HR/Benefits Solution Client Training Plan

Locate your role(s) to determine the training you need to complete. Click the course name to see more information about that course.

Title	Delivery Type	Duration	Prerequisite(s) and Advanced Preparation	Timing	Project Leader/ Process Owner	HR Professional	Benefits Professional	HR Administrative Support	Recruiter	Payroll
Prerequisite Workforce Management Training										
Understanding Your ADP Workforce Management Solution[1]	Web-Based Training	10 minutes	None	Week 1 of HR/Benefits implementation	✔	✔	✔	✔		✔
Core Training										
Getting Started with HR/Benefits Solution[2]	Web-Based Training	1 hour	None	Week 1 of HR/Benefits implementation	✔	✔	✔	✔	✔	
Introduction to Virtual Classroom	Virtual Class	1 hour	None	Week 1 of HR/Benefits implementation	✔	✔	✔	✔	✔	✔
Company and HR Setup	Virtual Class	2 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Before the Analysis and Configuration Meeting	✔					
Employee Maintenance and Reporting[3] *(before 6/15/09)*	Instructor-Led Training	2 days	*Getting Started with HR/Benefits Solution*	Before conversion	✔	✔	✔	✔		
Employee Maintenance and Reporting[4] *(on or after 6/15/09)*	Instructor-Led Training or Virtual Classes	1 day or 3 parts totaling 6.5 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Before conversion	✔	✔		✔		
Managing Employee Records (before 6/15/09)	Virtual Class	2.5 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Before conversion				✔		

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[1] This course is required only for clients who purchased a workforce management solution containing ADP's Pay eXpert and/or ezLaborManager.

[2] Management should also complete this course.

[3] This course may be required for payroll professionals who will perform any of the following tasks in HR/Benefits Solution: enter new hires,; record employee job changes; change an employee's status, and run reports.

[4] This course may be required for payroll professionals who will perform any of the following tasks in HR/Benefits Solution: enter new hires,; record employee job changes; change an employee's status, and run reports.

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HR/Benefits Solution and Pay eXpert Dataflow	Virtual Class	2 hours	All: *Introduction to Virtual Classroom* Payroll Professionals: *Getting Started with Pay eXpert* and *Payroll for Pay eXpert Basics* HR Professionals: *Getting Started with HR/Benefits Solution, Company and HR Setup,* and *Employee Maintenance and Reporting*	Before first connection	✓	✓				✓
Connecting HR/Benefits Solution and ADP PC/Payroll	Self Study (Webcast)	2 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Before first connection	✓	✓				✓
Employee Maintenance Workflows for HR/Benefits Solution and Pay eXpert [5]	Self Study (Webcast)	1.25 hours	*Understanding Your ADP Workforce Management Solution, HR/Benefits Solution and Pay eXpert Dataflow,* and *Introduction to Virtual Classroom*	Before first connection	✓	✓	✓	✓		✓
Benefits Setup	Virtual Class	2 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Week 1 of Benefits implementation	✓		✓			
Managing Benefit Enrollments	Virtual Class	2.5 hours	*Getting Started with HR/Benefits Solution, Introduction to Virtual Classroom,* and *Benefits Setup*	Before conversion	✓	✓	✓	✓		
Open Enrollment Training										
Open Enrollment for HR/Benefits Solution [6]	Live Seminar	3 hours	*Employee Maintenance and Reporting* and *Benefits Setup* (and *Employee Access Setup* for clients using this feature)	4 weeks before your first open enrollment period	✓	✓	✓	✓		
Open Enrollment for HR/Benefits Solution	Self Study (Webcast)	2.5 hours	*Employee Maintenance and Reporting* and *Benefits Setup* (and *Employee Access Setup* for clients using this feature)	4 weeks before all subsequent open enrollment periods		✓	✓	✓		

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[5] This course is required only for clients who purchased a workforce management solution containing ADP's Pay eXpert and/or ezLaborManager.

[6] ADP recommends you attend the *Open Enrollment for HR/Benefits Solution* live webinar for your first open enrollment using ADP's HR/Benefits Solution. The live webinar provides opportunities for you to ask questions on the content. For all subsequent open enrollments, you may choose to review the *Open Enrollment for HR/Benefits Solution* recorded webcast.

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ADP
HR/Benefits Solution

Title	Delivery Type	Duration	Prerequisite(s) and Advanced Preparation	Timing	Project Leader/ Process Owner	HR Professional	Benefits Professional	HR Administrative Support	Recruiter	Payroll
Feature Training										
Post-Implementation Reporting (on or after 6/15/09)	Virtual Class	2.5 hours	*Employee Maintenance and Reporting*	As needed	✔	✔	✔	✔		
Generating Employee Statements (on or after 6/15/09)	Web-based Training	1 hour	*Employee Maintenance and Reporting*	As needed	✔	✔	✔	✔		
Talent Management[7]	Virtual Class	2 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom* and *Employee Maintenance and Reporting*	Week 1 of Talent Management implementation	✔	✔		✔	✔	
Employee Access Setup[8]	Virtual Class	2 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Week 1 of Employee Access implementation	✔	✔		✔		
Processing Self-Service Requests (on or after 615/09)	Web-based Training	1 hour	*Getting Started with HR/Benefits Solution* and *Employee Maintenance and Reporting*	Week 1 of Employee Access or Manager Access implementation	✔	✔		✔		
Recruitment[8]	Virtual Class	5 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Week 1 of Recruitment implementation	✔				✔	
Leave Management Or Time Off Management[8]	Virtual Class	5 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	Week 1 of Leave/Time Off Management implementation	✔	✔		✔		
Reporting (before 6/15/09)	Virtual Class	5 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	As needed				✔		
Importing Employee-Level Data[8]	Virtual Class	2 hours	*Getting Started with HR/Benefits Solution* and *Introduction to Virtual Classroom*	As needed	✔	✔				

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[7] Recruiters may want to complete this course to gain an understanding of the talent already employed within the company as well as the types of talent that may be important to the company.

[8] This course is required if your company is using this feature or function of ADP's HR/Benefits Solution. To enroll in this course, follow the steps to Enroll from the Learning Catalog in the Learn@ADP Quick Start Guide.