
SYLLABUS – START-UP

MYPAYCHEQUE.NET START-UP

- Company Information and MyPaycheque.net Configuration

ADMINISTRATOR SECTION:

- Home
- Managing Preferences
- Logging In
- Profile
- Address Book
- Documents and Forms
- News
- Welcome Messages
- Pay Stubs
- Payroll Configuration
- Employees and Account Creation Letter

EMPLOYEES SECTION:

- Creating a User Account
- Employee Information
- Sending Pay Stubs
- Retrieving and Changing a Password
- HR Folder
- Payroll Reports