

# Course Outline | WageEasy Learning Bundle



## WageEasy Payroll Processing in detail

This WageEasy course is based around the flow of the pay process.

This modular learning program can be watched from beginning to end or, you can select relevant sections relating to the stage of the pay process that concerns you.

### What does this course cover?

- The 23 steps of the Payroll Processing checklist.
- Backup/Restore.
- Payroll processing overview.

- Reminders and Calendar use.
- Everyday system maintenance prior to commencing a pay e.g., public holiday update.
- Planned Leave entry.
- Employee creation and maintenance.
- Methods of Timesheet entry including Terminations.
- Checking and balancing a pay.
- EFT, STP Reporting and Pay Slip production.
- Paying creditors End of month report.
- Reporting options.

### Target audience

This course is designed for

payroll processors and managers.

### What do you need to know?

Working knowledge of Payroll.

### Delivery method

Short step by step modular video guides plus manual to keep.

### Access

You will have access for 12 months.

### Additional features

End of Year **2023** eLearning and manual will be added in June 2023.