

## Course Outline | MicrOpay Run Your Pay Learning Unit 2 (LU2)



### Let's get you started on your Payroll Processing journey with MicrOpay

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 does this course cover?

- Get up and running in your virtual classroom.
- The payroll processing checklist and an exploration of its 17 steps, with a focus on steps 3 to 17.
- Backing up and restoring a payroll database.
- Importing of transactions and leave.
- Timesheet entry.
- Checks before committing to your EFT, including reports.
- Producing Pay Advices and STP Reporting.
- Finalising the End of Pay
- Balancing the Payroll and Costing reports.
- Accessing your course material, exercises and online eLearning.
- Help resources.

#### Target audience

This course is designed for payroll users who will process payroll information.

#### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with your company and

industry as well as an appreciation of your own payroll. You also need to have completed the Getting Started and MicrOpay Employee Maintenance LU1 (LU1) VILT course.

#### Delivery method

- This is a virtual instructor-led course delivered through Strigo.
- A selection of eLearning modules to view in your own time.
- A course manual.
- A Learn on Demand lab for you to practice on.

#### Duration

Attend one VILT session facilitated by an instructor for a duration of 5 hours.

#### Availability

Access to this course will be available for 12 months.