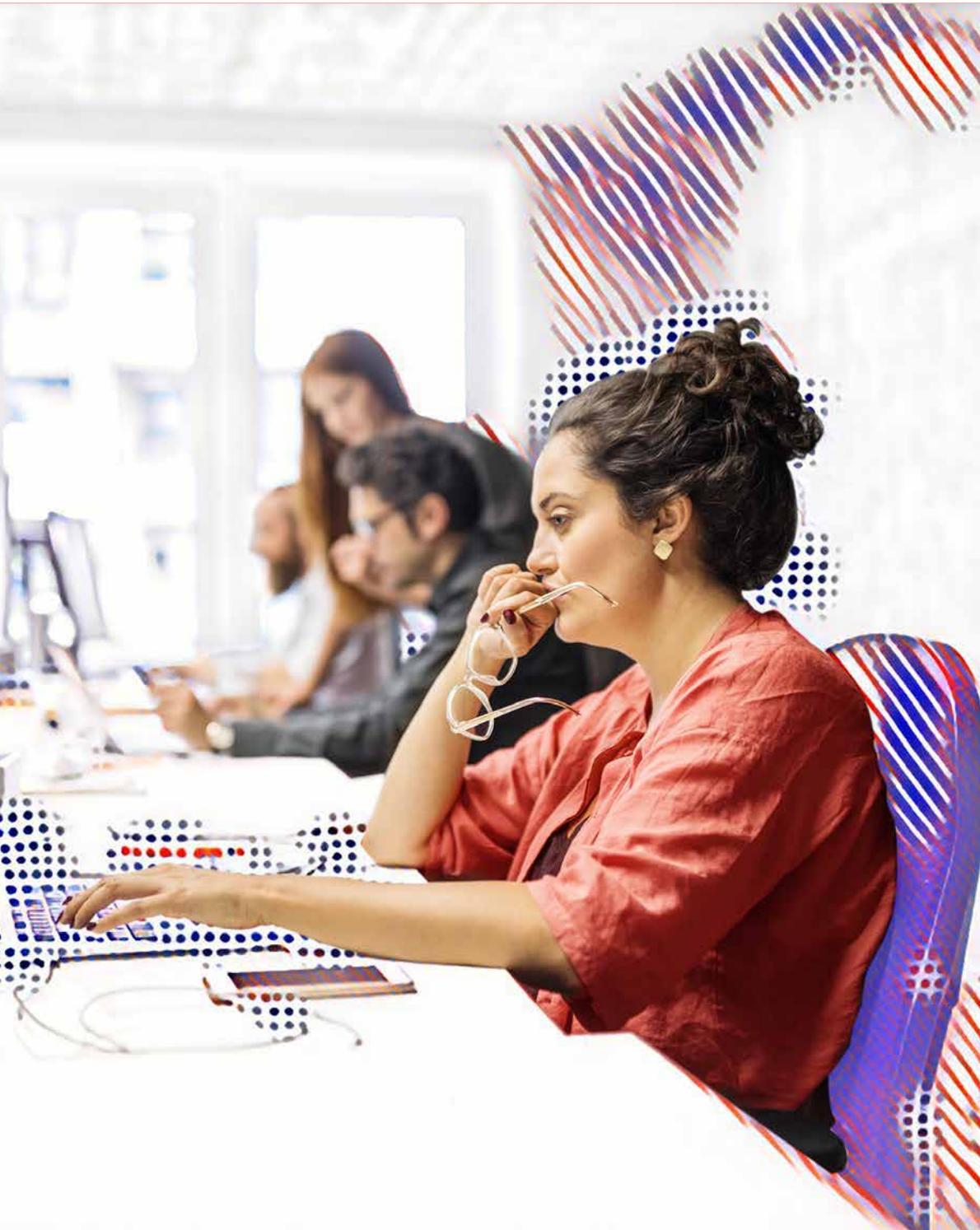


ADP® iHCM 2



Training Catalogue



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About ADP® iHCM 2

ADP® iHCM 2 is a comprehensive, cloud-based human capital management system. As a complete solution it simplifies and streamlines HR processes for talent acquisition, employee performance management, employee development and training, as well as tools for human resource administration, reporting, and analysis.

