



# Simplify Payroll with XERO

## NDA TRAINING TASMANIA

RTO Provider : 60034

**Course Cost** - \$375

**Duration** - 1 Day

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

### Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

### More Information

Phone: 03 6334 4910

Email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

Web: [www.nda.com.au](http://www.nda.com.au)

BOOK

ENQUIRE

WEBSITE

### Unit Code/s\*:

BSBHRM416 – Process Payroll

### Course Objectives

On completion of this course, attendees will be able to use XERO to process the payroll for a small business or for a department in a larger business.

### Learning Outcomes

#### Employee Profiles

- Personal Details
- Employment
- Taxes
- Leave
- Bank Accounts
- Payslips
- Pay Template
- Opening Balances

#### Superannuation

- Employee Super Funds
- Add a regulated super fund
- Add a self-managed super fund
- Assign superannuation funds to employees
- Superannuation Guarantee Contribution (SGC)
- Salary Sacrifice (Before-Tax) Super

#### Entitlements

- Annual leave
- Personal leave
- Long Service Leave
- Custom Leave

#### Deductions

- Creating a Deduction
- Assigning a Deduction to an Employee

#### Conducting a Pay Run

- Setting up Your Payroll Account
- Paying Employees
- Create a draft pay run
- Reset and Delete
- Post a pay run
- Pay your employees
- Paying ordinary wages
- Pay your employees' superannuation

#### Timesheets

- Adding a Timesheet
- XERO Me

#### Terminations

- Update Details
- Ending Employment
- Process Final Pay
- Finalise Record

### Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.