

MYOB v19 PAYROLL



caring, flexible, professional

TARGET AUDIENCE

This one-day course is intended for people who wish to use the MYOB Payroll facility to create pays.

LEARNING OUTCOMES

By the end of this course students will be able to setup employees for the payroll, conduct pay runs and fulfil payroll obligations

Setting up Payroll

- What does payroll do?
- Setting up a company file
- Understanding payroll categories
- Creating a new deduction
- Creating new Payroll
- Withholding Accounts
- Linking accounts

Employee's Cards

- Getting to know employee payroll details
- Creating an Employee card
- Entering Payroll details for salaried employees
- Entering Payroll details for Hourly Employees
- Entering Payroll History
- Employee Banking Details
- Splitting Electronic Payments

Conducting a Pay Run

- Conducting a pay run overview
- Setting up Bank Details for Electronic Payments
- Preparing Electronic Payments
- Paying Hourly Employees
- Paying Salaried employees
- Printing Pay slips
- Running a Summary Report

Entitlements

- Overview of Entitlements
- Modifying Existing Entitlements
- Creating extra sick and holiday pay entitlements
- Applying Entitlements
- Entering Carry Overs
- Entitlements for Hourly Employees
- Entitlements for Salaried Employees
- Reviewing Entitlements
- Running Entitlement Reports

Time Sheets

- Overview of Timesheets
- Activating the Timesheet Facility in MYOB
- Preparing Employee Cards for Timesheets
- Entering Data into Timesheets
- Conducting a Pay Run using Timesheets
- Creating Subsequent Timesheets
- Running Timesheet Reports

Payroll Information

- Overview of Payroll Information
- Analysing Employee Pays
- Payroll Categories
- Payroll Summary Reports

Payroll Obligations

- Overview of Payroll obligations
- Checking Payroll Liabilities
- Paying the PAYG withholding
- Paying Deductions
- Paying Superannuation Guarantee Contributions
- Reviewing Liability Payments
- Payroll End of Year Obligations
- Creating Payment Summaries
- Starting a New Year

Duration: 1 day

Class size: 10 max

Times: 9am to 4pm

Where to from here: MYOB Advanced