



Always Designing  
for People™

**ADP GSI France**  
**Formation Clients**  
31-41, avenue Jules Quentin  
92000 NANTERRE  
Tél. : 0 806 230 101

BO11AW

# The construction and modeling of "Personnel Administration and Payroll" analysis tools (BO11AW)

A distance - Sychrone



## Public Visé

Payroll or HR Manager



## Pré Requis

Windows© Environment.

Basic knowledge of Web environment is recommended

Basic knowledge of a spreadsheet tool as Excel is recommended.

Basic knowledge of Personnel Administration and Payroll Application

## Objectifs pédagogiques et d'évaluation

Handle and enhance the functional logic of Business objects

Create basic queries with data from individual files

Create basic queries with data from individual files Create basic queries with data from payroll results

## Parcours pédagogique

### Introduction

Business Objects features

### Presentation of the Personnel Administration & Payroll universe

Interface Ergonomics

Data Organization

Different types of data

Analysis Tools

### Queries and filters

Construction of query based on individual file.

Functioning and use of predefine filters.

Filters and selection of history.

Practice : Creation of query based on individual file :civil status data, assignments, contractual situations, salary, ...

### Use of data formatting functionality and data analysis

Creation of reports and tables

Creation of dynamic tables (element link)

Creation of groups

Conditional formatting

Creation of advanced calculation formula

Filtering on displayed values into a report

Data tracking

The operators

Formula and variables

Practice : Creation of cross table and basic formula, report creation and formatting, payroll section and payslip components analysis.

### Query management and share

Version : BO11AW-20251203

Organisme certifié Qualiopi sous  
le numéro 340 OF Ind 0 pour  
l'action :

- Actions de formation

**ADP GSI France - LVL - Numéro de déclaration d'activité (ne vaut pas agrément de l'état) : 11921304792**

ADP GSI France SAS au capital de 10 000 000 Euros

Siège social : 31-41, avenue Jules Quentin - 92 000 NANTERRE - N° SIREN 432 123 735 RCS NANTERRE

Tél. : 0 806 230 101 Site Web : [www.formation.fr.adp.com](http://www.formation.fr.adp.com)

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## Méthodes pédagogiques

### Upon registration

You will need to create your account on ADP Training  
You will need to complete the pre-assessment questionnaire  
You will need to specify your expectations for the module  
We will then optimize the content of your training

### During training

We support you in gaining confidence and autonomy in using our payroll control tool:

Through explanations

Through practical exercises

You will be able to actively participate in order to speed up the development of your skills accurately

You will need to complete the knowledge assessment exercise

### After the training

You will receive and complete the satisfaction questionnaire

You will receive a certificate of completion

You will complete the post-training self-evaluation 3 months later

We will analyze your responses

We would then optimize our training offer from your feedback

## Moyens pédagogiques

### Training materials provided after the course:

Downloadable client support / User guides (Populations & Profiles)

### Technical resources:

Our rooms are exclusively dedicated to both in-person and remote training. A course manual and/or participant booklet is given to each trainee at the end of the training session.

For any additional information, please do not hesitate to contact our dedicated team.

## Qualification Intervenant.e-s

Trainers : Specialists in French payroll and ADP solutions, they make it easier for you to get started with the tools.

## Méthodes et modalités d'évaluation

To ensure that the evaluations are relevant and of high quality, your participation and responses are essential :

Pre-assessment questionnaire and immediate post-training evaluation test

Exercises throughout your training journey and at the end, demonstrating your ability to use the ADP tool for each learning objective

On the job self-evaluation on your use of the tool

## Modalités d'accessibilité handicap

Our training centers are accessible to people with disabilities.

Find all the information about the accommodation conditions for trainees with disabilities in our booklet.



### Durée

14.00 Heures    2 Jours    De 3 à 6 Personnes

### Effectif



### Tarifs

Inter (Par personne) : 630.00 € HT

Intra (Par jour) : 1 870.00 € HT



Contactez-nous !

Service Formation Client

Tél. : 0806230101

Mail : [formationclient@adp.com](mailto:formationclient@adp.com)