



# ***NuView Systems Course Catalog***

## **NuViewHR and CORT Payroll**



# Table of Contents

**LEARNING & DEVELOPMENT** ----- 3

CONTINUING EDUCATION----- 4

TRAINING OPTIONS ----- 4

CONTACT ----- 4

**NUVIEWHR INTRODUCTION**----- 5

FUNDAMENTALS ----- 5

END USER TRAINING ----- 5

FUNDAMENTALS OF REPORT WRITING----- 5

INTRODUCTION TO RELATIONAL DATABASES WITH *NUVIEWHR*----- 5

**NUVIEWHR MODULES**----- 6

ACCRUALS----- 6

BENEFITS MANAGEMENT ----- 6

BENEFITS OPEN ENROLLMENT OVERVIEW ----- 6

CANDIDATE SELF-SERVICE ----- 6

CANDIDATE SELF-SERVICE & RECRUITING MANAGEMENT ----- 7

COMPENSATION MANAGEMENT ----- 7

PAYROLL INTERFACES ----- 7

PERFORMANCE MANAGEMENT----- 7

RECRUITING ----- 7

SUCCESSION MANAGEMENT & EMPLOYEE DEVELOPMENT ----- 7

TIME & ATTENDANCE (WITHOUT TIME ENTRY MODULE)----- 8

TIME ENTRY: TIMESHEETS AND/OR TIME CLOCKS ----- 8

TRAIN THE TRAINER: EMPLOYEE SELF-SERVICE ----- 8

TRAIN THE TRAINER: MANAGER SELF-SERVICE ----- 8

TRAINING ADMINISTRATION ----- 9

**NUVIEWHR ADVANCED END USER COURSES** ----- 9

ADVANCED REPORT WRITING ----- 9

CRYSTAL REPORTS WITH *NUVIEWHR* ----- 9

NOTIFICATIONS & LIFE EVENTS ----- 9

AUTHORIZATIONS ----- 10

WIZARDS ----- 10

PORTAL CONFIGURATION----- 10

**NUVIEWHR FOR HRIS ADMINISTRATION** ----- 10

SECURITY ADMINISTRATION ----- 10

TABLES & FORM DESIGN AND UPDATE DISK ----- 10

IMPORTS, EXPORTS & MASS UPDATES----- 11

NUVIEW TECHNICAL TOPICS/IT AND SYSTEM ADMIN TECH TRAINING ----- 11

**CORT PAYROLL AND HUMAN RESOURCES** ----- 11

CORT HUMAN RESOURCES ----- 11

CORT INTRODUCTION TO PAYROLL ----- 11

CORT PAYROLL AND HUMAN RESOURCES REPORTING TOOLS ----- 12

CORT PAYROLL COMPUTATION DEFINITIONS----- 12

CORT ADVANCED PAYROLL----- 12

W-2 BALANCING AND YEAR-END PROCESSING----- 12

OPTIMIZING YOUR SYSTEM ENVIRONMENT ----- 13



## Learning & Development

NuView recognizes the importance of a knowledgeable and efficient HR and Payroll staff, who must manage the complexities involved with today's global workforce. With this in mind, we have structured a series of training programs to leverage our products, different roles and client timelines. These courses are designed to have your HR and Payroll Staff shine like superstars in a very short time, and can be provided on-site at your facility, at either of NuView's corporate offices or via web.

NuView provides a wide range of classes, for audiences ranging from End-Users to System Administrators, on the core system, as well as specialty topics.

NuView's Learning & Development team members go beyond standard NuView *HR* and CORT Payroll training because they are also experts in educational methodologies. Our staff has been trained in active learning methods and they apply these concepts to live classes and web training sessions so that we maximize knowledge transfer to your staff.

Our learning and educational principles center on an understanding of the different learning styles of participants and the approach used reflects different learning approaches and delivery channels.

**Hands-on:** The learning methods used involve the kinesthetic learners by providing the opportunity to try processes and explore the system.

**Experiential:** NuView trainers allow participants to have the experience of processing information properly, but even more importantly, allow participants to see what things look like when they go wrong and guide them on methods to fix problems.

**Verbal:** Our development staff is specially trained in methodologies that offer two way communication, engaging participants by asking questions, making the training session more enjoyable, to validate the understanding level and to facilitate the learning process.

**Visual:** The documentation provided with each course is designed to accommodate both the skimmers and the in-depth readers. Clearly marked headings and tables provide detailed descriptions, call-outs for Quick Tips and Cautions, How-To Guides and Challenge exercises.

**Live and Web Learning:** While live, instructor-led training is always the best method for learning, NuView has also developed methodologies that recognize and make the best of the training tools available over the Internet. Frequent breaks, interactive development methods and two way communications make this experience much more than a demo and create real learning opportunities.