Unlike other cloud-based HCM solutions that are missing capabilities or lack innovation, ADP® iHCM 2 fully utilises tablet and mobile access, which is the way your employees now connect.

ADP Talent Cloud

Module options

- Performance management
- Learning administration
- Recruitment and careers portal

ADP Time Cloud

Module editions

- HR & Payroll Reporting
- Payroll Reporting**

ADP Payroll Cloud

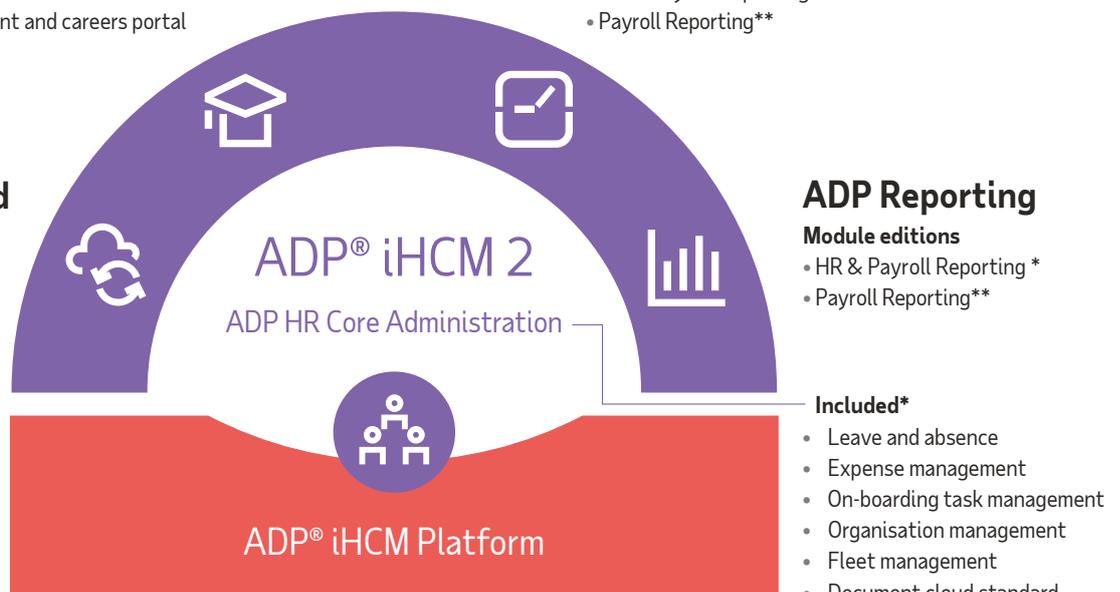
Add-ons

Depending on the country, various local add-ons are available (such as benefits, pensions, etc.)

ADP Reporting

Module editions

- HR & Payroll Reporting *
- Payroll Reporting**



* Included in HR Core Administration

** Check availability



About the ADP Learning Team

The ADP Learning Team are experts in their field. There to guide you through use of our products, they will ensure you leave fully equipped with the knowledge to successfully use our systems. Providing both pre-designed and bespoke training that is interactive and includes hands on individual and group exercises so you can apply what you learned back on the job. The training is delivered through a range of different methods:

- Instructor Led Training (ILT);
- Virtual Instructor Led Training (VILT); and
- Self-paced learning.

This means we can train you in the style that suits you best. All of our courses follow a modular approach, so we can develop a learning programme that only includes the training you really need.

Our Learning Professionals will be there with you throughout your learning programme and once completed will follow up to ensure it has been successful.

