

MYOB Training

PAYROLL MANAGEMENT

COURSE TITLE	WHO SHOULD ATTEND	COURSE CONTENT	HOW OFTEN	DURATION
Payroll Management	<p>People using or considering the payroll function within their MYOB software.</p> <p>Please note, this course is not for users of MYOB PowerPay.</p>	<ul style="list-style-type: none"> • Set up payroll <ul style="list-style-type: none"> ○ Load Tax Tables ○ Link Payroll Accounts ○ Enter general payroll information ○ User access and payroll restrictions • Enter employee payroll details • Customise payroll categories • Process pay runs • Process adjustments to correct Payroll errors • Reconcile Payroll information periodically <ul style="list-style-type: none"> ○ PAYG and Superannuation • Print payslips • Pay employees electronically • Manage your annual leave and sick leave accruals • Manage your superannuation obligations • Process end of payroll year activities including payment summaries • Start a new payroll year 	Monthly	2 x Half Days

How much? See current price list

When? Monthly

Where? Byards Community Centre 37 Byards Road Happy Valley

TO INQUIRE OR ENROL PLEASE CALL CHRIS ON 0409 925 963

***** ENROLMENTS CLOSE – TO BE ADVISED**