MicrOpay Masterclass: Recovering Overpayments

Overview:

Learn how to effectively identify, process, and recover employee overpayments in MicrOpay. This masterclass covers the critical skills needed to handle overpayment scenarios while maintaining compliance with Australian tax obligations and STP reporting requirements.

What do you need to know?

The course assumes confidence in navigation and the use of MicrOpay, as well as an understanding of payroll principles.

Delivery Method

This webinar is delivered via the GoTo platform.

Duration

90 minutes.

What does this course cover:

Understanding Overpayments

- What constitutes an overpayment and common causes.
- Legal requirements for recovering overpayments under Fair Work legislation.

Identifying Overpayments

- Use various reports to identify overpayments.

Scenarios

- How to recover an overpayment in the current financial year.
- How to recover an overpayment in the previous financial year.
- Manual calculation processing for overpayment corrections.
- Setting up a reducing balance deduction.
- Processing an STP adjustment.

Course Outline

Objectives:

- ✓ Master the identification and legal recovery of employee overpayments while maintaining Fair Work compliance.
- ✓ Process overpayment corrections using appropriate MicrOpay functions for both current and previous financial year scenarios.