



**Syllabus Title: Payroll and Personnel Payroll Process (Client Server)**

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**Instructor** TBA

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**Availability** Offered at CMI offices in Englewood, Ohio.

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**Prerequisites** Payroll and Personnel General Overview (Client Server)

**Contact Hours** Monday through Friday, 8:00am to 5:00pm

**Contact Avenues** Phone: 800.686.9313  
FAX: 937.836.1036  
email: support@civicami.com  
Web: www.civicacmi.com  
U.S. Mail: 52 Hillside Court, Englewood, OH, 45322

**Course Description** Course content is targeted for beginners and experienced users who need a detailed understanding of the payroll check cycle. Participants will be shown the payroll check process: timesheet entry data entry; correcting and deleting timesheets; printing employee and deduction checks; voiding timesheets and employee and deduction checks; accrual processing; recreating the gross payroll voucher; and querying of records.

**Duration** This course requires a full day commitment.

**Course Goals** Upon completion of all units, participants will be familiar with the:

- ✓ Processing payroll from timesheet entry to checks to final reports.
- ✓ Voiding and renumbering checks.
- ✓ Processing Compensatory time, prior service credit and other accruals as journal entries.
- ✓ Handling direct deposit crises.
- ✓ Interface vouchers for accruals and the payroll gross.

**Course Format** Training is offered in two and three hour modules that complete a six-hour training day.

The class uses a hands-on demonstration format. A facilitator will demonstrate basic principles and guide participants through performing the tasks on classroom PCs loaded with the application software running on a simulated "real world" network.

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**Reference Material** Application Reference Manual. Additional Course Hand-Outs will be provided as needed.

**Class Rules of Conduct**

- ✓ Turn off cell phones.
- ✓ Food and drink are permitted in the classroom.
- ✓ Participate fully and share your ideas.
  
- ✓ Clients should respect their fellow students by refraining from holding private conversations during lectures and allowing other students to ask questions.

**Course Schedule** Day One: Module One  
*Hands on practice with employee file data entry.*

- ✓ Enter journal entries for comp time or other accruals.
- ✓ Set up default timesheets.
- ✓ Enter timesheets and process additional timesheets.
- ✓ Discussion of direct deposit; clear and rebuild direct deposit.
- ✓ Print employee deduction stubs, checks and deduction checks; restart form prints.
- ✓ Void and reissue employee and deduction checks.
- ✓ Complete payroll process to include recreating “lost” reports.
- ✓ Recreate the gross payroll voucher.
- ✓ Process accruals to include interfacing vouchers.
- ✓ Record Inquiry.

**Additional Resources** Students may continue to develop ideas and practices via our Finance/Payroll User Forum on the Web! Point your browser to “forum.civiacmi.com”, login with your User ID and Password (registration required), and start a thread on any Payroll topic, -and feel free to respond with useful information to other postings! *This forum is moderated.*