

## COURSE OUTLINE

Course Name

**Workshop – Payroll Essentials**

Level

**Introductory/Intermediate**

### **Overview:**

This workshop will provide all the essential information required to process and manage the SynergySoft Payroll System.

### **Who Should Attend:**

Anybody wanting to know the full capabilities of the SynergySoft Payroll System. This workshop is designed to show first time users how to process a pay and experienced users more advanced functions such as allocations and reconciliations.

**Please Note :** Due to time constraints this course will not cover any aspects of the Leave System.

### **Course Outline:**

#### **Award Setup**

- How to create Awards, Award Classifications and Labour Element Codes to ensure employees are paid at the correct hourly rates.

#### **Employee Master File Details**

- As with any data based system, the more details recorded the easier it will be to manage employees' payments and information. Learn about all the programs used in the Payroll System to record employee details.

#### **Pre- Payroll Processing**

- The full process performed for the Payroll Preview is outlined.

#### **Payment Adjustments**

- Learn the most effective ways to adjust an employee's pay rate and payment details.

#### **Deduction and Superannuation**

- This section will cover how to automatically stop deductions when employees have repaid their debts, ideal for the repayment of uniforms. It will also outline all the settings for Deductions, Superannuation and Salary Sacrifice.

#### **Pre- Payroll Updates and Reports**

- Learn what reports are available to help you check that your payroll will pay your employees correctly.

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#### **Finalise Payrun**

- The full process performed by the Finalise Payrun is outlined.

#### **Direct Banking of Net Pays**

- What System Settings control the transfer of Net Pays
- Bank Branch Code Maintenance
- Creating the Direct Banking File
- Recreating the Direct Banking File
- Reconciliation of Net Pays

#### **Payslips**

- What System Settings control the printing of Payslips
- Compiling the Payslip Data
- Custom Designed Payslips
- Sending Payslips
- Printed copies
- Via Email

#### **Payroll Reversals and One-Off Payruns**

- How to reverse a Pay
- How to Finalise One-off Payruns
- Sequence of Processing Various Types of One-Off Payruns

#### **Allocations**

- An overview of the Allocations performed by the Payroll.

#### **Reconciliations**

- A summary of what reconciliations are recommended.
- A section on how to locate errors in allocations is also included.

#### **Bulk Updates**

- How to update employees' details in bulk when changes to pay rates, allowances or deductions are provided.

#### **Payroll Reports**

#### **Payroll Parameters**

To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7000 or email [training@itvision.com.au](mailto:training@itvision.com.au)