



Escape - New User HR/Payroll

This session is for new users in Escape HR/Payroll activities. This will be hands on and small class size.

HR/Payroll - Employee Management and Adjust Payroll

- Review each Tab in Employment Management
- Searching - Create Search Favorites
- Managing lists and Data grids
- Employee Leaves, Transactions, Status
- Assignment Pay vs Adjust Payroll
- Additional Pay Batches
- Pay Manual Checks
- Pay History
- Data entry tips & tricks
- Review Reports - Create Report Favorites and Schedule Reports

This class is for Sonoma County employees only.

When Thursday July 7, 2022
1:00 pm - 3:00 pm

Location Sonoma County Office of Education, Madrone Room

Presenter SCOE IT Business System Support Analysts

Cost Free

Audience New Escape HR/Payroll Users

Registration http://scoe.org/pub/htdocs/class.html?class_id=10325
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Questions Tracy Lehmann, (707) 524-8410, tlehmann@scoe.org