

# Before You Begin Pay/Bill 101 Training and Workbook

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## Before You Begin Pay/Bill Training

You will notice under Pay/Bill 101, listed are each of the courses. These courses can be completed in any order you wish, however we've designed and listed them in an order that allows you to sequentially follow along.

**Utilize to help your training: [TempWorks University Pay/Bill 101 Workbook](#)** 

**\*Note\*** Before you start your Pay/Bill Training, please make sure you have completed the [Enterprise Overview](#) and [Hierarchy Training](#).

## Suggested order to watch and follow along with your workbook:

Any courses listed with an asterisk (\*) prior to the title are advanced courses. If you are simply seeking a basic understanding of a module, please feel free to skip the advanced courses - you can always return to them at a later date.

## ▼ Pay/Bill 101

Pay/Bill 101 Workbook

📄 Payroll Part 1: The Basics of Employee Setup

📄 Payroll Part 2: Employee Adjustments

📄 Invoice Setup

📄 PO Setup

📄 Time Entry Part 1: The Basics

📄 Time Entry Part 2: The Details

📄 \*Time Entry Part 3: One-Time Adjustments & Overrides

📄 Proofing

📄 The Payroll Wizard

📄 The Invoicing Wizard

📄 \*Payroll Corrections

📄 \*Invoice Corrections

Before completing the [TempWorks University Pay/Bill 101 Workbook](#) 📎, please watch the related video. Filling out the workbook before watching the video? That is just crazy.

There is no limit to the number of times you can watch a video. No one becomes a master overnight!

Let us know what you think. We'd love to hear from you- please email [twtrainers@tempworks.com](mailto:twtrainers@tempworks.com) with any suggestions, comments, and feedback you have.

Have fun!

## Related Articles