

Vantis HR Solution Consultant Training

Duration: 4 days (30 hours)

Course Fee: \$ 12,000

Intended Learning Outcomes

On completion of the module, students are expected to be able to understand:

- The installation of Vantis Human Resources Management System (HRMS)
- Basic personnel, termination and leave functions and reporting
- Basic attendance, payroll, Employee Self Service (ESS) functions and reporting

Entry Requirements

- Relevant verifiable prior learning; or
- At least one year of relevant human resources work experience

Note

- This course is taught by a trainer authorised by Vantis Solutions Limited.
- An attendance certificate is provided by Vantis Solutions Limited.

Contact

- Tel: 3728 6388
- Email: inquiry@vantissol.com

Agenda

Day	Chapters	Topics
Day 1 – AM	1.1 Introduction of Vantis HRMS	
	1.2 System Overview	
	1.3 System Installation	
Day 1 – PM	2.1 Basic Settings	<ul style="list-style-type: none"> - Set up company - Set up Department, Division, section, etc... - Define company calendar
	2.2 Personnel	<ul style="list-style-type: none"> - Personal - Advancement - Appraisal - Assets - Bank Account - Children - Club & Association - Contract - Document - Education - Emergency Contact - Experience - Insurance - Memorandum - Quarter - Recruitment - Skill Inventory - Training
	2.3. Termination	<ul style="list-style-type: none"> - Termination of employee - Re-hire
	2.4. Report	<ul style="list-style-type: none"> - Information Export - Mail Merge Template
Day 2 – AM	3.1 Leave Setup	<ul style="list-style-type: none"> - Define Leave Type - Control by leave type - Leave Entitlement
	3.2 Leave Operation	<ul style="list-style-type: none"> - Leave Application - Compensation Leave - SH Leave / Labour Leave - Leave Carry Forward - Forfeit - Leave Import
	3.3 Leave Reports	
Day 2 – PM	4.1. Attendance	<ul style="list-style-type: none"> - Shift and roster setup - Auto import setup - Attendance Operation <ul style="list-style-type: none"> o Shift Calendar o Attendance data import o Attendance analysis o Manual Adjustment

	4.2. Attendance Reports	
Day 3 – Full day	5.1 Payroll module setup	<ul style="list-style-type: none"> - Define salary item - Currency and exchange rate - Standard formula and advanced formula - What is Relevant Statutory Entitlements (RSE) and how to setup RSE - Use of common package
	5.2. Provident Fund	<ul style="list-style-type: none"> - Type of provident fund
	5.3 Payroll Update	<ul style="list-style-type: none"> - Fixed Additional - Monthly Additional - Payroll Update - Cost Allocation - Generate autopay file - Payroll rollback - Payroll history import
	5.4. Special Payroll	<ul style="list-style-type: none"> - Special payroll process
	5.5. Termination Payroll	<ul style="list-style-type: none"> - Termination Payroll process
	5.6. Piece work	<ul style="list-style-type: none"> - Piecework setting - Piecework and payroll
	5.7. Payroll Reports	
Day 4 – AM	6.1. Employee Self Service (ESS)	<ul style="list-style-type: none"> - Leave <ul style="list-style-type: none"> o Leave Application o Leave Balance o Compensation leave claim - Personal information update - Expenses claim - Attendance <ul style="list-style-type: none"> o OT Claim o Attendance Record - Enable/disable function in ESS - Flow Setting - Staff Secretary
Day 4 - AM	7.1. Manager Self Service (MSS)	<ul style="list-style-type: none"> - Approval Status - Shift Calendar - Subordinates view
Day 4 - PM	8.1. Admin Training	<ul style="list-style-type: none"> - Define users - Define user groups - Define access right - Customization Home page - Customization Default page - Announcement - How to create user defined field - Email Alert

Application: www.vantissol.com/vantis-human-resources-training.html