

### General Outline

The MYOB's Payroll section is a powerful yet easy-to-learn part of this popular accounting application. A business with anywhere from one to about fifty employees will benefit from the ease with which payroll can be set up and managed.

In our comprehensive course, you'll learn how to set up wages categories, how to ensure that superannuation is calculated correctly, and how to set up entitlements such as holiday leave correctly for your employees.

**You'll learn how to apply tricky entitlements and employer expenses, and how to ensure certain pay categories are exempt from PAYG and superannuation.**

The relatively small class sizes allow you to ask your trainer questions that are specific to the setting up of your business and its day-to-day management of payroll.

### Detailed Course Outcomes

- ◆ Describe payroll and what it can do.
- ◆ Set up general payroll information.
- ◆ Set up wages, salaries, superannuation, taxes, deductions, expenses and entitlements.
- ◆ Set up 'unusual' payroll categories (allowances, tax exempt and super-exempt categories).
- ◆ Set up employee information.
- ◆ Update payroll history for employees.
- ◆ Describe Tax Tables and load them.
- ◆ Enter pay-runs and use timesheets.
- ◆ Pay employees electronically to save time.
- ◆ Design payslips to comply with ATO regulations.
- ◆ Produce payroll reports and report PAYG.
- ◆ Pay PAYG withholding tax and superannuation.
- ◆ Produce and print PAYG summaries.

### Client Reviews

"The course was tailored to our needs."  
**Greg, Manager**

"I was impressed with the systematic presentation of features and explanation of features."  
**David, Payroll**

"Mark made everything so easy."  
**Sophie, Admin Coordinator**



### Delivery & Duration

- ◆ 1 day public course, **OR**  
3 x 1-hour online **OR**  
Closed / Onsite
- ◆ For rates and dates, visit:  
[classtraining.com.au/  
coursedates/18-myob-payroll/](http://classtraining.com.au/coursedates/18-myob-payroll/)

### Prerequisites

Attendees should be familiar with using a Windows PC.

### Public Course Includes\*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

### Live webinars include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of webinar.
- ◆ After-course support.

### How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ Book online:  
[classtraining.com.au/  
coursedates/18-myob-payroll/](http://classtraining.com.au/coursedates/18-myob-payroll/)