

WebAdvisor for HR On-Going Training

Date:	February 29, 2012
Time:	9:00 AM – 4:00 PM – Login 30 minutes before class start time
Location:	via Webinar
Instructors:	Midge Miller – SME HR/Payroll Brian Bridgers – SME – Payroll/Finance
Target Audience:	Human Resources, Personnel and Payroll staff that use or will use Web advisor for Employees
Prerequisites:	Colleague Overview Training, Colleague Training for HR

Course Description

Web Advisor is an interactive, customizable Web application that enables users to view their individual information contained in each college's Colleague databases. Web Advisor for Employees is a customizable module within the general WebAdvisor infrastructure that allows Payroll and Human Resources departments to deliver self-service employee information related to compensation, benefits, time and attendance and demographic data maintenance.

Course Objectives: Upon completion of this session, participants will be able to:

- Navigate WebAdvisor
- Setup Total Compensation for employees
- Setup pay advices online
- Setup W-2-PDFs online
- Setup Time Entry & Approval for part-time staff employees

Advanced Preparation:

Download the documentation indicated for the class that is located on the **CIS Training Materials** web page.

http://www.nccommunitycolleges.edu/CIS_Docs/Training/New%20Hire%20Training/Class_Material_New_Hire.htm

Directions for Joining the Webinar:

Join the Webinar session by using the meeting link and telephone bridge information provided to you via email.

This Webinar session can be joined 30 minutes prior to the actual start time of the session.

If more than one person from your college is participating, please have everyone in one location with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.

A limited number of phone lines are available for the call, therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access and a projection unit to display the presentation.