

UltiPro® Training

Course Recommendations at a Glance

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HR/Payroll

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
102 – UltiPro® Basics	None	Classroom	1 Day	✓	Project Team	Before Analysis Phase and/or during Launch as needed
OR						
051f – Flexible Learning - Introduction to UltiPro®	None	Flexible Learning	2.5 Hours	✓	Managers and/or Administrators	Before Analysis Phase and/or during Launch as needed
111 – Payroll I	102 or 051f	Classroom	1 Day	✓	Payroll Administrators and Specialists	Before Analysis Phase
OR						
060 – Payroll Processing: View/Edit Payroll and Reports	102 or 051f	Virtual	3 Hours	✓	Payroll Administrators and Specialists	Before Analysis Phase
and						
060-01 – Payroll Processing: Imports and Submit Data	060	Virtual	2 Hours			
122 – Company Business Rules Configuration	Required: 102 or 051f Recommended: 111 or 060 and 060-01	Classroom	2 Days	✓	Payroll Administrators and Specialists	Before Analysis Phase
OR						
All of the following Configuration courses:	Required: 102 or 051f Recommended: 111 or 060 and 060-01			✓	Payroll Administrators and Specialists	Before Analysis Phase
082 – Jobs Business Rules		Virtual	2 Hours			
083 – Earnings Business Rules			3 Hours			
084 – Deductions & Benefits Business Rules			3 Hours			
085.1 – Payroll Basics Configurations			2.5 Hours			



Canada HR/Payroll 🇨🇦

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
CN-101 – UltiPro® Basics for Canada OR	None	Classroom	1 Day	✓	Project Team	Before Analysis Phase and/or during Launch
CN-101-A – UltiPro Basics for Canada (Eng/Fr) and CN-101-B – UltiPro Basics for Canada (Eng/Fr)	None	Virtual	4 Hours	✓	Canada Project Team	Before Analysis Phase and/or during Launch as needed
CN-111 – Payroll I for Canada OR	CN-101 or CN-101AB	Classroom	1 Day	✓	Payroll Administrators	Before Analysis Phase and/or during Launch
CN-111-A – Payroll I – Canada (Eng/Fr) and CN-111-B – Payroll I – Canada (Eng/Fr)	CN-101 or CN-101-AB CN-111-A	Virtual	4 Hours	✓	Canada Payroll Administrators	Before Analysis Phase and/or during Launch as needed
CN-069 - Payroll Balancing - Canada	CN-111 or CN-111AB	Virtual	3 Hours		Payroll Administrators	Before Parallels or Post Live
CN-122 – Company Business Rules Configuration - Canada OR	CN-101 and CN-111 or CN-101-AB and CN-111-AB	Classroom	2 Days	✓	System Administrators	Before Analysis Phase
All of the following Configuration courses:						
CN-091 – Time Entry, Payroll Models & Business Rules Configuration – Canada (Eng/Fr) CN-093 – Jobs Business Rules (Eng/Fr) CN-094 – Earnings Business Rules (Eng/Fr) CN-095 – Deductions & Benefits Basics (Eng/Fr)	CN-101 and CN-111 or CN-101-AB and CN-111-AB	Virtual	3 Hours 2 Hours 4 Hours 3 Hours	✓	Canada Payroll Administrators and Specialists	Before Analysis Phase
CN-125rwc – Considerations for Canada Activations	None	Recorded Webcast	1.25 Hours		U.S. HR & Payroll Administrators	Before Analysis Phase
CN-270 – Payroll II Topics: Off-cycle, Retroactive Pay and Pending Pay - Canada	CN-101 and CN-111 or CN101-AB and CN-111-AB	Virtual	3 Hours		Payroll Administrators	Within 2-3 months Post Live
CN-270-01 – Payroll Topics: Manage Reversals and Adjustments	Recommended: CN-101 and CN-111	Virtual	2.5 Hours		Payroll Administrators	Within 2-3 months Post Live



Web Portal Configuration & Administration

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
071 – Security Configuration	102 or 051f	Virtual	2.5 Hours	✓	System Administrators	Before Web Configuration
073.1e – Enhance Portal Security	Recommended: 051f or 102	eLearning	30 Minutes	✓	System Administrators	Before Web Configuration
073.2e – Add and Manage User Accounts	Recommended: 051f or 102	eLearning	30 Minutes	✓	System Administrators	Before Web Configuration
074 – Business Process and Workflow Configuration	071	Virtual	2.5 Hours	✓	System Administrators	Before Web Configuration
076 – Workflow Administration	074	Virtual	2 Hours	✓	System Administrators	Before Web Configuration
078 - Platform Configuration: Add and Manage Fields	Required: 102 or 051f Recommended: 071	Virtual	3 Hours		System Administrators	Post Activation – Configuration as needed

