporting and Importing the PDE grid
- Committing the payroll and closing the pay period
- Running the GL Costing interface

ADPfreedom Report Writer

Course Summary

Reporting is an important part of every business. This course is specifically designed to give you the tools to create meaningful reports for your company using ADPfreedom. You will have been using in the system for a while and getting to know what information you'll need to report on. Using examples from your own company of reports you'd like to create and many other examples that are commonly created by a number of clients will be covered in this session.

Course Information

Duration: 1 full day

Start time: 10:00

End time: 16:30

Maximum: 10 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing or managed client
- Have attended one of the following courses
  - ADPfreedom Employee Lifecycle
  - ADPfreedom for Managed
  - General Navigation VCT
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office

Course Objective

By the end of this course, you will be able to:

Run bespoke reports for your company, based on your company's needs and their uses of ADPfreedom using the modules below.

Course Content

- Running standard reports
- Adding report categories
- Creation of ad hoc reports
- Adding fields
- Formatting reports
- Headers and footers on reports
- Formulas on reports
- Sorting on reports
- Titling reports
- Grouping on reports
- Filters and parameters on reports
- Excel exports and Mail merge extracts

ADPfreedom System Administration for Managed

Course Summary

This course has been specifically designed for system administrators of managed clients and provides the skills and knowledge necessary to make specific and required changes to ADPfreedom to ensure smooth day to day running of the system.

Please Note: This is an advanced course that may not be taken as part of in contract days thus a charge will apply.

Course Information

Duration: 1 full day
Start time: 10:00
End time: 16:30
Maximum: 10 delegates

Prerequisites for attending the course

In order to attend this course you must:
- Be a managed client
- Have attended the ADPfreedom for Managed course or the General Navigation VCT
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office

Course Objective

By the end of this course, you will be able to:

Process changes to the background of ADPfreedom that would have been set up initially by your Implementation Consultant or currently completed by our service teams.

Course Content
- Setting up new Business Units
- Setting up/Editing Job/Position
- Change of reporting and hierarchical structure Show the Org charts
- Changing the Enterprise lookups (Cost Centre, Business Locations, Company Vehicles, Leaving reasons, Absence reasons and Pay Rate Change Reason)
- Some HR screens (e.g. Disciplinary/Grievance)
- Setting up company benefits
- Pay data entry grids– user features
- Importing variable pay data using PDE grid template exports
- Attaching files to an employee's record
- EE Development (skills and experience)
- Setting up and editing system reminders
- Payslip summary view and the e-payslips
- Setting up/Editing Shift Patterns

ADPfreedom Training Catalogue 2016 - V2.0 – 29 12 22016

ADPfreedom System Administration for Processing

Course Summary

This course has been specifically designed for system administrators of processing clients and provides the skills and knowledge necessary to make specific and required business changes to ADPfreedom, such as; new business units, hierarchical changes, absence reasons etc.

Please Note: This is an advanced course that may not be taken as part of in contract days thus a charge will apply.

Course Information

Duration: 1 full day

Start time: 10:00

End time: 16:30

Maximum: 10 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing client
- Have attended the ADPfreedom Employee Lifecycle **and** ADPfreedom Day to Day Payroll training courses.
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office

Course Objective

By the end of this course, you will be able to:

Process changes to the background of ADPfreedom that would have been set up initially by your Implementation Consultant or currently completed by our service teams.

Course Content

- Setting up new Business Units
- Setting up/Editing Job/Position
- Change of reporting and hierarchical structure Show the Org charts
- Changing the Enterprise lookups (e.g. Cost Centre, Business Locations, Company Vehicles, etc.)
- Some HR screens (e.g. Disciplinary/Grievance)
- Setting up company benefits
- Pay data entry grids– user features
- Importing variable pay data using PDE grid template exports
- Attaching files to an employee's record
- EE Development (skills and experience)
- Setting up and editing system reminders
- Payslip summary view and the e-payslips
- Setting up/Editing Shift Patterns
- Manual Payments
- Payslip Reversal

ADPfreedom Training & Development

Course Summary

This course is specifically designed for clients who have purchased the Training and Development component of ADPfreedom. This course will show you how to record and maintain employee development information based on your company needs, such as; appraisals, training and competency frameworks, skills profiles etc.

Course Information

Duration: 1 full day

Start time: 10:00

End time: 16:30

Maximum: 10 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing or managed client
- Have attended any of the below training courses:
  - ADPfreedom Employee Lifecycle
  - ADPfreedom for Managed
  - ADPfreedom General Navigation VCT
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office

Course Objective

By the end of this course, you will be able to:

Update ADPfreedom with all of your training and development needs for your business and record details for individuals showing progress through training and development in your company.

Course Content

- Maintaining the skills dictionary
- Maintaining an employee training record
- Creating the training catalogue
- Recording employee development needs
- Appraisals (Scheduling, designing and accessing appraisal forms etc.)
- Building/maintaining Training and Competency framework
- Essential training for an employee's role
- Build skills profiles and searches
- Creating profiles for business units, jobs, grades or positions that specify skills required in that area.
- Running standard training and development reports

ADPfreedom

Virtual Classroom Training Courses

What is a Virtual Classroom Training Course?

