



## COURSE OUTLINE

Course Name  
Level

**Webinar: Pre-Payroll Processing**  
**Introductory/Intermediate**

### **Overview:**

The content will cover the processes required to generate a payroll preview for all employees. It will also explain the use of the Payroll Variations Program.

### **Who Should Attend:**

Payroll Officers wanting to know the standard pre-payroll processes and reports available in SynergySoft.

**Please Note :** Due to time constraints this course will not cover the functions of the Timecard Entry program. A separate Webinar Session is available that explains in detail the Timecard Entry program.

### **Course Outline:**

#### **Outline of Pre-Payroll Steps**

#### **Methods to Check an Employees Week Number**

#### **Review of Steps involved with Timecard Entry**

- Timecard Entry
- Timecard Report and Apply
- Timecard Batch Update
- Correcting Timecards

#### **Payroll Variations**

How to use Payroll Variations to enter

- Standard Hours
- Shift Loading
- Overtime Hours
- Casual Loading Hours
- Higher Duties
- Alternative Element Types
- Alternative Hourly Rates
- Automatically Distributing Hours Worked over Standard Jobs.
- Leave
- Multiple Pays
- Termination Payments
- Allowances
- Deductions
- Superannuation
- Taxation Overrides
- Net Payment Instruction Overrides



## **COURSE OUTLINE**

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Level

**Webinar: Pre-Payroll Processing**  
**Introductory/Intermediate**

**Create Weekly Workfile**

**Prior to Payroll Reports**

**Review Pre-Payroll Steps**

**Pre-requisite:**

Nil

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)