ITOL

ADP Talent Cloud

Module options

- Performance management
- Learning administration
- Recruitment and careers portal

ADP Time Cloud

Module editions

- HR & Payroll Reporting
- Payroll Reporting**

ADP Payroll Cloud

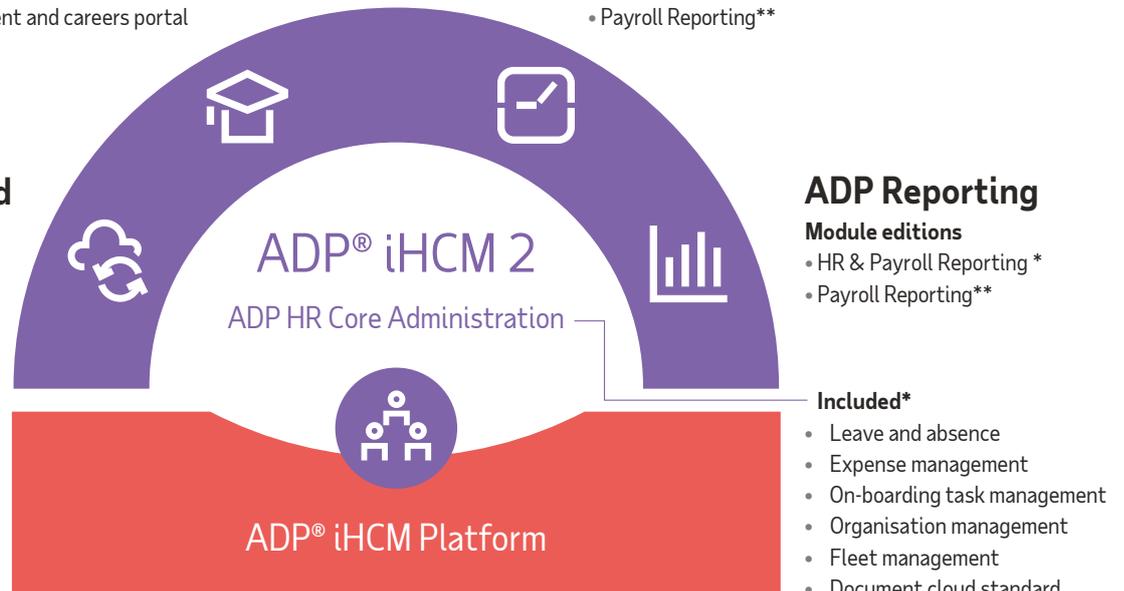
Add-ons

Depending on the country, various local add-ons are available (such as benefits, pensions, etc.)

ADP Reporting

Module editions

- HR & Payroll Reporting *
- Payroll Reporting**



* Included in HR Core Administration

** Check availability

ADP® iHCM 2 Learning Approach

The ADP® iHCM 2 training programme follows the same modular approach as the system itself. This means you'll only get training on the modules you actually need. All courses outlined below are for both managed and processing clients, unless stated otherwise.



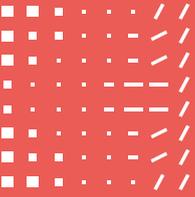
ADP® iHCM 2 Modules

Modules	HR Roles		
	Processing Service	Managed Service	
	HR Administrator	HR Administrator MS	HR Admin MS Commit
Core HR	•	•	•
Payroll Cloud for Managed			
Payroll Cloud for Processing			
HR & Payroll Reporting	•	•	•
My Payroll Reporting			
Performance	•	•	•
Recruitment	•	•	•
Learning Admin	•	•	•
Expenses Management	•	•	•
Fleet Management	•	•	•
Document Cloud	•	•	•

Modules	Payroll Roles		
	Processing Service	Managed Service	
	Payroll Admin	Payroll Admin MS	Pay Admin MS Commit
Core HR			
Payroll Cloud for Managed			
Payroll Cloud for Processing	•	•	•
HR & Payroll Reporting			
My Payroll Reporting	•	•	•
Performance			
Recruitment			
Learning Admin			
Expenses Management			
Fleet Management			
Document Cloud	•	•	•

