

# ATTACHÉ PAYROLL LEVEL 1 COURSE OUTLINE



An ideal course for new and existing Attaché users, which will provide a clear understanding of how to set up and manage your Payroll system.

## Purpose

The payroll processing course is aimed at payroll operators and works through setting up employee details and processing a payroll. Exercises include timesheets, termination pays, annual leave and reversing pays. Employee leave accruals and payroll reporting is also discussed. Hands on exercises throughout the course will ensure you will be confident to apply what you have learnt to your own payroll.

## Target Audience

Aimed at participants who have basic payroll experience.

## Pre-requisites

Participants should be familiar with the basics of using a PC.

## Contents

- New employees – withholding declarations and TFN declarations – who needs to complete these forms; where and when to lodge them; obtaining the forms electronically
- Setting up employees master file information – personal details, rates of pay, pay frequency and leave accruals
- Setting up employee bank accounts - for transfer of funds
- Setting up employee standard pays – learn to set up and use the template upon which timesheets and auto pays are based. This time saving feature reduces pay processing time significantly and acts as a reminder for items such as monthly/quarterly commission payments
- Paying employees
- Methods of payment
- Setting up employee bank account
- Changing rates of pay
- Stopping an employee's pay
- Overview on terminating an employee
- Checking pays
- Entering and processing timesheets and auto pays
- Reversing incorrect pays and entering adjustments
- Keeping a history of pay transactions
- Entering leave details

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88 Burswood Road,  
Burswood WA 6100  
PO Box 590,  
South Perth WA 6951

T: (08) 9470 9922  
F: (08) 9470 9955  
W: [www.caman.com.au](http://www.caman.com.au)  
E: [enquiries@caman.com.au](mailto:enquiries@caman.com.au)

Contents Continued.....

- Tax
- Working through the setting up of income types
- Allowances (motor vehicle, uniform, meals, travel) – when to withhold PAYG, current ATO thresholds for reasonable allowances; ATO ruling on deductibility of allowances
- Deductions (eg: employee purchases, child support) – how to calculate; when to adjust net or gross pay; GST.
- Employer superannuation contributions (super guarantee and salary sacrifice) – what is and is not part of the superannuation guarantee; how to salary sacrifice additional superannuation contributions and reduce PAYG withholdings.
- Sub modules including
  - Costings
  - Shift tables
  - Multi location
  - Groups
  - Notes
- Reviewing pre-process and post-process pay reports
- Understanding reports – ATO reporting and payment obligations – BAS; payment summaries monthly reporting; lodgement of payment summaries at year end; lodging electronically (from your payroll software, by post or using ATO's online software).
- Payroll administration – keeping records; State requirements

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