

Computerised Payroll Systems,

Course Description

Accountant Kerry Thomas will show you the basic processes of a computerised payroll system. Topics covered will be: holiday pay, annual leave, kiwi saver deductions, casual staff, alternative holidays, PAYE, student loan deductions, child support, salary vs wage earners, IR filing etc. Kerry will also give an overview of different software packages that are commonly used in New Zealand. The course is not specifically aimed at a particular software program; the aim is to show you the principles of payroll processing. Suitable for people who use or intend to use payroll for their own business or for their employer.

Enter the College through the main gate and make your way to the Library which is a big white building just inside the main entrance of the school. From here you will be shown to the computer suite. A toilet is located in the Library foyer. The College will supply hot drinks and morning tea – bring your own lunch and you may wish to bring a water bottle.

Learning outcomes:

1. To be able to set up and operate MYOB Payroll.
2. To be aware of which New Zealand legislation impacts payroll.
3. To know the main payroll transaction types.
4. To be able to list the key areas of security for payroll.

Topics Covered:

Morning session	Presentation on payroll concepts (Theory) Setting up a new company using MYOB Payroll (Practical) Operating a weekly payroll using MYOB Payroll (Practical)
Afternoon session	Operating a weekly payroll on MYOB Payroll (Practical)