

Training

Part A: Free Training Tools

Training Type	Details
Live webinars	Live interactive webinars based on 6 key Platform topics. Webinars are recorded for future reference.
Training Videos	Extensive training library with short (2-7 minute) intuitive videos. Examples: <ul style="list-style-type: none"> ▪ Employee Management; ▪ Employee Set-Up; ▪ Roster Navigation; ▪ Building your Rosters; ▪ Pre-payroll checks; ▪ Processing payroll; ▪ Invoicing; ▪ Clocking; and ▪ Approve Shifts.
Online Help Centre	100's of guides. Fully searchable helpdesk

Part B: Custom Training Tools

Training Type	Duration	Hourly Cost*	Details
Q & A Session	Min 1 hr	\$150	Webinar based
Custom Training Session	1 hr per core topic	\$250	Web-based or face-to-face. Examples: <ul style="list-style-type: none"> ▪ Employee Management; ▪ Leave & Rosters; ▪ Approve Shifts; and ▪ Payroll
Hands-on Training Workshop	Half day workshops (4 hrs)	\$300	Face-to-face Max 12 people

* Preparation time is included in hourly rate