A Virtual Classroom Training course is a modern and cost effective way of being trained through a tool called Adobe Connect. You'll log onto our virtual classroom and be guided through with from our trainers who are skilled in virtual training.

You'll need to have access to Adobe Connect and your system administrator might need to get involved. Once you have been set up, your trainer will guide you through the rest and we'll send you a guide to help you if you need it.

Test your systems using the following link:

http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

How does a Virtual Classroom Training Course work?

Welcome to the lobby of the Virtual Classroom. Your trainer will meet you here before the start of your course to make sure you can see everything you need to see and hear everything you need to hear.

Adobe Connect is one of the most modern virtual meeting and training facilities on the market and enables participants to raise questions, vote and even take control of the trainers screen to get interactive with the systems that the trainer will be covering with you. Just because the trainer isn't in the room, doesn't mean they won't be able to get you involved and end the session leaving you confident and happy.
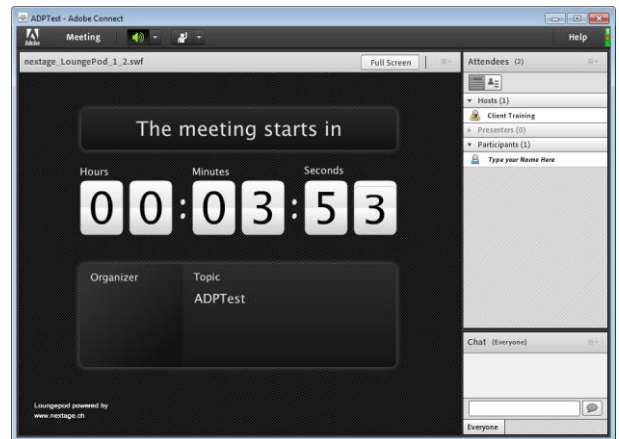
When you've booked on your course you'll receive a booking confirmation from us that will include a personalised link for you to access your session. Try getting on there 10-15 minutes before your session starts and your trainer will be there waiting to help you if you have any issues you didn't get in the test.

Now you know what a VCT is and how it will work, feel free to browse through the catalogue of virtual training we have for ADPfreedom.

ADPfreedom Company Set Up

Course Summary

This Virtual Classroom Training course has been specifically designed to assist clients who have just purchased ADPfreedom and in the process of filling out their workbooks. The course will give you an understanding and overview of the system to help you understand in further detail the requirements of the workbooks and your implementation consultant.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:
- Be a processing or managed client
- Have a thorough understanding of your company's organisational structure
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Understand the requirements of the workbook needed to set up ADPfreedom using the information you hold in your current system.

Course Content
- Information required for your workbooks
- Business Units
- Jobs
- Positions
- Shift Patterns
- Organisation charts
- Cost Centres

ADPfreedom General Navigation

Course Summary

This Virtual Classroom Training course has been specifically designed for clients who wish to have a high level overview of the system. You probably won't be changing employee details or processing any payroll information, but you'll learn to get around the system and inputting basic information.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing or managed client
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Navigate confidently through ADPfreedom and complete some basic actions that will help you get started using the system.

Course Content

- What is ADPfreedom?
- Navigating the system and knowing it's terminology
- Logging into ADP freedom
- Home Navigation
- Basic screen navigation
- Inputting a New Starter
- Logging Absence
- Running standard reports

ADPfreedom Ad hoc Reports: Filters and Parameters

Course Summary

This Virtual Classroom Training course is specifically designed to advance your knowledge from the ADPfreedom Report Writer classroom course. We'll give you the tools to make more specific reports that you may not need to run often, but when you do, you'll be confident that you know what you need to do, such as; pension contribution reports, headcount reports etc.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing or managed client
- Have attended the ADPfreedom Report Writer Classroom Course
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Build on your knowledge of ADPfreedom Report Writer and create more bespoke ad hoc reports for your business.

Course Content

- Creation of ad hoc reports
- Filtering data from reports
- Using parameters on reports

ADPfreedom Training Catalogue 2016 - V2.0 – 29 12 22016

ADPfreedom Pay Data Entry (PDE) for Managed

Course Summary

This Virtual Classroom Training course is specifically designed to cover, in detail, using pay data entry grids to make monthly ad hoc payments to employees in their payroll using fixed or variable grids. This course would suit HR professionals who collate this information and would upload this information ready for ADP to review and process.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a managed client
- Have attended the ADPfreedom for Managed course or the General Navigation VCT
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Confidently use fixed and variable PDE grids to upload appropriate pay information into ADPfreedom for varying payment types on a monthly basis.

Course Content

- Set up of pay data entry batches
- Adding employees to a batch
- Entering variable pay data on a PDE grid
- Verification of data
- Rectifying errors

ADPfreedom Pay Data Entry (PDE) for Processing

Course Summary

This Virtual Classroom Training course is specifically designed to cover, in detail, using pay data entry grids to make monthly ad hoc payments to employees in their payroll using fixed or variable grids. This course would suit your HR professionals who specifically process your payroll and will collate and check the information that would be needed to integrate this into your payroll ready for committing.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:
- Be a managed client
- Have attended the ADPfreedom Day to Day Payroll or the General Navigation VCT
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Confidently use fixed and variable PDE grids to upload appropriate pay information into ADPfreedom for varying payment types on a monthly basis.

