

Run your Pay

Overview:

This course focuses on the payroll process and how to run a regular pay from start to finish through Virtual Instructor Led Training (VILT).

What do you need to know?

The expectation is that attendees understand payroll principles and compliance requirements associated with their company and industry.

You also need to have completed the Getting Started and Employee Maintenance e-learning course.

Delivery Method

This is a hands-on VILT session facilitated by an instructor.

Duration

4.5 hours

What does this course cover:

- Overview of the payroll process.
- Introduction to the payroll processing checklist.
- Checks before commencing pay run processing:
 - Unsubmitted timesheets
 - Pending requests
- Creating a pay run.
- Calculating a pay run.
- Processing adjustments such Terminations
- Troubleshooting errors during payroll processing.
- Running reports.
- Finalising the pay run.
- ABA payment file creation.
- Superannuation processing.

Course Outline

Objectives:

- ✓ Understand the checks that need to be completed before starting a pay run.
- ✓ Be confident in the payroll process.
- ✓ Know how to run the pay from start to finish.
- ✓ Understand the reports that are required to check information in the pay run.