



Business Administration

Make sense of it all and be more efficient than ever. Whether you're assessing the data collection and processing that occurs in Varicent, looking to ramp up quickly on key employee management tasks, or administering the processes and procedures for monthly, quarterly, or annual sales incentive compensation cycles, this class is for you. After attending this class, you'll be able to describe how Varicent processes compensation information, carry out typical payee and plan administration tasks, conduct functional troubleshooting, create ad-hoc reports from existing plan data, protect plan data, and oversee plan sign-offs.

Duration: One day

Audience: This course is recommended for team members who are responsible for administering day to day compensation activities including employee plan assignments, inquiries, and administration.

Prerequisites: You are expected to be proficient in Windows, Internet Explorer, and Excel.

Course Learning Objectives: After completing this course, you will be able to:

- Describe the nature and storage of data used to calculate incentive compensation
- Identify the "day in a life" activities of a Compensation Administrator
- Describe and navigate the Varicent Web and Admin Clients
- Explain the characteristic structure and data flow of a Varicent model
- Add or remove an employee from a compensation plan
- Add or update data stored in a rates table
- Discuss the treatment and processing of pay adjustments
- Manage employee access to the Web Client
- Explain and use employee inquiries and messaging
- List, execute, and troubleshoot the data import process
- Create a Tailored Report, using existing calculations
- Identify and perform typical quarter and year end administration tasks

Topics:

- Data input and outputs
- Varient Model structure
- Navigation
- Admin and Web Client security settings
- Process Lists
- Payee table
- Payee history table
- Employee status
- Task List
- Workflow groups
- Inquiries
- Comments
- Tailored Reports
- Scheduler
- Audit logs
- Period locking
- Adjustments
- Rate tables
- Start/End dates
- Plan Signoff
- Calendar