

All courses may be run at different times and locations on customer's request. This applies to specialized and customized courses, as well as standard courses. Most courses may also be arranged as workshops. Visit our web site for more information: <http://mintragroupxxxxxxxxxx>

## Standard courses - descriptions

### Standard documentation and fixed price

- **OCS HR Basic**
  - Duration: 1 day
  - Course content:  
Application main structure – Modules, Actions, Basic data & Report menu.  
Presentation of basic HR modules/windows – Person, Employment, Activity and Competence. How to search – simple and advanced search, searching for persons and activities. Registration of data.  
Retrieving reports.
  - No experience using OCS HR required – target group is new users. The participants need to have a basic knowledge and experience using pc and windows applications.
  - After accomplished course, the participants should be able to log on to the system and have an overview of the most basic HR modules and features including searching, entering person data and retrieving reports.
  - The course alternates between presentations by instructor and hands-on practice for the participants on the system.
  
- **OCS HR Payroll Basic**
  - Duration: 1 day
  - Course content  
Basic introduction to the pay system.  
Thorough review of payroll.  
Special emphasis on how to run payroll.  
Initial entry of personnel payroll information.  
Entry of fixed pay, pay elements and rates.  
Entry of variable pay.  
Generating and approval of pay.  
Calculating holiday pay.  
Calculating and payment of employers tax, tax deduction, attachment of earnings, debt collections and trade union subscriptions.
  - The course requires accomplished Basic OCS HR.  
The participants need to have a basic knowledge and experience using pc and windows applications.
  - After accomplished course, the participant should be able to handle general payroll and reports.
  - The course alternates between presentations by instructor and hands-on practice for the participants on the system.

- **OCS HR Payroll Advanced**

- Duration: 2 days
- Course content:
  - Basic data configuration:
    - Company setup, Pay elements, pay scales and rates, A-melding, Contract setup.
    - Accounting setup
    - Activity transfer to payroll
  - The course requires accomplished Basic OCS HR.
    - The participants need to have a basic knowledge and experience using pc and windows applications
  - After accomplished course, the participants should be able to create and maintain basic payroll data.
    - The course alternates between presentations by instructor and hands-on practice for the participants on the system.
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- **OCS HR Planning and Rotation**

- Duration: 2 days
- Course content:
  - Setup of crew per vessel
  - Setup work pattern
  - Rotation for a person/crew
  - Registration and update of activities, e.g. training, onboard, vacation, leave, absence. Use of the Modules views in *Explorer*, *Activity Scheduler* and *Graphical Planning* for search/planning purposes
  - Retrieving relevant reports.
  - The course requires completion of Basic OCS HR Course, or good knowledge in Basic OCS HR. The participants need to have a basic knowledge and experience using pc and windows applications.
  - After accomplished course, the participants should be able to use OCS HR as a planning tool and retrieve planning details. User should be able to set up relevant basic data for planning.
  - The course alternates between presentations by instructor and hands-on practice for the participants on the system. Each participant will practice on 1-2 vessels each and do all setup and planning for these vessels.

- **OCS HR Competence**

- Duration: 1 day
- Course content:
  - Setup of competence elements, including alternative competence.
  - Link between activities and competence.
  - Create GAP matrix and maintain competence requirement matrices. Search for competence and various GAP matrices.
  - Use of the Modules views in *Explorer* and *Competence* for search purposes.
  - Retrieving relevant reports.
- The course requires completion of Basic OCS HR Course, or good knowledge in Basic OCS HR. The participants need to have a basic knowledge and experience using pc and windows applications.
- After accomplished course, the participants should be able to use different views for training activities, search for competence and use GAP analysis. The participants should acquire knowledge of how to set up all relevant basic data.
- The course alternates between presentations by instructor and hands-on practice for the participants on the system. Each participant will practice setting up GAP matrices and create relevant searches

- **OCS HR Course Administration**

- Duration: 1 day
- Course content:
  - Retrieve course from vendor.
  - Setup of independent vendor course list.
  - Match OCS-courses with vendor-courses.
  - Use of the Modules views in *Competence* and *Course Administration* to enroll employees to course, find candidates who need competence according to requirement.
- The course requires completion of Basic OCS HR and *Competence* courses. The participants need to have a basic knowledge and experience using pc and windows applications.
- After accomplished course, the participants should be able to link course in OCS with vendor courses, enroll employees to courses and retrieve information of who needs course and which vendor offers course.
- The course alternates between presentations by instructor and hands-on practice for the participants on the system. Each participant will practice on enrolling and canceling person to course.

