



NDA

TRAINING TASMANIA

nurture - develop - achieve

MYOB Payroll

Course Cost

\$ 395

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBHRM416 – Process payroll

Prerequisites

A working knowledge of MYOB is required.

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.

Learning Outcomes

- Setup MYOB for payroll operations
- Payroll Categories
- Add employee payroll details in MYOB
- Conduct pay runs in MYOB
- Display payroll information and print reports
- Realise payroll obligations
- Finalise the end of a pay year

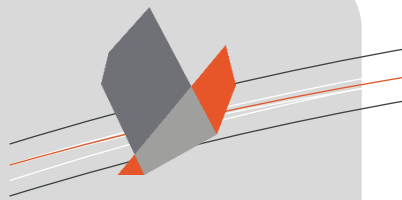
Optional Assessment

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.

PER UNIT FEE: \$195



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MYOB Payroll Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

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.

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

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