



## Course Timetable

The available training courses for February and March 2020 are listed below.

Melbourne courses listed in Green

Sydney courses listed in Red.

Contact HR3 for dates in other locations

CODE	COURSE NAME	COURSE OBJECTIVE	DATE	LOCATION	TIME	COST (inc GST)
AUDIT	Auditing	Want to be able to track changes to your database and who is making them? This course will show you.	Contact HR3 for dates			\$363.00
EXPTAB	Data Explorer & Optional Crosstab Analyser	As a user-defined reporting tool, there are myriad uses for the HR3 Data Explorer. This course will show them to you. Whether you want to call them crosstab's, pivot query's or decision cubes, this course will show you how to make the most out of this powerful data analysis tool.	28 <sup>th</sup> February 24 <sup>th</sup> February 20 <sup>th</sup> March Contact HR3 for dates in other locations	Melbourne Sydney Melbourne	9.30am to 12.30pm	\$363.00
PAYDAY1	HR3pay Day 1	This course is ideal for new pay office employees or as a refresher for existing staff. It covers all aspects of the day to day operation and maintenance of HR3pay.	6 <sup>th</sup> February 20 <sup>th</sup> February 5 <sup>th</sup> March 19 <sup>th</sup> March Contact HR3 for dates in other locations	Melbourne Sydney Melbourne Sydney	9.30am to 5.00pm	\$660.00
PAYDAY2	HR3pay Day 2	This full day course combines the course content from the ½ day Payrun and Reporting courses.	7 <sup>th</sup> February 21 <sup>st</sup> February 6 <sup>th</sup> March 20 <sup>th</sup> March Contact HR3 for dates in other locations	Melbourne Sydney Melbourne Sydney	9.30am to 5.00pm	\$660.00
PAYRUN	Payrun Processing	This course is ideal for new pay office employees or as a refresher for existing staff. It covers all aspects of processing a payrun.	Contact HR3 for dates			POA
REPORT	Reporting	Make full use of the 200+ standard reports in HR3pay. Learn how to create report batches, save parameters, email & save reports in various formats.	Contact HR3 for dates			POA

### Locations:

Melbourne: HR3 @ReadyTech, Level 3, 850 Collins, Docklands VIC 3008

Sydney: HR3 @ReadyTech, Level 1, 35 Saunders St, Pyrmont NSW 2009

If you require further information or if there is a HR3 product or module that is not listed in the HR3learning schedule, please contact us on [hr3learning@hr3.com.au](mailto:hr3learning@hr3.com.au).

### 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.