

ATTACHÉ

PAYROLL LEVEL 2 COURSE OUTLINE



An ideal course for existing Attaché users, which will provide a clear understanding of how to set up and manage leave entitlements and deals with frequently asked questions.

Purpose

For more experienced Attaché Payroll Operators and Supervisors, this course covers advanced payroll requirements for establishing a new payroll or for modifying existing pay setups. We look at the pay elements which impact the correct calculation of payroll functions. This course is essential for any Attaché Payroll user who wants to understand the “workings” of their payroll system.

Target Audience

Participants who have payroll experience.

Pre-requisites

Participants should have hands on experience of Attaché Payroll or have attended the Payroll Introduction Course prior to enrolling in this course. Participants should be familiar with the basics of using a PC and have advanced payroll knowledge.

Content

- Leave Entitlements eg: sick leave and annual leave
 - Setting up
 - Modifying and what the effect is
 - Changing from one table to another
 - Understanding leaves accruals for part time employees
 - Calculation of leave entitlements; long service leave accruals and payments
- Group Certificates (Payment Summaries)
 - Reprinting
 - Creating when required prior to year end
 - Reconciling
- Termination Pay
 - Processing standard termination pays
 - Eligible termination cash payments
 - ETP Certificates
- Fringe Benefits Tax
 - Setting up
 - Entering once a year take-up figures
 - Understanding timesheet entries
 - Reporting requirements
- Gain an understanding of payroll options and how they impact your payroll
- Worker's Compensation – what is and is not part of worker's compensation; minimum requirements; industry based ratings
- Payroll Tax – what is and is not part of payroll tax calculations; payroll tax for employees based in other states
- GST and BAS – overview of GST and BAS requirements and completing the BAS

MORE BUSINESS SUPPORT THAN YOU EXPECT..



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
E: enquiries@caman.com.au