## Continuing Education

**One-on-one Coaching Sessions** Do your users need some individual attention? You can arrange for a personal session (face-to-face or via the web) with one of our experienced trainers to address user specific needs.

**Optimization Training:** Not sure what areas your users need help in? Your Project Manager and Support Representative will work with a Trainer to assess your current account activity, identify potential training gaps and customize a training session designed to ensure that your users recognize the full value of your NuViewHR or CORT Payroll solution.

**Customized Trainings:** Need something a little different? Our custom training sessions offer you the ability to completely tailor your user training to fit your particular needs. Learning & Development will work with you to design a training that addresses your specific training and learning needs.

## Training Options

**Instructor-Led Training at Your Location:** For organizations who have a training facility and would prefer to have a NuView Instructor onsite to work with their users. This option allows for a greater number of participants to be trained.

**Instructor-Led Training at a NuView Location:** For organizations who want to send their users to NuView location (to isolate the employees from their work environment) so they can concentrate on their learning.

### Locations

NuView Systems, Inc.  
200 Brickstone Square, Suite 303  
Andover, MA 01810

NuView West  
855 SW Yates Drive, Suite 201  
Bend, Oregon 97702

**Instructor-Led Web-Based Training:** For organizations who have users at different locations or for users who prefer to attend several hour sessions via phone from the comfort of their own desks, you may benefit from web-based training with a NuView instructor.

**Train-the-Trainer:** For organizations that will need ongoing training and prefer to bring training in house, we will provide onsite Train-the-Trainer sessions.

**Public Classes for CORT Payroll:** Payroll training helps you to maximize the ongoing use of your application and help you better identify, analyze, and resolve current needs or issues. Whether you have new users or need more advanced training, NuView has lined up some of the best trainers and CORT HCM experts as your guides. Plan now to attend a payroll software training class. For the schedule go to

<http://www.nuviewinc.com/payrollclienttraining.html> and click the link for [View July 2009 through December 2009 training schedule](#).

## Contact

For scheduling, pricing and additional information, send an email to [training@nuviewinc.com](mailto:training@nuviewinc.com) or call (978) 296-6600 x6604.



## **NuViewHR Introduction**

### **Fundamentals**

Pre-Requisites: None

Standard duration: 1 day

Format: Onsite

Summary: To provide a working knowledge of system functionality in preparation for your Kickoff Workshop. The course will explain Security, Navigation, New Hire, Employee Data, Employee Benefits, Employment Data, Time & Attendance, Employee Self Service, Manager Self Service, Termination and Rehire. This course is Day 1 of the Kickoff session with your NuView Implementation Team.

### **End User Training**

Pre-Requisites: None

Standard duration: 2 days

Format: Onsite

Summary: To provide a working knowledge of system functionality with your live data. Day 1 will cover Security, Navigation, New Hire, Employee Data, Employee Benefits, Employment Data, Time & Attendance, Employee Self Service, Manager Self Service, Termination and Rehire. Optional topics include Benefits Management, Benefits Open Enrollment, Data Entry Workshop. Day 2 is Fundamentals of Report Writing.

### **Fundamentals of Report Writing**

Pre-Requisites: End User Training or working equivalent

Standard duration: 8 hours

Format: Onsite for End User Training; Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of how to capture the information that you need from NuViewHR. Learn to preview, export, work with tables & fields, sort and create Where clauses. This course is Day 2 of End User Training.

### **Introduction to Relational Databases with NuViewHR**

Pre-Requisites: End User Training or working equivalent

Standard duration: 4 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of relational databases using NuViewHR as a model. Learn about tables and forms, key fields, indexes and relationships in the application.



## **NuViewHR Modules**

### **Accruals**

Pre-Requisites: End User Training or working equivalent

Standard duration: 2 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of accruals in NuViewHR. Learn about Absence Categories, Timesheet Activities, Accrual Setup and assigning Accruals to employees.

### **Benefits Management**

Pre-Requisites: End User Training or working equivalent

Standard duration: 3 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of benefits in NuViewHR. Learn about benefit controls such as insurance carriers, plan types, rate tables, benefit groups and enrollment periods. Learn to create benefits with eligibility statements, premiums and coverage amounts. Learn how to enroll employees in benefits and manage their benefits history. Learn how to use COBRA capabilities within the application.

### **Benefits Open Enrollment Overview**

Pre-Requisites: Benefits Management or working equivalent

Standard duration: 2 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of the Open Enrollment process in NuViewHR. Learn how to create an enrollment period, copy benefits to the next plan year, run eligibility, manage Employee Self-Service enrollment perform end of benefits plan year processes.

