

Course Content (1/2 day)

Payroll Dashboard

- Payroll overview
- Pay runs
- Leave request status
- Timesheet status
- Payroll calendar

Payroll settings

- Organisation settings
- Calendars
- Holidays
- Pay Items
- Superannuation

Employees

- Basic information
- Taxes
- Leave
- Bank accounts
- Payslips
- Pay Template
- Opening balances
- Notes
- Terminate employees
- Invite employees to Xero portal
- Employee contact details report
- Employee remuneration report

Leave

- Request leave
- Approve leave
- Leave balances report
- Leave requests report
- Leave transactions report

Timesheets

- Timesheet settings
- Add an employee timesheet
- Timesheet details report
- Timesheet summary report

Pay runs

- Add a standard pay run
- Add an unscheduled pay run
- Edit pays
- Post payrun
- Make payments
- Send payslips

Payroll reports

- Payroll employee summary report
- Payroll activity details
- Pay run journal report

Superannuation reports

- Set up Automated Superannuation
- Superannuation accrual report
- Superannuation payments report