

Training Checklist

Company:

Trainee:

Date:

Please sign your initials next to a task to indicate that you have received training for the task and that your questions have been answered.

System Access

Log on to ADI Time using my User ID and Password.

Use ADI Time Help.

Personnel

Sort employees several different ways in the Employee Browser.

Access and modify an employee's profile.

Add a new employee.

I am familiar with the fields of the Personnel Edit.

I am familiar with the tool bar buttons on the Personnel Edit screen.

Scheduling

Build employee schedules.

Edit existing employee schedules.

Schedule time off for an employee.

Change the pay period in which an employee is paid for time off.

Create new master schedule templates.

Edit existing master schedule templates.

Time Card Edit

Open an employee's time card.

View a different pay period.

Edit exception codes on the time card.

Use the Punch Exception Browser to identify missing punches.

Insert a missing punch.

Delete a punch.

Create miscellaneous pay entries.

Change an absence to a sick or vacation day using the Miscellaneous Pay screen.

Display the period hours summary.

Trainee Initials

Configuration

Add a new department.

Add a new position.

Add holidays.

Reports

I am familiar with the different types of reports.

Set report parameters.

Preview a report and navigate to different pages of the report.

Print a report.

Payroll

I am familiar with the reports on the Payroll Transfer screen.

Generate a file for a payroll vendor.

Close a payroll period.

Change the dates of my payroll period.

I am familiar with removing employee locks.

View unposted punches.

I understand the purpose of the Skip Recalc feature.

Communication Manager

Connect to my time clocks.

Poll punches from the time clock.

Post punches to the time card.

Download information to the time clock.

Set the time at the time clock.

Database Utilities

Compact the database.

Backup my database.

Special Maintenance

Set up a user ID and password.

Edit a Social Security Number.

Archive Manager

Change archive and purge retention settings.

Archive data.

Purge data.

Instructor Approval: _____ Date: _____