### **Candidate Self-Service**

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 1 hour

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Candidate Self-Service in NuViewHR in preparation for implementing the module. Learn how to create a CSS template, post requisitions to Employee Self-Service and external websites.



## Candidate Self-Service & Recruiting Management

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 3 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Candidate Self-Service and Recruiting Management in NuViewHR in preparation for implementing these modules. Learn how to create a CSS template, post requisitions to Employee Self-Service and external websites. Learn how to set up tables and manage applicants and requisitions.

## Compensation Management

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 2.5 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Compensation Management in NuViewHR in preparation for implementing this module. Learn how to set up tables, the compensation plan and scenarios, manage employee baseline data and the compensation worksheet and run through the process, including rolling out the compensation records.

## Payroll Interfaces

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 1 hour

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Payroll in NuViewHR. Learn how to view the payroll interface setup, run payroll and view the payroll file.

## Performance Management

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 2.5 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Performance Management in NuViewHR. Learn how to set up tables, the review period and employee goals. Learn how to perform the review process as an Employee, Manager, Performance Administrator and Human Resource Administrator.

## Recruiting

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 2 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Recruiting Management in NuViewHR in preparation for implementing the modules. Learn how to set up tables, manage applicants and requisitions.

## Succession Management & Employee Development

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 1 hour

Format: Onsite, Our Sites or Webinar



Summary: To provide a working knowledge of Succession Management & Employee Development in NuViewHR in preparation for implementing the module. Learn how to add planned positions and career paths for employees, as well as viewing their development needs.

### **Time & Attendance (without Time Entry module)**

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 2 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Time & Attendance in NuViewHR. Learn how to assign accruals to employees, modify employee accruals, manage absences, use the Calendar, use the Request Time Off process as an Employee, Manager and Human Resource Administrator.

### **Time Entry: Timesheets and/or Time Clocks**

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 2 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of Time Entry in NuViewHR. Learn how to create Time Clocks, Timesheet Groups and Timesheet Periods, assign Timesheet groups to employees, use the Time Entry process as an Employee, Manager, Timesheet Administrator and Human Resource Administrator.

### **Train the Trainer: Employee Self-Service**

Pre-Requisites: End User Training or working equivalent

Standard duration: 2-4 hours depending on content

Format: Onsite, Our Sites or Webinar

Summary: Equip your HR team to train your employees on Employee Self-Service. Topics are determined by your specific ESS configuration and capabilities to be implemented.

### **Train the Trainer: Manager Self-Service**

Pre-Requisites: End User Training or working equivalent

Standard duration: 2-4 hours depending on content

Format: Onsite, Our Sites or Webinar

Summary: Equip your HR team to train your employees on Manager Self-Service. Topics are determined by your specific MSS configuration and capabilities to be implemented.



## Training Administration

Pre-Requisites: Fundamentals or working equivalent

Standard duration: 1.5 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of the Training Administration module in NuViewHR. Learn how to set up tables, create training elements such as Providers, Instructors, Classes and Courses. Learn how to use the Enrollment process as an Employee, Manager, Training Administrator and Human Resource Administrator.

## NuViewHR Advanced End User Courses

### Advanced Report Writing

Pre-Requisites: Strong familiarity with NuViewHR reports or reports in other relational databases is required

Standard duration: 8 hours

Format: Onsite, Our Sites, Webinar

Summary: To provide a working knowledge of advanced report functionality in NuViewHR. Learn how to create calculated fields, use wild cards and create aggregated queries. Understand your table joins so that you get the right results.

### Crystal Reports with NuViewHR

Pre-Requisites: Strong familiarity with NuViewHR reports or reports in other relational databases is required

Standard duration: 4 hours

Format: Onsite, Our Sites, Webinar

Summary: To provide working knowledge of Crystal Reports and NuViewHR. Learn how to use the Crystal Reports wizard to create a layout for your NuViewHR query results.

### Notifications & Life Events

Pre-Requisites: Strong familiarity with the table structure of NuViewHR and experience with the Query Design Tool is required.

Standard duration: 4 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of automatic email generation in NuViewHR. Learn how to create the notification letter and the life event triggering. Learn how to test and troubleshoot.



## Authorizations

Pre-Requisites: Strong familiarity with the table structure of NuViewHR is required

Standard duration: 3 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of the Authorization process in NuViewHR. Learn how to create the authorization definition, set up the hierarchy, attach Notifications to an authorization, attach the authorization to a form, test and troubleshoot.

