

# Microsoft Dynamics 365 HR & Payroll

**Course Duration: 24 Hours (3 Days)**

## Overview

The Microsoft Dynamics 365 HR & Payroll course is a comprehensive training program designed to equip learners with a deep understanding of the Dynamics 365 Human Resources and Payroll modules. This course covers a wide array of functionalities from core HR capabilities, Workforce organization, and Personnel management to intricate payroll processing. Microsoft Dynamics Payroll is a key focus, ensuring learners can handle Payroll setup, scheduling, and reporting with proficiency. By engaging with the course, learners will gain insights on how to manage the full spectrum of HR activities including recruitment, benefits, Absence administration, competencies, compensation, and employee performance. It also delves into the Management of employee and manager self-service portals, Leave and absence management, and compensation and Benefits management. Upon completion, participants will have the skills to streamline HR processes and payroll systems within Dynamics 365, making them valuable assets in any organization seeking to leverage Microsoft Dynamics Payroll and HR functionalities.

## Audience Profile

The Microsoft Dynamics 365 HR & Payroll course equips professionals with essential skills for managing HR and payroll systems. Target Job Roles/Audience:

- HR Managers and Directors
- Payroll Managers and Specialists
- Human Resources Information System (HRIS) Analysts
- Dynamics 365 Consultants specializing in HR modules
- HR Operations Professionals
- Talent Acquisition Managers
- Compensation and Benefits Specialists
- HR Generalists seeking to upgrade their technology skills
- IT Professionals aiming to understand HR software solutions
- Business Analysts focused on human capital management
- Employee Relations Managers
- HR Systems Administrators
- Organizational Development Professionals
- Learning and Development Managers
- HR Business Partners
- Performance Management Specialists
- Human Capital Management Consultants

- Employee Self-Service Managers
- Managers Self-Service Supervisors

## Course Syllabus

### **Module 1 – Introduction to Dynamics 365 Human Resources (Functional)**

- Explore HR core capabilities

### **Module 2 - Personnel-Management-Hire-to-Re/re**

- Personnel Management Processes
- Personnel Actions
- Date Effectivity

### **Module 3 - Request-to-Recruit-to Hire Process**

- Overview of Request-to-Hire
- Request-to-Hire Process Map

### **Module 4 - Employee Development**

- Managing Goals
- Managing Reviews
- Managing Competencies

### **Module 5: Performance Management**

- Employee Record
- performance Appraisals
- Goal settings
- Competency Management

### **Module 6 - Managing ESS and MSS workspace management**

- Employee self-service
- Manager self-service
- Configuration for self-service

### **Module 7 - Leave-and-Absence-Management**

- Leave and Absence Process Map
- Leave and Absence Overview
- Leave and Absence Accruals

## **Module 8- Compensation Management**

- Compensation Management Overview
- Compensation Processing
- Payroll Integrations

## **Module 9 - Benefits Management**

- Benefits Process Map
- Life Events
- Open Enrolments and Employee Self-Service

## **Module 10 - Payroll**

- Introduction to Payroll
- Reporting Support