



Payroll Officer Training Program

Course Title: Certificate in Payroll Management

Course Duration: 4 Weeks (5 days per week, 3 hours per day, 60 hours total)

Prerequisites: Basic understanding of accounting principles and familiarity with spreadsheets (recommended but not required)

Course Fee: AUD 2,000 (*plus GST*)

Course Description:

This intensive 1-month course is designed to provide students with the knowledge and practical skills required to manage payroll functions efficiently. The course covers all aspects of payroll processing, from calculating employee wages to understanding tax laws and compliance requirements. Students will gain hands-on experience in payroll software, tax filings, superannuation, leave management, and other payroll-related tasks, while ensuring compliance with Australian payroll regulations and labour laws.

Course Modules:

Week 1: Introduction to Payroll & Payroll System Setup

Day 1-2: Introduction to Payroll

- Overview of the payroll function in an organisation
- Key responsibilities of a Payroll Officer
- Understanding the payroll cycle and key payroll terms (gross pay, net pay, deductions, etc.)
- Importance of compliance with Australian tax, superannuation, and workplace laws
- Overview of payroll systems and software used in the industry

Day 3-4: Payroll System Setup

- Setting up employee records: Personal details, tax file number (TFN), and superannuation details
- Understanding employment contracts, pay rates, and entitlements (full-time, part-time, casual)
- Managing pay frequency: Weekly, fortnightly, monthly
- Configuring payroll software to reflect company policies and employee entitlements
- Practical: Setting up employee profiles in payroll software (e.g., MYOB, Xero, or QuickBooks)

Day 5: Payroll Codes and Pay Groups

- Defining payroll codes for different types of earnings (salary, overtime, bonuses) and deductions (tax, superannuation, salary sacrifice)
- Creating pay groups based on employee classifications
- Configuring leave types (annual leave, sick leave, long service leave) in the system
- Practical: Setting up payroll codes and pay groups in payroll software

Week 2: Calculating Wages & Deductions

Day 6-7: Calculating Wages and Salaries

- Understanding hourly, salary, and commission-based pay structures
- Calculating gross pay, deductions, and net pay
- Calculating overtime, penalty rates, and shift allowances
- Accounting for allowances and reimbursements (e.g., travel, meal, tools)
- Practical: Calculating wages and salary payments for different employee types

Day 8-9: Taxation and PAYG (Pay As You Go) Withholding

- Understanding Australian tax rates and how to apply them to employee wages
- Calculating PAYG withholding based on employee tax tables
- Managing tax file numbers (TFN), withholding declarations, and exemptions

- Reporting PAYG and other deductions to the Australian Tax Office (ATO)
- Practical: Calculating PAYG tax for various pay rates and employee types

Day 10: Superannuation and Other Deductions

- Understanding superannuation requirements and contributions (Superannuation Guarantee)
- Calculating employer and employee superannuation contributions
- Managing salary sacrifice and voluntary super contributions
- Handling other deductions: Child support, union fees, garnishments
- Practical: Calculating superannuation contributions and other deductions

Week 3: Leave Management, Payroll Reporting & Compliance

Day 11-12: Leave Entitlements and Management

- Understanding leave entitlements under Australian law: Annual leave, sick leave, long service leave
- Calculating leave balances and accruals
- Managing public holidays and leave without pay
- Processing leave requests and ensuring accurate leave records
- Practical: Managing and calculating leave balances and entitlements in payroll software

Day 13: Payroll Reporting

- Generating key payroll reports: Payslips, payroll summaries, tax reports
- Preparing payroll journals and reconciling payroll entries in the general ledger
- Understanding the importance of accurate reporting for management, HR, and compliance purposes
- Reporting requirements for PAYG, superannuation, and other statutory obligations
- Practical: Generating payroll reports and reconciling with financial records

Day 14-15: Payroll Compliance and Legal Requirements

- Overview of Australian payroll compliance: Fair Work Act, Modern Awards, National Employment Standards (NES)
- Understanding award classifications, minimum wage, and employment conditions
- Managing employee classifications and contract variations
- Staying compliant with payroll tax, workers' compensation, and other employment laws
- Practical: Review of payroll compliance scenarios and case studies

Week 4: Payroll Software, End-of-Year Processing & Career Skills

Day 16-17: Payroll Software Training

- Introduction to popular payroll software (MYOB, Xero, QuickBooks, etc.)
- Features of payroll software: Data entry, payment processing, and reporting
- Customising payroll software for specific business needs (e.g., job costing, integration with accounting software)
- Practical: Using payroll software to process a payroll run and generate reports

Day 18: End-of-Year Processing & Tax Filings

- Preparing for end-of-year payroll processing: Final pays, holiday pays, leave balances
- Generating PAYG summaries and Single Touch Payroll (STP) reporting
- Lodging annual payroll reports with the ATO: STP Finalisation, PAYG Payment Summaries
- Managing employee tax file declarations and tax offsets
- Practical: Preparing and processing end-of-year payroll documents in payroll software

Day 19: Payroll Audits and Troubleshooting

- Conducting payroll audits to ensure accuracy and compliance
- Identifying common payroll errors and correcting them

- Working with auditors and preparing for payroll audits
- Practical: Auditing a payroll run for errors and discrepancies

Day 20: Career Skills & Final Project

- Soft skills for effective payroll management: Attention to detail, time management, confidentiality
 - Career development in payroll and opportunities for advancement
 - Final project preparation: Complete payroll cycle for a hypothetical business, including reporting, tax filing, and end-of-year processing
 - Review and feedback on final project work
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Assessments:

- **Practical Assessments:**
 - Payroll calculations for different employee types (salaried, hourly, contract workers)
 - Handling leave accruals and processing leave requests
 - Generating payroll reports and reconciling payroll data
 - Completing payroll software tasks, including pay runs and generating payslips
 - **Final Exam:**
 - Multiple choice and short answer questions on payroll principles, tax, superannuation, and legal requirements
 - **Final Project:**
 - Process a full payroll cycle, including tax calculations, superannuation contributions, leave management, and reporting, ensuring compliance with Australian laws and tax requirements.
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Learning Outcomes:

By the end of this course, students will be able to:

- Accurately process employee wages, including salary, overtime, and allowances.
- Apply PAYG taxation and manage superannuation contributions.

- Manage employee leave entitlements, including annual, sick, and long service leave.
 - Generate payroll reports and ensure compliance with Australian tax and labour laws.
 - Use payroll software effectively to streamline the payroll process.
 - Handle year-end payroll processing, including tax filings and reconciliation.
 - Stay compliant with Fair Work Act, Modern Awards, and National Employment Standards.
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Career Opportunities:

Upon completing this course, students will be equipped to work as Payroll Officers across various industries, including finance, healthcare, retail, and manufacturing. Graduates may also pursue further studies in human resources or accounting to advance their careers.

Course Materials:

- Course textbook and reference materials (provided)
 - Access to payroll software for practical sessions
 - Handouts on Australian payroll compliance, taxation, and leave management
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This fast-paced, hands-on course is ideal for individuals looking to enter the payroll field quickly and gain the skills needed to manage payroll efficiently while ensuring compliance with all relevant laws and regulations.