Xero
Payroll

General Outline

The payroll module in Xero 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, such as wage and salary advancements, bonuses and many others.

The relatively small class sizes means you can bring along your specific questions.

Detailed Course Outcomes

- ♦ Set up **general payroll information**.
- ♦ Set up **payroll categories**: earnings, superannuation, taxes, deductions, expenses and entitlements.
- ♦ Set up **'unusual' payroll categories** (allowances, tax exempt and super-exempt categories).
- ♦ Set up employees and **payroll defaults** to save time.
- ♦ Update **payroll history** for employees.
- ♦ Use **timesheets** and add to payslips.
- ♦ **Make adjustments** correctly to fix entitlements.
- ♦ Produce **payroll reports** and **report PAYG and super**.
- ♦ Set up and be ready for **STP (Single Touch Payroll)**.
- ♦ Adapt Xero Payroll **for your business**.

Client Reviews

"I enjoyed the course and it was very informative."
Sandra, Bookkeeper

"I was impressed with the systematic presentation of features and explanation of benefits."
David, Account Manager

"Mark made it all so easy to understand and apply."
Leigh, Accountant

"The workbook was easy to follow and understand."
Nicole, Trainee Accountant

CLASS TRAINING

Delivery & Duration

- ♦ 1 day public course, **OR**
  1 x 3-hour online session **OR**
  Closed / Onsite (inquire)
- ♦ For rates and dates, visit:
  classtraining.com.au/ coursedates/45-xero-payroll/

Prerequisites

CLASS Training **Xero Essentials & Beyond** course or proven experience in Xero is highly recommended.

Public Course Includes*

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

* Inquire re details.

Online Sessions Include

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

How to Book

- ♦ Phone: **(02) 6041 2711**
- ♦ Email:
  office@classtraining.com.au
- ♦ Book online:
  classtraining.com.au/ coursedates/45-xero-payroll/

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