

Attaché Masterclass: Payroll Tips and Tricks

Overview:

Designed to equip new and existing payroll users with the skills and knowledge to maximise efficiency while using the payroll system. This course will help you uncover the essential tools, tips and tricks to simplify tasks and effectively manage information in Attaché Payroll.

What do you need to know?

The course assumes confidence in Attaché navigation and that you have an existing understanding of payroll principles and system configuration.

Delivery Method

Webinar delivered via the GoTo Webinar platform.

Duration

2 hours.

What does this course cover:

- Capturing additional information in the employee Masterfile, such as user defined fields, linked information, custom fields, etc.
- Advanced employee maintenance:
 - Multiple bank account setup.
 - Working with payment schedules.
- Creating employee templates using Standard Employee and Employee Groups.
- Understanding cost centres and how to assign them to employees and their timesheets.
- Reviewing the new reports and the list wizard.
- Reporting Child Support details via the ATO to other government agencies.
- Maximise your usage with payroll-based analytics and Access Evo.
- And many other topics...

Course Outline

Objectives:

- ✓ Effectively capture and manage employee data.
- ✓ Learn about payment schedules for accurate payroll processing for varying employee needs.
- ✓ Design and use employee templates during employee maintenance.
- ✓ Utilise the new reporting features and Analytics dashboards.
- ✓ Learn shortcuts, tips and tricks for efficient payroll management.