



Mind Your Own Business.

Integrated Payroll Course Outline

Course description

For many small businesses, payday involves the dread of complicated, repetitive and time consuming payroll management. But with the payroll management module available in MYOB Premier Plus, you can leave the struggle behind.

Learn how to set up your payroll and process your employee pay runs. We cover customizing payroll categories, loading tax tables, making adjustments, and producing end of year payment summaries.

- Note:**
1. This course has been designed for MYOB Premier Plus v12 (Singapore Edition) software
 2. Please note, this course is not for users of MYOB Payroll software

Day 1

- Set up payroll
- Load Tax Tables
- Link Payroll Accounts
- Enter general payroll and bank information
- User access and payroll restrictions
- Enter employee payroll details
- Customize payroll categories
- Process pay runs
- Process adjustments to correct Payroll errors
- Record time worked using Time Sheets
- Print pay slips, payroll reports and forms
- Email employee pay slips electronically
- Manage your annual leave and sick leave
- Process end of payroll year activities including payment summaries
- Start a new payroll year

Prerequisites:

- Microsoft Windows experience and basic accounting is an advantage

Exercise:

- Quizzes & Exercises to reinforce the learning experience
- Discussion on answers relating to exercises

Training details:

- Duration: 1 day
Time: 9am to 5pm
Cost: \$299.00 (inclusive of 7% GST)
Venue: Asian Business Software Solutions Training Centre (Singapore)
305 Alexandra Road # 05-07, Vantage Automotive Centre, Singapore 159942.

For registration & enquiries, please contact us at

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