



NDA

TRAINING TASMANIA

RTO Provider Code: 60034

MYOB - Payroll

National Competency Standard (ICT):

[BSBFIA302 Process payroll](#)

[BSBFIM502 Manage payroll](#)

Course Objectives

On completion of this course, attendees will be able to use MYOB to process the payroll for a small business or for a department in a larger business. A hands-on approach is taken during this course. The detailed, step-by-step exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios using a carefully crafted case study.

Pre-Requisites

A working knowledge of MYOB is required.

Duration

1 Day.

Course Outcomes

1. Setup MYOB for payroll operations.
2. Payroll Categories
3. Add employee payroll details in MYOB
4. Conduct pay runs in MYOB
5. Display payroll information and print reports
6. Realise payroll obligations
7. Finalise the end of a pay year

Optional Assessment

This is 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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises 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.

MYOB - Payroll

Course Content

Getting Started

- Introduction to Payroll
- Pay As You Go (PAYG) Tax
- Superannuation
- Entitlements
- Deductions
- Setting up Payroll Information
- Tax Tables
- General Payroll Information
- Linked Accounts

Payroll Categories

- Wages
- Superannuation
- Superannuation Guarantee
- Salary Sacrifice
- Entitlements
- Annual Leave
- Personal Leave
- Additional Entitlements
- Deductions

Employee Cards

- Preparation
- Wage Classifications
- Deleting Existing Classifications
- Edit Existing Classifications
- Creating a New Classification
- Superannuation Funds

- Creating a New Employee Card
- Profile Tab
- Card Details
- Payroll Details
- Wages
- Superannuation
- Entitlements
- Deductions
- Expenses
- Taxes
- Standard Pay
- Pay History
- Entering Payment Details

Conducting a Pay Run

- Setting up Your Payroll Account
- Paying Employees

Payroll Information

- Find Transactions
- Payroll Summary Reports

Payroll Obligations

- Checking Payroll Liabilities
- Paying PAYG Withholding
- Paying Deductions
- Paying Superannuation
- Creating Employee Payment Summaries
- Single Touch Payroll
- Closing a Payroll Year