Course Content

- Set up of earnings and deductions
- Set up and modifying pay data entry grids
- Set up of pay data entry batches
- Adding employees to a batch
- Entering variable pay data on a PDE grid
- Verification of data
- Rectifying errors

ADPfreedom Setting Up Benefits for Managed

Course Summary

This Virtual Classroom Training course is specifically designed for managed clients who have purchased the benefits functionality of ADPfreedom. The course will give your HR/Payroll professional the confidence to set up benefits on your system and the relevant earnings or deductions involved.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a managed client
  Have attended ADPfreedom for Managed or ADPfreedom General Navigation VCT

- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Create benefits packages in ADPfreedom that you want to allocate to your employees and confidence that the system will complete all other necessary actions for you.

Course Content

- Creating new benefits within ADP freedom
- Linking benefits to payroll earnings / deductions
- Benefit lookups
- Benefit coverage levels
- Benefit plans
- Allocating benefits and benefit plans to employees
- Benefit reporting

ADPfreedom Setting up Benefits for Processing

Course Summary

This Virtual Classroom Training course is specifically designed for processing clients who have purchased the benefits functionality of ADPfreedom. The course will give your HR/Payroll professional the confidence to set up benefits on your system and the relevant earnings or deductions involved.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing client
- Have attended ADPfreedom Employee Lifecycle training course or ADPfreedom General Navigation VCT
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Create benefits packages in ADPfreedom that you want to allocate to your employees and confidence that the system will complete all other necessary actions for you.

Course Content

- Creating new benefits within ADP freedom
- Linking benefits to payroll earnings / deductions
- Benefit lookups
- Benefit coverage levels
- Benefit plans
- Allocating benefits and benefit plans to employees
- Benefit reporting

ADPfreedom Payroll Processing

Course Summary

This Virtual Classroom Training course is specifically designed for processing clients that need a HR professional to be able to run their payroll and have them perform regular payroll related tasks.

Course Information

Duration: 2 hours

Start time: 10:00   OR   14:00

End time: 12:00   16:00

Maximum: 6 delegates

Prerequisites for attending the course

In order to attend this course you must:

- Be a processing client
- Have attended ADPfreedom Employee Lifecycle training course or ADPfreedom General Navigation VCT
- Have an in-depth working knowledge of UK Payroll Legislation
- Be able to use English to a working level
- Be computer literate and able to use Microsoft Windows and Microsoft Office
- Be able to access Adobe Connect

Course Objective

By the end of this course, you will be able to:

Build on your knowledge of the employee lifecycle or general navigation and be able to confidently process the payroll for your company.

Course Content

- Pay run management
- Pay cycle review
- Calculating the payroll
- Post payroll calculation review
- Payroll reporting (Pre and Post commit)
- Running the Sick Pay processor
- Running the back pay processor
- Committing the payroll
- Close the pay period
- Running the GL Costing interface

ADPfreedom

Video Training Aids

What is a Video Training Aids (VTAs)?

A video training is aid can be bought to help supplement your learning from a classroom or virtual classroom course. We all know sometimes we need something to jog our memory. Each VTA is a short video of a specific functionality in ADPfreedom. When new screens and new functionality are introduced, you may find that there is a VTA available to aid your understanding.

What Video Training Aids (VTAs) do you have?

All video training aids shown below can be accessed free of charge.

- ADP freedom Navigation
- Entering Information with Pay Data Entry (PDE) Grids
- ADP freedom End of Year
- Running standard reports in ADP freedom
- Creating filters in an Ad-Hoc report
- Adding Parameters to Ad-Hoc Reports
- How to upload Company Vehicles and assign them to Employees
- Recording a disciplinary offence and the resulting actions
- Mail Merge Extract
- Introduction to ADP freedom employee self-service (including navigation)
- How to record Absences with Shift Override
- How to request Absence without Shift Override
- How to update passports and permits
- How to add a Grievance
- How to update your teams Company Vehicles
- How to record an accident
- How to update your team's medical information
- How to update your communications
- How to Approve Timesheets
- How to Submit your Timesheets
- How to use team TES (Team Time and Expenses)

Can you make me my own Video Training Aid (VTA)?

Yes, bespoke VTAs (created for topics specifically chosen by you) are also available for a fee. Please contact us to discuss your needs and we will provide you a quote.

Contacting Us

There will be times that you'll want to contact us here at ADP. If your query is regarding training that you would like to book, change or just want to ask us a question, here are the Client Training contact details below.

By post	By e-mail	By telephone
Client Training	uktraining@adp.com	01932 597 346
ADP Employer Services		
40-48		
Syward Place		
Pyrcroft Road		
Chertsey		
KT16 9JT		

Other contacts at ADP

Sometimes you may need other contacts or departments at ADP. Below are some other useful contact numbers that you might need:

ADP Reception (Chertsey)	-	01932 597000
ADPfreedom Helpdesk	-	0845 230 2373