

## Run Your Pay Learning Unit 2 VILT (LU2)

### 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 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 must also have completed the Getting Started and Employee Maintenance Learning Unit1 (LU1) VILT course.

### Delivery Method

- Attend a live, hands-on, Virtual Instructor-Led session facilitated by a trainer 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

5 hours.

### What does this course cover:

- Get up and running in your virtual classroom.
- The payroll processing checklist and an exploration of its 16 steps, with a focus on steps 2 to 16.
- 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.

### Objectives:

- ✓ Understand how to run a pay.
- ✓ Learn to create and import transaction entries, timesheets, and leave record.
- ✓ Know which reports to produce to ensure the pay is correct.