- **OCS HR Crew on Board - COB (Super users Office)**
  - Duration: 1 day
  - Course content:
    - Application main structure – Menus, Functions, Configuration and Reports
    - Data fields in OCS HR applicable to COB.
    - Parameters setup in OCS HR for COB, including global parameter setup. Setup of pay elements and currency values.
    - Reports.
  - Experience using OCS HR and/or OCS payroll is required – target group is i.e. Crew coordinators, QA coordinators, OCS Super users and other office users who have access to OCS HR, as well as COB in office.
  - After accomplished course, the participants should be able to log on to the system and have an overview of all functions accessible In COB. In addition to this the participant will have an understanding of master data that is synced from OCS HR to COB, as well as data fields that are synced between the two applications
  - The course alternates between presentations by instructor and hands-on practice for the participants on the system.
  
- **OCS HR Self Service**
  - Duration: 1 day
  - Course content:
    - ESS/MSS: Adjustment of setup personnel data, CV setup, Activity requests, Competence requirements etc.
    - Reports.
    - Admin: Edit start page, News feed, Creating help pages, Access control and user groups, Editing menu, Administrating users, Deputy function, Admin workflow, Help texts hours/travel Survey.
  - The user should be familiar with OCS Self Service from a user perspective. The course is aimed towards persons who are, or will become super users / administrators of OCS Self Service.
  - After accomplished course, the participant will have an overview of the functions accessible In Self Service. In addition to this, the participant will be able to do simple adjustments in the set-up of the system, manage users and manage workflows. The user will have an understanding of the relationship between data in OCS HR and OCS Self Service.
  - The course will alternate between presentations by instructor and hands-on practice for the participants on the system. OCS will provide laptops for this course.

- **OCS HR End of Year/A-melding**

- Duration: 1 day
- Course content:
  - Introduction – What is A-melding?
  - How to report working conditions and payroll info.
  - How to report payment.
  - Replacement for LTO-codes.
  - Description of payments.
  - Updates to be made in OCS HR.
  - How to send A-melding from OCS HR to the Tax Authorities.
- The user should be familiar with OCS HR Payroll from a user perspective.
- After accomplished course, the participant should be able to make necessary changes/updates in OCS HR to fulfill Authority requirements for functionality in new A-melding.
- Instructor will present the course. No pc needed for participants.

- **OCS HR Reporting**

- Duration: 1 day
- Course content:
  - Setup of report menu.
  - Use of standard selection windows.
  - Overview standard reports and ad hoc reporting.
  - User/company defined reports.
  - Merge to Word and Excel.
  - Customized employment contracts.
  - Sending report by e-mail.
  - Setup for use of Crystal reports.
  - Setup for use of predefined Crystal reports. New report and upload new version of existing report.
  - Create ODBC connection, and use this in Excel.
- The course requires accomplished Basic OCS HR course.
  - The participants are assumed to have a basic knowledge and experience using OCS HR.
- After accomplished course the participants should be able to use reports and retrieve registered information, being able to create reports, upload predefined Crystal reports into OCS HR, and create an ODBC connection to the OCS HR database.
- The course alternates between presentations by instructor and hands-on practice for the participants on the system. Each participant will practice on retrieving reports and create self defined reports

## Customized courses

### Customized documentation

- On request from customers – either customized standard courses or modules by choice, f.ex. Pay Scale/Pay Elements, UK Payroll, Philippine Payroll, Activity transfer to Payroll, Rule Sets, New Version courses (setup and training).
- Company adjusted documentation. Duration depending on complexity of chosen modules.
- Location by customer's choice.
- Traveling cost for instructor(s) not included in price.
- Visit our web site for updated information: <http://mintragroupXXXXXX> or contact us through the Customer Service Centre or the Consultancy Services Department.