

Definitiv – End of Financial Year 2025 eLearning

Overview:

Designed to equip new and existing payroll users with the skills and knowledge to complete the end of year tasks, this online course allows you to work at your own pace, focusing on the preparation and processing of the end of year tasks effectively.

What do you need to know?

The course assumes confidence in Definitiv navigation and an existing understanding of payroll principles and system configuration.

Delivery Method

Web-page-like environment offering a mix of content to read and view. This interactive eLearning course is self-paced so you can learn at your own speed. We also offer a manual to download.

Duration

Access to this course will be available for 3 months.

What does this course cover:

Preparation:

- Reviewing the system for year end – checking pay items, organisation information, etc.
- Entering reportable fringe benefits.
- Reviewing the pay runs.
- Processing final adjustment pays.

EOY Processing:

- Finalising and lodging the final event for the year.

New FY Checks:

- Processing the superannuation increase.
- Processing amendments following the final event.

Course Outline

Objectives:

- ✓ Learn to review and process fringe benefits for your employees.
- ✓ Know how to review reports to reconcile and complete the finalisation declaration.
- ✓ Prepare your payroll system for the new financial year such as updating the superannuation rate, other compliance information, etc.
- ✓ Understand the key processing dates for the final event, superannuation submissions for FY25, etc.