



XERO PAYROLL TRAINING + SUPPORT

This course will take you through the setup of Xero Payroll and will show you how easy it is to use Xero Payroll for regular tasks such as running a pay run and approving leave and timesheets. Use our recommended best practice guidelines for payroll reports and administration to do your due diligence.

Your trainer is a certified Xero Advisor and CPA who has personal experience in running a small business and knows first-hand how Xero can be best utilised to suit your situation.

TOPIC COVERED

- Setting up payroll in Xero
- Adding new employee
- Reviewing standard payroll information
- Understanding payroll category
- Adjusting leave balances
- Understanding timesheet
- Processing a pay run
- Reporting and administration in payroll

TRAINING DAYS – WEEKDAYS & SATURDAY AVAILABLE

Our Xero Training Program is conducted either at our CBD training facility or for larger teams we can come to your business. In addition to weekday training sessions we offer a limited number of Saturday sessions.

2 MONTHS OF EMAIL SUPPORT

Target Accounting sets itself apart from other Xero training organisation by providing an ongoing email support service for 2 months after the completion of your training course. This is a great opportunity to get help when you are first starting to use your newly acquired skills.

COST OF PROGRAM

\$250 + GST per person

REFRESHER COURSE

The cost of your course entitles you to re-attend the Xero Payroll Training within 12 months and receive 50% off the full price. Subject to availability.

SPECIAL OFFER

Bring a full-fee paying friend to your Refresher Course and receive a further \$50 off.

To book or more information contact Target Accounting Service

info@targetaccounting.com.au

DETAILED COURSE OUTLINE

1. PAYROLL SETTINGS

- Understand Organisation setting
- Setting up pay Calendars
- Understanding Holidays
- Understanding Pay Items
- Understanding Superannuation
- Earning Rate - Ordinary Time Earnings
- Earning Rate - Overtime Earnings
- Earning Rate - Allowance
- Adding a Deduction item
- Adding a Reimbursement item
- Setting up a Leave on normal entitlement and leave loading

2. SETTING UP EMPLOYEE

- Entering Personal details
- Completing Employment information
- Entering Superannuation information
- Lodging Tax information via Xero
- Setting up Bank accounts
- Review Payslips
- Setting up Pay Template
- Entering Opening Balance
- Inviting employees to the Employee Portal

3. MY PAYROLL – EMPLOYEE PORTAL

- Submitting timesheet
- Submitting leave request
- Xero Me App

4. MANAGING TIMESHEET AND LEAVE REQUESTS

- Understanding Leave Balance
- Understanding Sick Leave and Annual Leave
- Choosing leave calculation method
- Creating a draft timesheet on behalf of employee
- Saving Timesheet as template
- Approving a Timesheet
- Reverting and deleting an approved Timesheet

5. PAYRUN

- Adding a new Pay run
- Understanding Pay run window
- Reviewing and editing current Pay run
- Posting a Pay run



Sending out Payslips
Reviewing payroll reports

6. OTHER TASKS

Pay raise
Change of roaster and penalty rate

7. REPORTING AND ADMINISTRATION IN PAYROLL

Generating Leave Balance Reports
Reconcile wages paid
Generate report to verify PAYG and Super amounts
Coding Payments from bank reconciliation