HR/Payroll – Specialized Topics

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
052f – Flexible Learning - Manage Employee Information	Recommended: 102 or 051f	Flexible Learning	3 Hours		Managers and/or Administrators	Before Analysis Phase and/or during Launch
060-01 – Payroll Processing: Imports and Submit Data	102 or 051f and 060	Virtual	2 Hours		Payroll Administrators	Before Parallels or Post Live
060-02 – Payroll Processing: Balancing	102 and 111 or 051f and 060	Virtual	2 Hours		Payroll Admins or Specialists responsible for balancing payroll in the UltiPro portal	Before Parallels or Post Live
082 – Jobs Business Rules Configuration	102 or 051f	Virtual	2 Hours		System Administrators	Configuration
083 – Earnings Business Rules Configuration	102 or 051f	Virtual	3 Hours		Payroll & System Administrators	Configuration
084 – Deductions & Benefits Business Rules Configuration	102 or 051f	Virtual	3 Hours		Payroll, Benefits & System Administrators	Configuration
231 – General Ledger and Labor Allocations	102, 111 and 122 or 051f, 060, 083 and 084	Virtual	3 Hours		Payroll Administrators	Configuration as needed or within 3 months Post Live
270 – Payroll Topics: Off-cycle, Retroactive Pay and Pending Pay	102 and 111 or 051f, 060 and 060-01	Virtual	3 Hours		Payroll Administrators	Within 2-3 months Post Live



270-01 – Payroll Topics: Manage Reversals and Adjustments	102 and 111 or 051f, 060 and 060-01	Virtual	2.5 Hours		Payroll Administrators	Within 2-3 months Post Live
540e – Going Global with UltiPro	None	eLearning	1 Hour		System Administrators	Configuration
550e – Global Payroll Configuration – Celergo	540e	eLearning	1 Hour		System Administrators	Configuration

Compensation Management

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
056 – Compensation Management: Managing Compensation Plans	102 or 051f	Virtual	3.5 Hours	✓	Compensation Administrators	During Comp Mg Configuration
058.1 – Compensation Management: Allocating Rewards with Salary Planning	Required: 102 or 051f Recommended: 082	Virtual	3 Hours	✓	Compensation Administrators	During Comp Management Configuration

Open Enrollment and Life Events

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
128 – Life Events Configuration	Required: 102 and 122, or 051f and 084, or CN-101 and CN-122 Recommended: 129f	Virtual	2 Hours	✓	Benefits Administrators	Before Life Events Analysis
129 – Open Enrollment Session Configuration and Troubleshooting	102 and 122, or 051f and 084 or CN-101 and CN-122	Virtual	3 Hours	✓	Benefits Administrators	Before Open Enrollment Analysis (if not taking 129f) -or- During Open Enrollment Configuration (if taking 129f)

Payment Services

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
400wc – Payment Services Activation	Recommended: 060	Webcast	2 Hours	✓	Payroll Administrators	During Payment Services Activation
410wc – Wage Attachment Activation	Recommended: 060, 084	Webcast	2 Hours	✓	Payroll Administrators	During Payment Services Activation

Time Management

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
840e – UltiPro Time Management for Supervisors	841e	eLearning	.75 Hour	✓	Payroll Administrators	Prior to Time Management Analysis
841e – UltiPro Time Management for Employees: Overview	None	eLearning	.75 Hour	✓	Payroll Administrators	Prior to Time Management Analysis



845 – UltiPro Time Management for Administrators OR	840e	Virtual	3 Hours	✓	Payroll Administrators	Prior to Time Management Analysis
845e – UltiPro Time Management for Administrators	840e	eLearning	.75 Hour		Payroll Administrators	Prior to Time Management Analysis

Talent Acquisition

Onboarding

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
780e – UltiPro Onboarding for End Users Classic (v10)	None	eLearning	1 Hour	✓	Onboarding Administrators	Prior to Analysis
785rwc – UltiPro Onboarding for Administrators (v10) Recording-RWC	Recommended: 780e	Recorded Webcast	1 Hour	✓	Onboarding Administrators	Prior to Analysis

Recruiting

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
0015 Getting Started With Your Recruiting Upgrade	None	Virtual	2 Hours	✓	Recruiting Administrators	During Recruiting Configuration

Talent Management

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
707e Introduction to Career Development	None	eLearning	.5 Hour		Participants interested in Career Development functionality	As needed for awareness of Career Development functionality
711f Introduction to Performance Management	Recommended: 051f	Flexible Learning	2.5 Hours		Participants interested in Performance Management functionality	As needed for awareness of Performance Management functionality



Business Intelligence (BI)

Course	Prerequisites	Method	Duration	Required	Audience	Timeline
675 – Fundamentals of Event Studio	Recommended: 930 and 940	Virtual	2 Hours		BI Authors	After using BI for 3 to 6 months
920e Cognos Analytics Portal	Recommended: 051f or 060	eLearning	.5 Hour		BI Users	Prior to or during Data Conversion
930 – Cognos Analytics: Create, Modify, Run, and Organize Reports	Recommended: 920e, 051f or 060	Virtual	2 Hours		BI Authors	Prior to or during Data Conversion
940 – Cognos Analytics: Filter Data, Create Calculations and Summaries	Recommended: 930, 051f or 060	Virtual	2 Hours		BI Authors	Prior to or during Data Conversion



Learning Resources Accessible on the Customer Success Portal

Training Section

The **Training section** includes course information and registration facilities. To access, navigate to the Training page of the Customer Success Portal, then select Access Training System.

Learning Center

The **Learning Center** contains information on all UltiPro® products, webcasts, Quick Tours, Quick Tips, documentation, and more.

For More Information

For more information on the offerings of UltiUniversity, please send your inquiries via e-mail to [UltiUniversity](#).

