

HR3learning Registration Form

Please complete this form and return via email to hr3learning@hr3.com.au, fax to (03) 8563 9299 or post to HR3 Pty Ltd, P.O Box 135, Carnegie VIC 3163. Re-print this page if you registering for more than 6 attendees. Each attendee will receive a confirmation by email of the course booking.

Company name:			
Name of person booking the course:		Email	
Phone: ()		Fax: ()	
Course code	Course date	Attendee name	Attendee email

Course Summary

Code	Course Name	Course Summary
AUDIT	Auditing	This course covers the installation and setup of auditing as well as defining auditing of inserts, updates & deletes, and extracting/analysing data from the audit logs.
TAB	Crosstab Analyser	Learn how to create, save and distribute sophisticated crosstab queries.
EXP	Data Explorer	Create and save queries using this customisable data analysis tool.
EXPTAB	Data Exp/ Crosstab Analyser	Combined Data Explorer and Crosstab Analyser course.
OHS	OHS	Setup of OHS locations, linking personnel, adding OHS roles and committees, incidents, hazards, OHS audits and meetings, plant & equipment and the statistics area. Recording OHS training, induction & skills. Attendees will also be shown reporting via Data Explorer, training/skills reporting, creating and using action item tasks, HR3kiosk use/integration and system shortcuts/workflows.
PAYDAY1	HR3pay Day 1	Getting started with HR3pay modules 1, 2 & 3. Overview of HR3pay, use of the HR3 navigator and system parameters, setup the company payroll framework for departments, Employment conditions, Pay items, Allowances/Deduction, SGC, GL etc, Setup and maintain employee details and explore User Defined Fields.
PAYDAY2	HR3pay Day 2	Getting started with HR3pay modules 4 & 5. Prepare and create a payrun, import timesheet data and/or leave requests, add employees to the payrun and make this pay adjustments, EFT, payslip and payrun printing processes, an overview of reporting sections which include 200+ standard reports, reporting on current and historical payruns and costings, reporting on Employee details and Leave liability, how to use report filters to get only the data you want print or email, use the report parameters save and batch reporting systems.
HR	Human Resources	For new users of the HRpack. Overview organisational chart structures, assigning incumbents to positions, skills, training, property and events.
PAYRUN	Payrun Processing	HR3pay module 4. Prepare and process payruns, import timesheet data and/or leave requests, add employees to the payrun and make pay adjustments, EFT file generation, payslips and payrun printing procedures.
REPORT	Reporting	HR3pay module 5. An overview of reporting sections which include 200+ standard reports, reporting on current and historical payruns and costings, reporting on employee details and leave liability, how to use report filters, using report parameter and batch reporting.

Payment Details

Credit card^ Please circle card type Visa / MasterCard / Amex / Diners # _____

^ Payments by credit card attract a 2.5% inc GST surcharge and you allow HR3 Pty Ltd to include the surcharge in the amount processed.

Name on card _____ Expiry date ____/____ Purchase total (Inc GST) \$ _____.

Cheque enclosed (payable to HR3 Pty Ltd) **Direct deposit** to ANZ Bank, Elsternwick. BSB 013-304 Account # 3013-60544

Signature: _____ Name (print): _____ Date: ____/____/____

If you require a Tax Invoice before payment can be made please tick here Purchase Order number _____ (if applicable)

Course location

HR3 Pty Ltd
Level 1, 1030 Dandenong Road
Carnegie
VIC 3163

Note:

Please arrive 15 minutes prior to the course commencement time. All day parking is available in the Dandenong Road service lane. If you wish to use public transport, Carnegie train station is approximately 10 minutes walk away.

Terms & conditions:

Registration for bookings will be available up to 3 business days prior to the date of the course. Registration is not confirmed until payment has been made. Payment must be made in full, 3 business days prior to the course date. Cancellations with a full refund will be accepted up to 3 business days prior to the date of the course. Cancellations within 3 business days will attract a cancellation fee equal to 50% of the course cost. HR3 Pty Ltd reserves the right to cancel a scheduled course and when possible notify all registered attendees not later than 3 business days prior to the commencement of the course. HR3 Pty Ltd will transfer registered attendees to another HR3learning course date of your choosing or provide a full refund. HR3 Pty Ltd liability is limited to providing an alternative course date or a full refund.

Signature: _____ Date: _____