Modules	HR and Payroll Combined			
	Processing Service	Managed Service		
	UK HR Payroll Admin	HR Payroll Admin MS	HR Pay Admin MS Commit	Administrator
Core HR	•	•	•	•
Payroll Cloud for Managed				•
Payroll Cloud for Processing	•	•	•	•
HR & Payroll Reporting	•	•	•	•
My Payroll Reporting	•	•	•	•
Performance	•	•	•	•
Recruitment	•	•	•	•
Learning Admin	•	•	•	•
Expenses Management	•	•	•	•
Fleet Management	•	•	•	•
Document Cloud	•	•	•	•





How much do the courses cost?

In-contract training days

You may have training days included in your contract which are referred to as 'in-contract training days'. These days are valid up to six months after your go live date. Any unused training days will be forfeited six months after your go live date. The in-contract training days can be used against the Core HR modules and Payroll Cloud module only.

Additional training costs

These costs refer to any training days that are in addition to your in-contract training days or for training days that do not fall within the scope of your in-contract training days. The price may vary depending on your chosen location:

Location	Standard Classroom Course	Bespoke Classroom Course
At an ADP training centre	£400 per person per day (excluding VAT)	£500 per person per day (excluding VAT)
At non-ADP location	*£500 per person per day (excluding VAT)	*£600 per person per day (excluding VAT)
Virtual training	£200 per person per half-day (excluding VAT) £400 per person per full-day (excluding VAT)	£500 per person per day (excluding VAT)

* These prices do not include the travel costs.



How to book training

Please send your training request to uktraining@adp.com ensuring you supply the below information. Those marked with an *asterisk are mandatory for your request.

Company details	Delegate details
Name of contact	Please note: an e-mail address is required for each delegate attending
Parent company (if applicable)	Name*
Contact details*	E-mail address*
Product(s) held*	Any other information/Special requirements
Courses needed*	
Dates available (in weeks) e.g. w/c 4th November*	
Training centre requested*	



Training centres

Where is the training located?

We have two ADP training centres in the UK where all our courses can be accommodated.

Chertsey | Surrey

40-48 Syward Place | Pyrcroft Road | KT16 9JT

Parking – There is limited visitor parking located at our Chertsey office. Please inform reception that you have parked in a visitor's bay on arrival.

Arrival – The entrance to the Chertsey building is at the rear of the premises, through the car park. You cannot access the building via the doors opposite the roundabout. When you arrive please report to reception where you will be handed a security pass and directed to the break room. Please wait there until your trainer comes to meet you.

Lunch – You will be taken to a local Italian restaurant for lunch for one hour. If you have any dietary requirements please let your trainer know on the day.

Cheadle | Manchester

Southgate Centre One | 319 Wilmslow Road | Heald Green | SK8 3PW

Parking – There is limited visitor parking located at our Cheadle office. Please inform reception that you have parked in a visitor's bay on arrival.

Arrival – When arriving at the Cheadle office please use the front entrance. When you arrive please report to reception where you will be handed a security pass and directed to the break room. Please wait there until your trainer comes to meet you.

Lunch – Lunch will be provided on the day. Please provide advance warning if you have any specific dietary requirements.



Smoking

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

Client etiquette

Behaviour

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 adds 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.

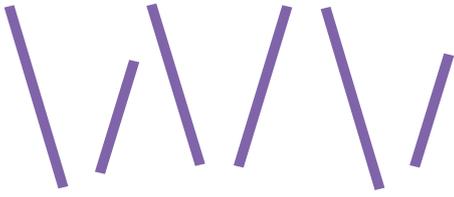
Attire / dress code

Please wear neat, tidy, casual or business clothing. As a guideline, neat jeans and a shirt are fine.

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.





Terms and conditions for training

In-contract training days

You may have been provided with 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 equate to four training days being used.

