

NEW HIRE TRAINING PROGRAM

The Axiom New Hire Training program is designed for new employees, existing employees taking on additional roles, or employees interested in refining their Ajera skills in specific areas. The sessions are one-on-one with an Axiom Consultant and focus on specific tasks and functions within Ajera. It is easy to pick and choose topics that are relevant to your employees' needs. Scheduling is flexible to enable your employees to work at their own pace while still ensuring your firm is using Ajera effectively and efficiently.

SESSION DESCRIPTION	TIME
Time Entry and Processing; Expense Report Entry and Processing; Vendor Invoicing/Payments; In-house Expenses	2.0 hours
Billing Processing; Cash Receipts	2.0 hours
Project Set-up/Budgeting	2.0 hours
In-house Payroll Processing	2.0 hours
Outsourced Payroll Processing	1.5 hours
Bank Register, Credit Cards and Reconciling	1.5 hours
Reports and Widgets	1.5 hours
Monthly and Year-end Reconciliation and Review	2.0 hours
Security and Set-up	1.5 hours

New Hire Training Sessions are conducted through an online meeting. If you are interested in having the training sessions conducted on-site, please let us know and we can provide a quote for travel.

Session costs are based on the standard hourly consulting rate. Time estimates are based on the scope of material to be covered. If time is exceeded and/or the scope changes, additional charges may apply.

To learn more, contact Axiom sales at axiumsales@deltek.com or call (800) 872-1540.