TIME MANAGEMENT - PAYROLL

Lesson Plan - August 30, 2021

At the end of the *Time Management - Payroll* lesson, the client and targeted users will be able to perform all the necessary configurations and actions related to the payroll process in **maestro***.

UnitPAY01 - Preliminary Analysis and Configuration

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience

The objective of this lesson is for the user to be able to perform and understand the complete payroll process and project costs (salaries and internal equipment), for hour entry, pay cheques, and govermentment rebates. More precisely, at the end of this class, the user will be able to complete the general settings of both the *Payroll* and *Time Management* modules.
 	
PREREQUISITES
 	
• *Security*
• *General Ledger*
• *Project Management*
 	
OPTIONAL PREREQUISITES
 	
• *Contact Management*
• *Document Management*
	• Analysis;
	• Payroll - Configurations
	  • General
	  • Accounts
	  • Printing Cheques
	  • Direct Deposit
	  • Records of Employment
	• Time Management - Configurations
	  • General
	  • W/C - CSST / Marginal Benefits
	  • Timesheet
		• Discussion on the current process (strengths and weaknesses);
		• Explanation of the different methods to enter hours;
		• Explanation and completion of the basic configurations, which will guide the implementation;
		• Decision-making.
		
		HOMEWORK
		
		• *Reflect on the discussions*
			1h	• Concept - Payroll
				• Training Document PAY01
					Pilot
					
					Paymaster

UnitPAY02 - Configurations

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the designated users will be able to complete all necessary configurations to produce payrolls in **maestro***.	Time Management • Payroll Modules • Define Government Tables • Define Committees • Define Work Categories • Define Trades • Define Pension Plan • Define Appendix • Define Unions CCQ • Define Years or Level • Define Hourly Rates • Social Benefits Management • Set Pay Periods • Bonus and Deduction Management • Employee Management • Optional Modules • Zone Management • Define Groups • Define Group Insurances • Security Groups • Union / Master Union Management • Define CCQ Status • Define Calculation • Time Management Modules • Define Occupation Types • Define W/C - CSST (optional) • Equipment Management	• Review of previous concepts and homework validation; • Explanation and completion of the different management windows, according tot he needs of the client and system requirements, to automate data entry; • *Excel* import of various databases if needed. *HOMEWORK* • *Finalize configurations and data entry, if needed*	5h	• Training document PAY02	Pilot Paymaster

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
	• Define Equipment Types • Default Premium /Advanced Default Bonus • Accounts by Department • Define PBB Activities • Define Work Shifts				

UnitPAY03 - Payroll Process - Part 1

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience

At the end of this lesson, the designated users will be able to produce payrolls in **maestro***, as well as generate different reports and necessary documents.	Project Time
	
	• Functions
	  • Enter Hours
	  • Compile Project Hours
	• Payroll Module
	  • Close a Pay Period
	  • Time Management (if needed)
	  • Compile and Read Project Hours
	  • Payroll Calculation
	  • Detailed Payroll List
	  • Print GL Entries (if needed)
	  • Print Cheques
	  • List of Payroll Deposits
	  • Bank Deposit File
	  • Transfer to Accounting
	• Accounting Module
	  • Payroll Reconciliation
	  • Payroll Reconciliation Report
		• Review of previous notions and homework validation;
		• Explanation and demonstration of the payroll process, according to the client's needs and system requirements;
		• Import of different hour transactions in *Excel* files, if necessary;
		• Validation of the payroll process and of the results with some employees;
		• Bank deposit file test with the bank;
		• Validation of accounting entries;
		• Validation of the different reports.
			6h	• Training document PAY03	Pilot
					
					Paymaster

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience

	• W/C - CSST Report
	• W/C - CSST Recognition
	• PBB Report
	• Project Base Burden Recognition
	• Equipment Cost Report
	• Accounting of Equipment Cost
	• Entry in internal and current bank accounts (if necessary)
	• Optional
	   • Timesheets
	   • Enter Hours - Invoicing (optional)
	   • Overtime Calculation (optional)
		HOMEWORK
		
		• *Practice the payroll process and validate the obtained results;*
		• *Test the mailing of the bank deposit file with the bank;*
		• *Validate accounting entries;*
		• *Validate the obtained information on the different reports.*			

UnitPAY04 - Payroll Process - Part 2

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience

By the end of this lesson, the designated users will be able to verify payrolls, generate the different reports linked to the latter, and validate the amounts.	Review and Validation of the Payroll Process
	
	• Reports
	   • CCQ Employer's Monthly Report
	   • Government Remittances
	   • Miscellaneous Reports (garnishee, group insurance, pension plans, statutory holidays, etc.)
	• Report Before Transfer
	   • Check Hours
	• Report After Transfer
		• Review of previous notions and homework validation;
		• Validation of the payroll process and its results for employees (between 50 to 100% of employees);
		• Test of the bank deposit file with the bank;
		• Validation of accounting entries;
		• Validation of the various reports.
			6h	• Training document PAY04
				• *How Tos* in the **Payroll section of the Knowledge Base**
					Pilot
					
					Paymaster

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience

	• Pivotal Hours Analysis (configurable report, that can include the following reports)
	   • List of Hours
	   • List of Hours/Projects
	   • List of Hours/Equipment
	   • List of Working Hours
	   • Compile Project Hours
	   • Hours Approval List
	   • Hours Report
	   • Employee Cost per Hour
	   • Employee Cost per Hour by Project
	
	• W/C-CSST Report by Project
	• W/C - CSST Detailed Report by Project
	• W/C - CSST Annual Report
	• Pivotal W/C - CSST Analysis
	   • Layoff
	   • Advances
	   • Cancel a Pay
	   • Etc.
		HOMEWORK
		
		• *Practice the payroll process and validate the results;*
		• *test the bank deposit file with the bank;*
		• *Validate accounting entries;*
		• *Validate the various reports.*			

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UnitPAY05 - Form Validations

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the designated users will be able to use **maestro***'s forms linked to the payroll, which will have been set up according to their needs.	• Payroll Cheques • Direct Deposits • Union, if needed • Miscellaneous Reports, if needed	• Review of previous concepts and validation of completed tasks as homework; • Configuration of **maestro*** forms to print the client's pre-printed forms. *HOMEWORK* • *Validation of the various forms*	To be determined	• Training document PAY05	Pilot Paymaster

UnitPAY06 - Coaching - First Payroll

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
Coaching of the client in performing their first payroll.		• Coaching of the users in using **maestro*** to perform the payroll for the first time.	6h		Pilot Paymaster

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UnitPAY07 - Coaching - Second Payroll

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
Coaching of the client in performing their second payroll.		• Coaching of the users in using **maestro*** to perform the second payroll.	5h		Pilot Paymaster

UnitPAY08 - Conclusion

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client will have shown the necessary knowledge and skills to set, perform, and analyse the payroll in **maestro***.	• Validate learnings; • Review of the security settings.	• Validate leanings; • Review of the security settings. *HOMEWORK* • *Prepare the next training sessions*	1h	Checklist of achievements	Pilot Paymaster