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FURTHER INFORMATION

Question:

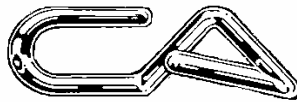
**I've bought a new Payroll package.
What do I need to have ready before
installation?**

Related Questions:

Answer:

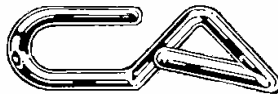
The list below will give you an indication on what information is required when installing a new Payroll program. This information is needed for each employee.

1. Full Name
2. Address
3. Telephone
4. Date of Birth
5. Next of Kin (Name and phone number)
6. Tax File Number
7. Bank Details (includes BSB Number, Account Number, Account Name and Bank Name) Amount to deposit if multiple bank accounts are used
8. Does the Employee earn super? If so what is the rate? Does the employee make voluntary contributions?
9. How often does the employee get paid? Eg: weekly, monthly etc.
10. Employment status? E.g. Full time, part time, casual.
11. Does the employee get paid a salary or is it based on hours worked?
12. What is the annual salary or hourly rate?
13. Do employees get leave loading?



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14. How is annual leave, sick leave accrued? Are employees entitled to this immediately or do they have to work an entitlement period first?
15. Do employees accrue long service leave? How much eg: 13 weeks every 15 years?
16. Do employees have any deductions taken out of their wages or allowances paid to them? Are these a set figure or dependent on hours worked?
17. Do employees get overtime rates?
18. What are the existing take-up leave accrual figures for all staff?
19. Details of company bank accounts?
20. If using Cost Centres (different general ledger departments eg: Admin, factory, salesmen), what are they?
21. GL codes for Wages, Payroll Clearing account, Super Expense, Super Liability, Tax Liability?
22. Tax table? E.g. General Exemption claimed or repaying HECS etc.
23. Eligible for any rebates as per Employment declarations?
24. Have any group certificates already been issued for current year?



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