Xero Payroll

Course Duration: 2 hours

This course is designed for business owners or accountants/bookkeepers that are just starting with Xero. The trainer will take you through how to setup Payroll, employees and how to process pay runs.

Course Syllabus

UNIT 1: Payroll Settings - Understand Payroll Settings - Setup Payroll settings - Add calendar - Add pay items - Add earning rates - Add leave type **UNIT 2: Employees** - Adding an employee - Completing Employment Form/Tab - Adding Tax codes - Adding Bank Account - Setting up Pay Template - Payslips - Adding leave entitlements - Accruing leave entitlements - Adding leave applications - Approving leave Applications **UNIT 3: Timesheets** - Add a timesheet - Approving timesheet - Invite employee to timesheet	**UNIT 4: Processing Pay Run** - Understand payrun - Add a payrun - Post a payrun - Revert a payrun to draft - Sending paylips - Download ABA file - Reconcile Payrun **UNIT 5: Payroll Reports** - Understand payroll reports - Payroll reports templates - Export payroll reports **UNIT 6: Online Superannuation** - Understand online superannuation - Setup online superannuation - Process super payments **UNIT 7: Single Touch Payroll (STP) Regulation** - Registering for STP - Filing STP payrun - Payment Summary

All our training courses are offered online via Zoom, or in person at our training centre in Helensvale

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