

Training Curriculum Breakdown: Central Administrators (PayCert)

Below is the recommended training curriculum outline for **Central Administrators (PayCert)**. All materials can be accessed by logging into MasonLEAPS. The direct link to access the full **Central Administrators (PayCert)** curriculum can be found here:

[Full Central Administrator \(PayCert\) Curriculum in MasonLEAPS](#)

Material Type	System Navigation, Certification, and Reporting
Video	PayCert System Overview for College Administrators
Guide	Certification Review for Central Administrators
Guide	Worklist and Department Dashboard
Guide	Payroll Certification Statements
Guide	Reporting
Guide	Assigning User Roles
Video	Reporting