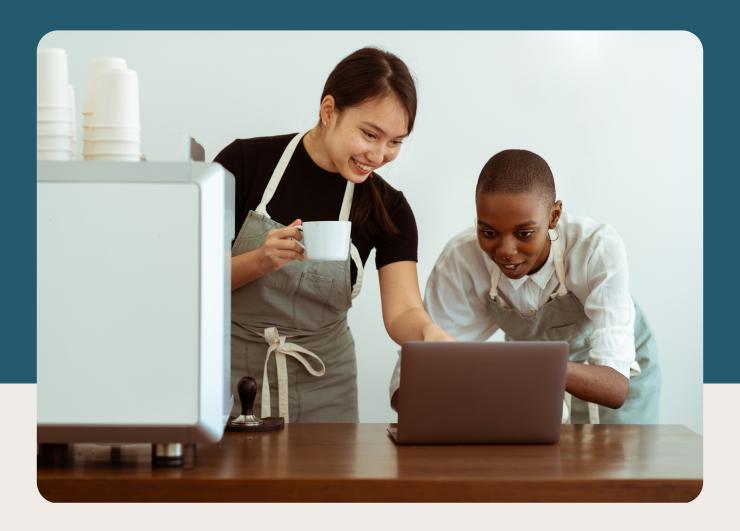**foundU**

Training Packages

Training Packages

To assist your business with changing over to foundU, we have included training as part of your journey. This allows your business to hit the ground running with our foundU starter inclusions. For those looking for more, we also offer additional Paid Training options.

Included Training Options

Online Help Center

Search our extensive knowledge base for step-by-step instructions and short videos on any topic available within your platform for easy access.

Webinars (45 minutes - 1 hour)

Register and watch one of our Core topic webinars covering the key workflows and features of the foundU platform. These webinars are On-demand meaning they can be watched at any time, and if you need to stop, you can pause and come back. Customers can ask our training team questions and receive an answer back via email within 48 hours.

Sessions run for 1 hour maximum and topics include:

- → Getting started with foundU
- → Onboarding & setting up new employees
- → Build rosters & manage time off
- → Clocking & approve shifts
- → Payroll processing
- → Seasonal webinars e.g. Rate rises, EOFY

These webinars are the foundation of how you will learn to operate your platform.

Access all of our current webinars here.

Video Library (2 - 7 minutes)

Our short training videos (2 - 7 minutes), are a compliment to the webinars and will allow you to learn more about specific topics such as:

- → Employee management
- → Employee setup
- → Roster navigation
- → Building your roster
- → Clocking
- → Approve shifts
- → Pre-payroll checks
- → Payroll processing
- → Paying superannuation
- → Invoicing
- → Rate rises

Our video library is available on our foundU Help Centre. Access our video library here.

Features	Included
Web based training	✓
foundU webinars	✓
Seasonal webinars	✓
In webinar Q&A	✓
Online Help Center	✓
Step-by-step visual guides (within our Help Center)	✓
Video library access	✓

Q&A Session ($150 per hour)

(Minimum 1 hour session)

In a Q & A session, your business can submit a variety of questions relating to your foundU platform. These questions may come from a mixture of admins in your business. Our training experts will tailor your session based on these questions and deliver it to you online with a copy of your foundU platform.

Custom Training ($250 per hour)

Our training experts work with your business to identify your foundU training needs for your business, around specific topic areas, and tailor this to meet your requirements using a copy of your own company data from your foundU platform.

A resource summarising the training content is provided to all attendees following the session.

Available as a web-based session or face-to-face (Travel costs may apply).

Available topics (each requires 1 hour approx.)

Further topics may be available but will require discussion.

→ Employee management & onboarding

→ Position management & HR functions

→ Leave & availability

→ Building rosters

→ Clocking & approve shifts

→ Processing payroll

→ Invoicing

→ Work App

	Q&A Session $150/hour	Custom Session $250/hour
Session type	Web based*	Web based* or in person**
Training delivered in your foundU platform	✓	✓
Receive best practice tips for your business from our foundU Training Experts	✓	✓
Submit your questions and training will be tailored for these	✓	✓
Choose from Standard and Additional training topics offered		✓
Training recording link (*Web based sessions only- optional)	✓	✓

** Travel costs may apply