



CCH Central - Employee

e-Learning

Course Contents

Information

Fee Protection

Software

Magazines

Professional Development





# Aims and Objectives

## Aims

To help new users to CCH Central create and maintain employees within CCH Central.

## Objectives

After attending the course delegates will be able to:

- ✓ Use the new employee wizard to create a new employee.
- ✓ Maintain exiting employees within CCH Central.
- ✓ Set up timesheet settings for employees.
- ✓ Add leave types that can be monitored on the home pages.
- ✓ Set up individual authorisation for timesheets and billing.
- ✓ Enter personal information for employees.
- ✓ Add or change employee's security levels.

## Pre-Requisites

- ✓ Have a working knowledge of Windows software.
- ✓ Be able to use a keyboard and mouse without help.

## Duration

We estimate this course to take a maximum of 90 minutes to complete.

Please remember that our e-Learning courses can also be used as a post-training support tool.