



# Online Training Brochure



## IITT (Institute of IT Training) Gold Accreditation

We have been awarded Gold Accreditation by the Institute of IT Training.

Every NorthgateArinso Training Consultant is TAP Certified. Our courses are constantly monitored, both internally and externally, to maintain their consistency and adherence to methodology. The IITT described Training Services as "A highly professional and quality minded operation which provides an extensive repertoire of both technical and end user training to reflect its platform of business software."



## About NorthgateArinso

[www.northgearinso.co.uk](http://www.northgearinso.co.uk)

NorthgateArinso is a leading global Human Resources software & services provider offering innovative HR business solutions to employers of all sizes, including Blue Chip companies, Public Sector organisations and many small to medium enterprises. We help organisations optimise their HR service delivery through smarter processes and more efficient technology, supporting key HR areas like workforce administration, payroll, benefits, recruitment, learning, and talent management.

Our highly skilled employees are dedicated to HR excellence through strategic business consulting, outsourcing services, systems integration and best-of-breed software solutions.

The Northgate Group is owned by private equity company Kohlberg Kravis Roberts (KKR) and currently employs over 6,500 staff.

Training Services Enquiries: 08707 552590  
Email: [online-learning@ngahr.com](mailto:online-learning@ngahr.com)

PLEASE NOTE: Prices are exclusive of VAT. Rates are correct at the time of printing but could be subject to change. For details please contact the training enquiries team.

## Training Services Enquiries:

Telephone:

**08707  
552590**

Email:

**Online learning:  
online-learning@ngahr.com**

Courses **£160**

Singular Module Courses **£30**

Note Key Code:

**AOR** = Available on Request

### Online Courses

Price

ResourceLink Existing Customer Courses		
ORA003	ResourceLink Aurora Client Upgrade Course	£160
R4	ResourceLink Essentials Refresher	£160
R7	ResourceLink Impromptu—Basic Refresher	£160
R8	ResourceLink Upgrade (Part 1,2,3,4 & 5)	£160
ResourceLink Aurora Web View Customer Courses		
ORA001	ResourceLink Aurora Navigation	£160
ORA002	ResourceLink Aurora Upgrade (inc Navigation)	£160
ResourceLink Self Service		
RSS2	ResourceLink MyView User Course	AOR
RSS3	ResourceLink MyView Expenses Course	AOR
RSS11	ResourceLink MyView Delegation	AOR
RSS6	ResourceLink MyView Timesheets	AOR
Empower Existing Customer Courses		
E1	Empower Refresher – Data Entry	£160
E2	Empower Refresher – Reporting	£160
E3	Empower Gap Course (v4 to v5)	£160
E4	Empower Gap Course (v3 to v5)	£160
E5	Empower Pre Requisite Exam	£160
E7	Empower Diary using Prompts and Sequences	£160
Empower Self Service (ePeople/eManager)		
ESS6	Empower e-People User Course	AOR
ESS8	Empower e-Manager User Course	AOR
Empower Self Service (EmpowerMe)		
ESS9	Empower Me User Course	AOR
ESS10	Empower Me Manager Course	AOR
Payplan		
P5	Paygate Online Starter Course	£160

### Online Modular Courses

TA1	Optimum Time & Attendance Employee	£160
TA1.1	Navigation	£30
TA1.2	Clocking	£30
TA1.3	Timesheets	£30
TA1.4	Leave Requests	£30
TA1.5	Adjustment Requests	£30
TA1.6	Calendar	£30
TA2	Optimum Time & Attendance Supervisor	£160
TA2.1	Navigation	£30
TA2.2	Roll Call	£30
TA2.3	Weekly Timesheet	£30
TA2.4	Authorise Timesheet	£30
TA2.5	Leave Authorisation	£30
TA2.6	Leave Cancellation	£30
TA2.7	Adjustment Authorisation	£30
TA2.8	Book Leave	£30
TA2.9	Calendars	£30
R18	ResourceLink Aurora Audit and Query	£160
R18.1	Intro and Maintain Audit Entities	£30
R18.2	Print Audit Log	£30
R18.3	Print Audit Log by Date	£30
R18.4	View Audit Changes	£30
R18.5	Delete Audit Log	£30
R18.6	Opening, Creating and Exporting a Query	£30

## Online Learning Application Consultancy

As well as the courses in this flyer NorthgateArinso also offer online application consultancy. Please contact us if the course you require is not listed and we can discuss how to meet your training needs by writing and delivering bespoke courses.

### Online Modular Courses

R5	ResourceLink Aurora Standard Letters	£160
R5.1	Background Information	£30
R5.2	Pop Up Fields	£30
R5.3	Letter Templates	£30
R5.4	Case Conversion	£30
R5.5	Populate Dictionary with UDF's	£30
R5.6	Maintain Letters	£30
R5.7	Copying and Deleting a letter	£30
R5.8	Request a letter	£30
R5.9	Printing letters	£30
R10	ResourceLink Expenses	£160
R10.1	Alternate Bank Account Details	£30
R10.2	Maintain Pay Elements	£30
R10.3	Expenses Code	£30
R10.4	Run Sets	£30
R10.5	Batch Entry	£30
R10.6	Batch Status	£30
R10.7	Spread sheet Loading	£30
R10.8	Post & Reverse	£30
R10.9	Calculate & Remove Elements	£30
R11	ResourceLink P11d's	£160
R11.1	Maintain Parameters	£30
R11.2	Look Up Tables	£30
R11.3	P11D Report Parameters	£30
R11.4	P11D Tax Year Amendment	£30
R11.5	Vehicle File	£30
R11.6	Recording & Updating Employee P11D Details	£30
R11.7	P11D Report	£30
R11.8	New Tax Year	£30
R11.9	P11D Benefits Due	£30
R11.10	Taxable Expenses	£30

R12	ResourceLink HR Administration	£160
R12.1	System Events	£30
R12.2	Appraisal Set up	£30
R12.3	Appraisal Sections	£30
R12.4	Appraisal File	£30
R12.5	Admin Training File Process Tracking	£30
R12.6	Admin Training File	£30
R12.7	Career Development	£30
R12.8	Succession Planning	£30
R12.9	Attainments	£30
R12.10	Attainments Matching	£30
R12.11	Employee Attainments	£30
R12.12	Grievance Set up	£30
R12.13	Employee Grievance	£30
R12.14	Disciplinary Set up	£30
R12.15	Employee Disciplinary	£30
R19	ResourceLink Car Mileage	£160
R19.1	System Control	£30
R19.2	Parameter Sets	£30
R19.3	Payroll Parameters	£30
R19.3	Payment Tables	£30
R19.4	Standard Journey	£30
R19.5	Vehicle File	£30
R19.6	Employee Vehicle File	£30
R19.7	Post Mileage Details	£30
R19.8	Employees Claim	£30
R19.9	Spread sheet Upload	£30
R19.10	Calculation	£30
R19.10	Summary & Reports	£30
R19.11	Back pay	£30