

Payroll Processing

Course Synopsis

Course Title	Payroll Processing Training Course
Duration	2 Days
Course Outline	This course covers the payroll process, from on-boarding, to payment, to termination. The course workbook has been structured in such a way as to serve as a reference guide after the course.
Who Should Attend?	This course is designed for users who will be completing the regular processing of payroll.
Course Objectives	<p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Explain an overview of the Payroll Process • Navigate the Payroll Officer Workplace • Create and maintain a new employee • Maintain existing employees • Create and maintain employee leave records • Create and maintain employee timesheets • Generate a Pay Run • Explain Pay Run functions and Payroll Document Types • Complete Payroll Adjustments • Generate Pay Run related reports • Generate a Leave Accrual Calculation • Generate a Bank Download file • Generate mid period pays • Create a Termination Activity and Termination Pay for an employee • Complete Payroll transaction Posting • Prepare Superannuation Reporting • Explain Month End Processes
Course Prerequisites	<p>Participants are expected to be familiar with payroll processing regulations and legislation.</p> <p>Participants of this course are expected to have the ability to use Microsoft Windows XP and Microsoft Office products in a competent manner.</p>
Course Content	<p>The following topics are covered in this course:</p> <ul style="list-style-type: none"> • Introduction to Payroll Processing • Employee Maintenance • Employee Leave • Timesheets • Payroll Processing • Termination

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| | <ul style="list-style-type: none">• Mid Period Pays• Month End Processes |
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