



COURSE OUTLINE

Course Name

Webinar: Payroll - Allowances, Deductions and Superannuation

Level

Intermediate

Overview:

The course will outline how to create the standard codes for payments and deductions to employees.

Who Should Attend:

Payroll Officers wanting to know how to create codes to get the best out of their SynergySoft Payroll System.

Course Outline:

Detailing the Standard Requirements for Allowances

- How to create an allowance code.
 - Types of allowances
 - How allocation to the ledgers is determined.
- Setting a permanent allowance for an Employee
- How to make a one off payment.
- How to change a permanent allowance for one pay only.

Detailing the Standard Requirements for Deductions

- How to create a deduction code.
- How to use deduction codes to take extra tax
 - How to create an alternative taxation scale for percentage based tax variances.
- Setting a permanent deduction for an Employee
 - How to automatically stop a deduction used for reimbursements.
- How to make a one off payment or change a permanent deduction for one pay only.

Detailing the Standard Requirements for Superannuation

- System settings controlling Superannuation.
- Employee Superannuation Deductions
 - How to create a Superannuation Deduction Code.
 - How to create a Salary Sacrifice Superannuation Code.
 - Recording a permanent superannuation deduction against an Employee.
 - How to make a one off payment or change a permanent superannuation deduction for one pay only.
- National and Employer Contributions



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- How to set an employee to receive a superannuation contribution.
- How to change superannuation contribution for one pay only.
- How to set Reportable Employer Superannuation details.
- Superannuation Returns
 - How to setup which payments will be reported to Superannuation Authorities.
 - Producing the Superannuation Return Remittance File.

Bulk Updates

- How to update changes to pay rates or amounts in bulk.
 - Award Classifications
 - Grade Rates
 - Allowances
 - Deductions
- How to calculate back pays for Award Classification Rate changes.

Pre-requisite:

A basic knowledge of the SynergySoft Payroll System.

To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7009 or email training@itvision.com.au

