

WageEasy Learning Bundle



Overview:

This course is based on the flow of the pay process.

This modular learning program can be watched from beginning to end, or you can select relevant sections relating to the stage of the pay process that concerns you.

What do you need to know?

A working knowledge of Payroll.

Delivery Method

A web-page-like environment offering a mix of content, including eLearning and videos to read and watch. This interactive course is self-paced, so you can learn at your own speed. Plus, a manual to keep.

Duration

Access to this course will be available for 12 months.

What does this course cover:

- The 24 steps of the Payroll Processing checklist.
- Payroll processing overview.
- Reminders and Calendar use.
- Employee creation and maintenance.
- Planned Leave entry.
- Typical system maintenance before commencing a pay (e.g., public holiday update).
- Methods of Timesheet entry, including Terminations.
- Checking and balancing pay.
- EFT, STP Reporting and Pay Slip production.
- Clearing House Payment.
- Paying creditors
- End of month report.
- Reporting options

Additional Content

- STP2 planning and preparation
- End of Year eLearning and Manual

Course Outline

Objectives:

- ✓ Understand the payroll process - Follow the 24-step checklist to manage payroll efficiently.
- ✓ Perform key payroll tasks – Process pay, terminations, reporting, and compliance requirements.
- ✓ Use payroll tools effectively - Leverage calendars, reminders, and reporting for accuracy and efficiency.
- ✓ Ensure preparation and proficiency in end of year tasks.