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

Making your booking

We will endeavour to meet all requests for training. However, at peak times there may be circumstances when we are unable to accommodate all training requests. In these instances we will work with you to get you the training you need at a more suitable time. All bookings require the information as detailed in the 'How do I book training' section of this catalogue any missing information could delay bookings.

Onsite training

If you want the training to be located on your site we require a minimum of 15 working days' notice. 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 change of delegate at least 24 hours prior to the course date for security reasons.

Cancellations

All course cancellations must be made through the client training department by email uktraining@adp.com

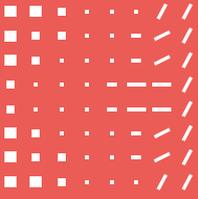
Cancellations for courses conducted at our Chertsey, Manchester training centres must be notified to ADP at least five working days prior to the day of delivery. A £100 cancellation fee will be applicable if the cancellation is not confirmed before this time.

Cancellations for courses conducted on client sites must be notified to ADP at least five working days prior to the day of delivery. A 20% 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, or if a delegate is asked to leave by a trainer for any reason 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. We will endeavour to get back to you within two working days to resolve your query.



ADP® iHCM 2

Core Administration

Objective

This course is designed to provide you with the skills and knowledge to perform your daily HR processes within ADP® iHCM 2.

Audience

HR Administrators responsible for managing employee data and records.

Duration

1 day: 10:00 – 16:30

Prerequisites

- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to:

- Navigate ADP® iHCM 2
- Add a new starter;
- Record time off (holidays, sickness and maternity);
- Increase or decrease salaries;
- Promote or demote employees;
- Add and update fixed earnings and deductions, disciplinarys and grievances;
- View other employee related screens – bank details, pay slips, images and notes, qualifications and contacts; and
- Process a leaver.

Delivery method

- Instructor Led Training (ILT)
- Virtual Instructor Led Training (VILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.

ADP® iHCM 2

Payroll Cloud for Managed Service

Objective

This course is designed to provide you with the skills and knowledge to perform your daily payroll processes within ADP® iHCM 2.

Audience

Payroll Administrators responsible for payroll processing.

Duration

1 day: 10:00 – 16:30

Prerequisites

- Be an ADP® iHCM 2 Managed Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to:

- Calculate and review the payroll;
- Produce pay period specific review reports;
- Input pay period specific earnings and deductions, import earnings and deductions and create pay data grids;
- Transfer absence data into the pay period for processing;
- Enter and update employee specific earnings and deductions, bank details and pensions;
- View employee specific payslips and pending tax code changes; and
- Run payroll audit report.

Delivery method

- Instructor Led Training (ILT)
- Virtual Instructor Led Training (VILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.

Payroll Cloud for Processing Service

Objective

This course is designed to provide you with the skills and knowledge to perform your daily payroll processes within ADP® iHCM 2.

Audience

Payroll Administrators responsible for payroll processing.

Duration

1 day: 10:00 – 16:30

Prerequisites

- Be an ADP® iHCM 2 Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to:

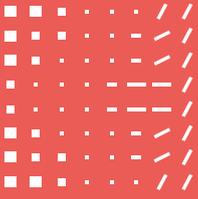
- Open pay period and set cut-off dates, perform General Ledger costing, pay period specific reports and close the pay period;
- Calculate the payroll, review the payroll, produce pay period specific review reports, calculate back pay and commit the pay period;
- Input pay period specific earnings and deductions, import earnings and deductions from a spreadsheet and create pay data grids for easier input;
- Transfer absence data into the pay period for processing;
- Enter employee specific earnings and deductions, bank details, pensions, statutory records and attachment of earnings;
- View employee specific payslips, year-to-date accumulators and pending tax code changes; and
- Pay calendar, payslip messages, payroll warnings, Real Time Information (RTI) submissions and running the payroll audit report.

