

# MYOB ACCOUNTRIGHT 2016 PAYROLL COURSE OUTLINE



## 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

**DURATION:** 1 day

## COURSE OUTLINE

### 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

[Click here for more information](#)

