



MYOB – Payroll Management



Topics Covered:

Learn how to set up your payroll and process your employee pay runs. This course covers customising payroll categories, loading tax tables, making adjustments, doing reconciliations, managing superannuation and producing end of year payment summaries.

Content

- Set up payroll
 - Load Tax Tables
 - Link Payroll Accounts
 - Enter general payroll information
 - User access and payroll restrictions
- Enter employee payroll details
- Customise payroll categories
- Process pay runs
- Process adjustments to correct Payroll errors
- Reconcile Payroll information periodically
- PAYG and Superannuation
- Print payslips
- Pay employees electronically
- Manage your annual leave and sick leave accruals
- Manage your superannuation obligations
- Process end of payroll year activities including payment summaries
- Start a new payroll year

MYOB Payroll Management course includes:

- Comprehensive Training
- Morning tea, lunch & refreshments
- MYOB Training Manual
- Certificate of Completion



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Duration:

1 Full Day

Who should attend:

People using or considering the payroll function within their MYOB software would be suitable participants for this course.

Course Pre-requisites:

A working knowledge of MYOB.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills to improve your personal and professional life. Envisage Training's professional learning and development as well as our computer courses will provide you with the training needed to provide you with every advantage.