


# E-LEARNING COURSE STORYBOARD

**Storyboard: Run a basic weekly payroll**  
Date: 15<sup>th</sup> February 2017

Course Writer: Sara Edlington  
SME:

<b>Screen Title:</b> Match the reports to the correct folder	<b>Screen Number:</b> 030
<b>Screen Type:</b> Drag and drop sorting	<b>Time:</b> 1 minute
<b>On-Screen Text:</b>  <b>Headline:</b> Match the reports to the correct folder  Report 1  National Insurance Contributions Paid to Current Date  Report 2  P32 – Employer Payment Record  Report 3  Minimum Wage Bandwidths  Report 4  P11 Deduction Card (PAYE)  Report 5  Absence Diary Repot  Report 6  Pension Payments to Date	<b>Graphics/Video:</b>  <ol style="list-style-type: none"><li>1. Character: 'Jane' – the facilitator character – a woman in her 20s, smiling and standing holding a clipboard. This is a static non-animated character.</li><li>2. 'Jane' on the left side of the screen</li><li>3. Six report names as text boxes, lined up horizontally across the bottom of the screen</li><li>4. Yellow text box with learner instructions. (Drag the report names to the correct folders)</li><li>5. A blue folder labeled 'Weekly' in the middle left area of the screen</li><li>6. A purple folder labeled 'Monthly' next to the 'Weekly' folder</li><li>7. A green folder labeled 'Yearly' next to the 'Monthly' folder</li><li>8. The blue, purple and green folders lined up horizontally across the middle of the screen.</li></ol> <b>INSPIRATION IMAGE:</b>  <p>Use image similar to the one on the left, except the woman is facing the learner, holding a clipboard and not pointing.</p> <p>Image from Pexels <a href="https://www.pexels.com/photo/portrait-of-young-woman-against-white-background-325924/">https://www.pexels.com/photo/portrait-of-young-woman-against-white-background-325924/</a></p>

## The Details

The Project:  
Payroll Software training

The Tone:  
Conversational to keep the learner engaged.

The Main Objective:  
Teaching an employee how to run a weekly payroll.