

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Dynamics 365 HR & Payroll

Learn to manage HR and payroll processes in Dynamics 365, from recruitment and performance to compensation and benefits.

3 Days

24 HOURS

10

MODULES

27

TOPICS

COURSE 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.

Who Should Attend

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

LEARNING OBJECTIVES

- Explain core HR capabilities within Dynamics 365
- Describe personnel management processes and personnel actions
- Apply the request-to-hire process map
- Manage employee goals, reviews and competencies
- Configure employee and manager self-service workspaces
- Administer leave and absence accruals
- Process compensation and payroll integrations
- Describe payroll setup and reporting support

COURSE SYLLABUS

10 Modules, 27 Topics

01

Introduction to Dynamics 365 Human Resources (Functional)

TOPICS

Explore HR core capabilities

02

Personnel Management Hire to Retire

TOPICS

Personnel Management Processes · Personnel Actions · Date Effectivity

03

Request to Recruit to Hire Process

TOPICS

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

04

Employee Development

TOPICS

Managing Goals · Managing Reviews · Managing Competencies

05

Performance Management

TOPICS

Employee Record · Performance Appraisals · Goal Settings · Competency Management

06

Managing ESS and MSS Workspace Management

TOPICS

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

07

Leave and Absence Management

TOPICS

Leave and Absence Process Map · Leave and Absence Overview · Leave and Absence Accruals

08

Compensation Management

TOPICS

Compensation Management Overview · Compensation Processing · Payroll Integrations

09

Benefits Management

TOPICS

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

10

Payroll

TOPICS

Introduction to Payroll · Reporting Support

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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