Delivery method

- Instructor Led Training (ILT)
- Virtual Instructor Led Training (VILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.



ADP® iHCM 2

HR Core Administration Advanced

Objective

This course is designed to provide you with the skills and knowledge to configure your company requirements within ADP® iHCM 2.

Audience

HR Administrators and Payroll Administrators responsible for system administration.

Duration

1 day: 10:00 – 16:30

Prerequisites

- Be an ADP® iHCM 2 Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to manage:

- Job titles;
- Earnings, deductions, pay calendars and pay group detail;
- Hierarchies - configure work units and organisational structures;
- Groups, filters and user management;
- Types, schemes, packages, work patterns, bespoke team calendars, extended leave workflows and mandatory days off; and
- Cost centres and announcements.

Delivery method

- Instructor Led Training (ILT)
- Virtual Instructor Led Training (VILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.

ADP® iHCM 2

Performance Management

Objective

This course is designed to provide you with the skills and knowledge to perform your daily performance management processes within ADP® iHCM 2.

Audience

HR Administrators and Payroll Administrators responsible for Performance Management.

Duration

2-3 hours

Prerequisites

- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to:

- Configure appraisal processes;
- Setup a competency framework;
- Initiate the appraisal process;
- Update objectives
- Provide an end-to-end demo of the appraisal process;
- Manage 360 feedback; and
- Manage the 9 box matrix.

Delivery method

- Virtual Instructor Led Training (VILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.

eTimesheets

Objective

This series of videos is designed to provide you with the skills and knowledge to utilise the eTimesheets functionality within ADP® iHCM 2.

Audience

- HR Administrators and Payroll Administrators that are responsible for setting up eTimesheets;
- Managers responsible for approving eTimesheets, and
- Employees completing their own eTimesheets.

Duration

2 – 6 minutes

Prerequisites

- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to manage:

- Complete eTimesheets (Employees);
- Approve eTimesheets submitted by employees (Managers);
- Complete eTimesheets on behalf of employees (Managers);
- Setup eTimesheets for employees and managers to complete (HR and Payroll Administrators);
- Assign eTimesheets to employees (HR and Payroll Administrators), and
- Manage the eTimesheets process including transferring the data to payroll (HR and Payroll Administrators).

Delivery method

- Video learning

Learning Administration

Objective

This course is designed to provide you with the skills and knowledge to perform your daily learning administration tasks within ADP® iHCM 2.

Audience

HR Administrators and Payroll Administrators responsible for the Learning process.

Duration

2-3 hours

Prerequisites

- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to:

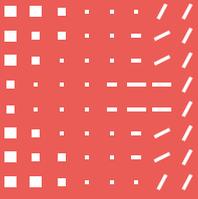
- Create and manage a training course and how you can record these within your company;
- Create training sessions for your courses, manage the dates of trainings sessions as well as employee attendance;
- Amalgamate multiple courses into a learning programme;
- Manage employee's knowledge and skills library, where you can record training needed and qualifications held;
- Understand the request process employees use to apply for training programmes, courses and sessions; and
- Understand the available processes which allow employees to manage their training needs.

Delivery method

- Virtual Instructor Led Training (VILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.



ADP® iHCM 2

HR & Payroll Reporting

Objective

This course is designed to provide you with the skills and knowledge to create and run your HR reports, charts and dashboards within ADP® iHCM 2.

Audience

HR Administrators and Payroll Administrators responsible for HR reporting.

Duration

1 day: 10:00 – 16:30

Prerequisites

- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to manage:

- Understand the standard dashboard available in the tool;
- Create your own dashboards by managing the reports/ charts available in DataCloud;
- Simplified reporting where you can create basic reports and add them to your dashboard;
- Use advanced reporting functions e.g. filters and totals; and
- Understand how you can use the mail merge tool to create letters.

Delivery method

- Instructor Led Training (ILT)
- Virtual Instructor Led Training (VILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.

