

Training Curriculum Breakdown: College Administrators (OSP - PayCert)

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

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

Material Type	General System Navigation
Video	PayCert System Overview for College Administrators
Guide	Certification Review for Payroll Coordinators
Guide	Worklist and Department Dashboard
Guide	Payroll Certification Statements
Guide	Verify Primary Payroll Coordinator
Guide	Assigning User Roles
Guide	Reporting
Guide	Pre-Review a Payroll Certification Statement
Guide	Assigning a Department Viewer
Video	Reporting