

Plan de formation

Human Resource Management in Microsoft Dynamics AX

Objectif

About this Course: This course guides students through the complete setup and data entry for the Human resources module in Microsoft Dynamics AX. Students will learn how to use the Human resources module to track worker setup, absences, performance, compensation, and benefits. Additionally students will learn to maintain jobs and positions and recruit for open positions.

Durée

3 jours (21 heures)

Prérequis

Participants should have at least a basic knowledge of payroll and human resources concepts. Participants must be familiar with Microsoft Dynamics AX.

Profil du stagiaire

This training material is intended for experienced Microsoft Dynamics AX users who want to plan, implement, manage, and troubleshoot in Microsoft Dynamics AX Human Resources Management.

Plan de formation

Module 1: Introduction to Human Resource Management

- Introduction
- Set Up Human Source Management

Module 2: Organization Set Up

- Organization Set Up
- Work with Positions
- Organization Reporting
- Position Budgeting Data
- Role-Based Security
- Global Address Book

Module 3: Worker Setup

- Setup for Worker Information
- Create a New Worker Record
- Position Assignment
- Maintain Workers
- Set Up Teams
- Union Setup
- Loan Equipment to Workers
- Manager I-9 Compliance
- Manage ADA Information
- Worker Reporting

Module 4: Administer Recruitment Process

- Set Up Recruitment Information
- Manage Recruitment Projects
- Manage the Applicant for Employment
- Applicant Review Process
- Hire for the Recruitment Project
- Recruitment Reporting

Module 5: Absence Administration

- Set Up Absence Information
- Manage Absences
- Absence Reporting

Module 6: Manage Competencies

- Set Up Competencies
- Record Competencies
- Report Competencies

Module 7: Manage Worker Performance

- Set Up Performance Information
- Manage Performance
- Performance Reports

Module 8: Administer Courses

- Set Up Training
- Manage Training
- Training Reports

Module 9: Manage Compensation

- Setup for Compensation
- Compensation Plans
- Process Events
- Update Compensation for Employees
- Pay for Performance

Module 10: Set Up Benefit Information

- Set Up Benefits
- Manage Benefit Eligibility
- Enroll Workers in Benefits

Module 11: Enterprise Portal

- Employee Enterprise Portal
- Enterprise Portal for Managers
- Set up Enterprise Portal profiles and Users