ADP® iHCM 2

My Payroll Reporting

Objective

This course is designed to provide you with the skills and knowledge to create and run your payroll reports within ADP® iHCM 2.

Audience

HR Administrators and Payroll Administrators responsible for Payroll reporting.

Duration

1 day: 10:00 – 13:00

Prerequisites

- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to manage:

- Run standard reports;
- Create bespoke payroll data exports;
- Create filters, parameters and table joins and look at how to utilise parentheses in reporting;
- Utilise the advanced functions within the system including the 'sum' and 'count' options in your reporting; and
- Understand how you can use the mail merge tool to create letters.

Delivery method

- Virtual Instructor Led Training (VILT)
- Instructor Led Training (ILT)

Assessment

During the course you will be asked to perform subject specific exercises and complete an assessment on the topics covered.

Expenses Management

Objective

This course is designed to provide you with the skills and knowledge to successfully manage expenses within ADP® iHCM 2.

Audience

HR Administrators responsible for managing employee data and records.

Duration

10 minutes

Prerequisites

- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to manage:

- Create, amend and delete expense; and
- Run expense reports

Delivery method

- Video learning

Fleet Management

Objective

This course is designed to provide you with the skills and knowledge to record and manage information about your organisation's fleet of vehicles and drivers within ADP® iHCM 2.

Audience

HR Administrators responsible for managing employee data and records.

Duration

10 minutes

Prerequisites

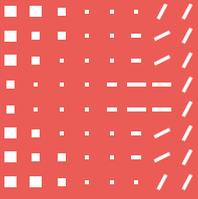
- Be an ADP® iHCM 2 Managed or Processing Client
- Basic understanding of HR legislation and processes

By the end of this course you should be able to manage:

- Add new vehicles;
- Assign a vehicle to a driver;
- Search for information about a driver and their vehicle;
- Record details of an accident;
- Record a penalty notice;
- Record the disposal of a vehicle; and
- Create fleet management exports and reports.

Delivery method

- Video learning



ADP® iHCM 2

Recruitment and Careers Portal

Course Summary

Recruitment is a key part of any business. This VCT course has been designed to provide you with the necessary tools to configure, amend and complete new job vacancy requirements for both internal and external applicants alike.

Course Information

Duration: 2 hours

Delivery Method:

Virtual Instructor Led Training (VILT)

Prerequisites for attending the course

- Be an ADP® iHCM2 Managed or Processing Client.
- Have a basic understanding of HR legislation.

Course Objectives

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

Vacancies

- Adding and defining requirements for vacancies – new and currently advertised.
- Skills – defining key word tags for use on the Careers Portal for jobs.
- Internal and external approach to applying for jobs.
- Job application review – Recruiter approval / Hiring Manager approval.
- Analytics on process for each vacancy.

Access Recruiter Page:

- Review, candidates who have applied, recent activity and offers.
- Vacancies, accessing current and creating new.
- Settings, setup recruitment processes, questions careers portal etc.
- Interviews, who has interviews and when.
- Candidates, where candidates are in the process.

Management of Questions Library

- Editing and adding precursor applicant questions for vacancies.

Managing Email Templates

- Editing / defining default email templates.
- To/cc/bcc pre-set list of Candidate email, Hiring manager email, recruiter email.

Careers Portal

- Portal, how to configure – enabled options/ theme / logo / imagery / text display.
- Review of careers portal page from a tablet / mobile device perspective.

ADP® iHCM 2

Document Cloud

Objective

This series of videos is designed to provide you with the skills and knowledge to utilise the DocCloud functionality within ADP iHCM 2.

Audience

- Administrators and Practitioners;
- Managers; and
- Employees.