## Wizards

Pre-Requisites: Strong familiarity with the table structure of NuViewHR is required

Standard duration: 1 hour

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of the Wizards in NuViewHR. Learn how to create your own wizards to simplify tasks for your employees, managers or HR staff.

## Portal Configuration

Pre-Requisites: End User Training or working equivalent

Standard duration: 1 hr.

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of NuViewHR portals. Learn how to customize your Home Page for your organization.

# NuViewHR for HRIS Administration

## Security Administration

Pre-Requisites: This course is designed for HRIS or IT professionals with system administration and security experience.

Standard duration: 4 hours

Format: Onsite, Our Sites, Webinar

Summary: To provide a working knowledge of NuViewHR security. Learn how to manage system security, create and modify user accounts and roles and apply permissions to your NuViewHR system

## Tables & Form Design and Update Disk

Pre-Requisites: This course is designed for HRIS or IT professionals with system administration and security experience.

Standard duration: 2 days

Format: Onsite, Our Sites, Webinar

Summary: To provide a working knowledge of NuViewHR tables and forms and the Update Disk. Learn how to create and modify tables & forms, create combo box scripts, create aliases for objects, use the Update Disk to move your objects from one system to another.



## **Imports, Exports & Mass Updates**

Pre-Requisites: This course is designed for HRIS or IT professionals with relational database experience.

Standard duration: 3 hours

Format: Onsite, Our Sites or Webinar

Summary: To provide a working knowledge of NuViewHR imports, exports and mass updates. Learn how to import workbook data and employee records, create exports and create mass updates.

## **NuView Technical Topics/IT and System Admin Tech Training**

Pre-Requisites: This is a technical course for IT Professionals

Standard duration: 16 hours

Format: Onsite

Summary: To provide a working knowledge of installing and setting up your NuViewHR environment. This course is designed for clients who plan to self-host and maintain the application. (License delivery option).

## **CORT Payroll and Human Resources**

### **CORT Human Resources**

Pre-Requisites: General PC navigation skills

Standard duration: 3 days

Format: Onsite or Our Sites

Summary: This three day course is designed to cover all aspects of the CORT HR System, with hands on labs to practice the functions learned. A full day is reserved for hands-on use of the Report Writer.

### **CORT Introduction to Payroll**

Pre-Requisites: General PC navigation skills

Standard duration: 4 days

Format: Onsite or Our Sites

Summary: To provide a working knowledge of installing and setting up your Payroll environment. This course is designed for self-hosted implementations (License delivery option).



## **CORT Payroll and Human Resources Reporting Tools**

Pre-Requisites: A minimum of three months of using the Payroll or HR System is recommended prior to attending this class.

Standard duration: 3 days

Format: Onsite or Our Sites

Summary: This three day course is designed for experienced users of the CORT HRMS System who want to gain a better understanding of the Reporting Tools available in both Systems -Spreadsheet, Report Writer, Employee Communications and Mail Merge.

## **CORT Payroll Computation Definitions**

Pre-Requisites: General PC navigation skills and at least quarter hands on payroll processing experience on Cort Payroll

Standard duration: 1 day

Format: Onsite or Our Sites

Summary: If you are a veteran user of CORT Payroll, or just getting started, this is the class you have been waiting for. See what is possible using these powerful formulas throughout the system. You will be amazed at the flexibility that can be achieved. Learn basic to advanced formulas.

## **CORT Advanced Payroll**

Pre-Requisites: Attendees should have previously attended the CORT Payroll or Human Resources training seminars. A minimum of three months of using the Payroll System is also recommended prior to attending this class.

Standard duration: 3 days

Format: Onsite or Our Sites

Summary: This three day course is designed for experienced users of the CORT Payroll System who want to have a better understanding of its capabilities. This class is also helpful to those in IS or management if they are familiar with the CORT Payroll System. Upon completion, students should be able to utilize the System to its fullest capabilities.

## **W-2 Balancing and Year-End Processing**

Pre-Requisites: Payroll Pre-Install Class or at least three months of hands on payroll processing experience on CORT Payroll.

Standard duration: 2 days

Format: Onsite or Our Sites

Summary: This two day course is designed for the experienced Payroll user who reports quarterly taxes or is responsible for W2's.



## Optimizing Your System Environment

Pre-Requisites: Working knowledge of: Windows Server (2003 or 2000), Computer Networking, SQL Server (2005 or 2000), a 3rd party tool that the user wishes to integrate; or, the desire to be exposed to the technical support aspects of running & maintaining the CORT HRMS applications.

Standard duration: 3 days

Format: Onsite or Our Sites

Summary: This three day class is designed for both Payroll/HR professionals and IS/IT people. Its objective is to deliver the knowledge necessary to support the system within your technical environment.