COURSE OUTLINE

LEARNING OUTCOMES

By the end of this course participants will be able to:

* Setup a payroll system
* Run a payroll
* Produce the relevant reports

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

It is recommended that they have completed Xero – Essentials and Beyond training.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

✓ Set up general payroll information

✓ Set up payroll categories: wages, salaries, superannuation, taxes, deductions, expenses and entitlements

✓ Set up unusual payroll categories (allowances, tax exempt and super exempt categories)

✓ Set up employee information

✓ Update payroll history for employees

✓ Use timesheets and enter paycheques

✓ Design payslips to comply with ATO regulations

✓ Produce payroll reports and report PAYG

✓ Pay PAYG withholding tax and superannuation

✓ Produce and print PAYG Summaries

✓ Adapt Xero Payroll for your business