Duration

6 – 15 minutes

Prerequisites

- Be an ADP iHCM 2 Managed or Processing Client

By the end of this course Administrators and Practitioners should be able to:

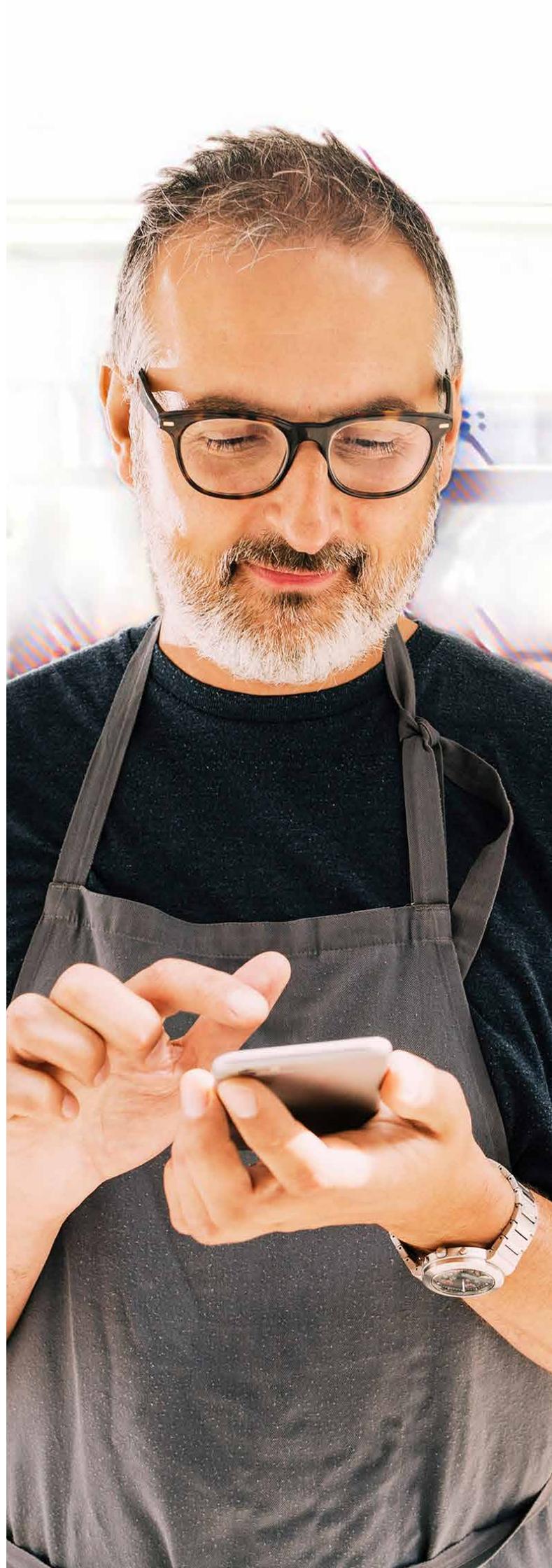
- Create new categories;
- Re-categorize documents;
- Upload employee or company documents;
- Search for documents; and
- Finding the audit history of employee documents.

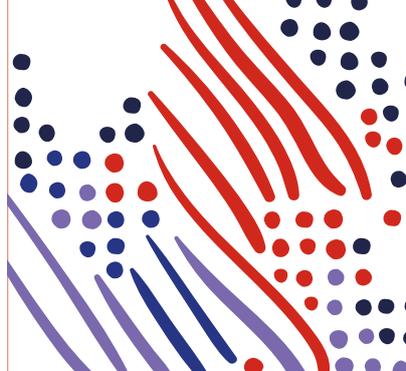
Managers should be able to:

- Upload a document to an Employee;
- Edit document properties;
- Assign an electronic signature to a document; and
- Search for a document.

Employees should be able to:

- Upload a document;
- Edit my document properties;
- Sign a document with an electronic signature; and
- Search for a document.





ADP[®] iHCM 2

Easier | Smarter | Better
Human Capital Management

About ADP

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Benefits, Payroll and Compliance informed by data and designed for people. Learn more at [ADP.com](https://www.adp.com)

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