



Course: Rota Master Personnel and HR

Duration: 1 day

Fee: £ tbc

Location: Wakefield

Code: PER01

### **Course Overview**

To understand the Personnel and HR functionality within Rota Master including creation and management of Personnel records, creation of Personnel Adjustments and running reports.

### **Who will the course benefit ?**

This course is intended for people who are HR and Personnel Managers and is designed for anyone wishing to learn more about the Personnel and HR functionality within RotaMaster.

### **Skills Gained**

This course will enable delegates to:

- Create new personnel records and record personnel data
- Record annual leave and other types of leave
- Create and manage holiday, sick leave and other financial adjustments
- Set-up skill and training records
- Create reports
- Set up and maintain user security

### **Prerequisites**

None.

### **Course Content**

#### Module 1: Introduction

Introduction to Rota Master

#### Module 2: Set Up

- Understanding how personnel are organised
- Understanding the structure of Organisations, Teams and Personnel
- Creating Personnel records
- Recording Personnel Information for HR, Payment and Pension purposes

### Module 5: Special Functions

Creating and managing annual leave

Creating and managing other leave

Creating and managing other financial and non-financial adjustments

Using Verifications for verifying shift pay and adjustments

Running reports

### Module 6: Additional Modules

Understanding the Contract Builder functions

Understanding the Multi-Org functions

### Module 7: Security

Understanding Security Settings

Creating and setting up Roles

Managing Permissions

Understanding and managing Organisation Security