



PAYROLL FUNDAMENTALS

GROW YOUR POTENTIAL

Please note that this training program is NOT ADP product specific.



Program Cost

The program cost for **One Day** training is:

ADP Clients: \$525

Non-ADP
Clients: \$575

Lunch, morning & afternoon tea will be provided.

A certificate will be presented on successful completion of the program.

Location Maps will be provided to all attendees upon confirmation of their attendance.

Contact Us

Address

ADP Employer Services
Attention: Learning & Development
P.O. Box 374, Mascot
NSW - 2020

Phone/Fax/Email

Phone: 02 9317 1212
Fax: 02 9317 4303

Email: learning@au.adp.com
Website: www.adppayroll.com.au

Program Benefits

Payroll Fundamentals is a comprehensive program for both experienced payroll professionals and those new to payroll. This training program covers all the essentials of payroll and taxation laws. It will also bring you up to date with all the recent legislative changes, particularly in regard to industrial relations and superannuation.

Attending Payroll Fundamentals will give you a clearer understanding, and more confidence, when dealing with the everyday challenges of payroll.

Program Content

Upon successful completion of the training program, you will be able to :

- Identify types of employment
- Describe various allowances and deductions
- Explain industrial relations (Fair Work Act and NES)
- Outline unfair dismissal provisions
- List record keeping requirements
- Outline taxation (including PAYG, Payroll Tax and Fringe Benefits)
- Calculate a pay
- Explain who is entitled to work in Australia
- Identify leave types and calculate leave
- Explain termination types and the tax and reporting requirements
- Detail superannuation requirements and legislation

Program Inclusions

The program includes:

- A comprehensive manual covering all aspects of the program that can be used as a handy reference
- Networking with other payroll and financial people to discuss current issues and concerns
- A small class size with opportunities to practice what you learn



TRAINING REGISTRATION FORM

GROW YOUR POTENTIAL

Please complete separate forms for each course. Specific program details and bookings will be confirmed in writing seven (7) days prior to course date.
To register, either complete the registration form and fax to (02) 9317 4303 or register online at www.adppayroll.com.au

Organisation Details

Company Name: _____

Name of Contact Organising Training: _____

Address: Street Name & Number: _____

Suburb: _____ State: _____ Postcode:

Contact Details

Phone: () _____ Fax: () _____

Program Details

Program Name: _____

Date of Program: ____/____/____

Program Venue: NSW-Mascot VIC-Mulgrave QLD-Buranda WA-Perth SA-Adelaide

Attendee Details

1. Name: _____ Email _____

2. Name: _____ Email _____

3. Name: _____ Email _____

4. Name: _____ Email _____

Terms & Conditions

This offer is valid until 30th June 2011.

Payment Terms: Payment to Automatic Data Processing (ADP), for non-ADP clients, is required prior to attendance. Written confirmation will be issued prior to the scheduled program date.

Cancellation: If a booking is cancelled more than five (5) days & less than ten (10) days prior to the scheduled course date, without immediate intention to reschedule, a charge of \$75.00 is payable. The balance of the program cost will be refunded by Automatic Data Processing Limited. If a booking is cancelled within five (5) days of the scheduled course date, full fees and charges remain payable to Automatic Data Processing Limited.

Reschedule: Due to strictly limited numbers, Automatic Data Processing Limited cannot guarantee that a position will be available for a rescheduled program.

Transfers: There is no charge for substituting the person booked on the course. Written notification of such changes should be provided to Automatic Data Processing Limited prior to attendance.

Automatic Data Processing Limited reserves the right to change prices and fees, programs, and scheduled dates from time to time. We also reserve the right to cancel programs when necessary, and will undertake to provide reasonable notice should any such action become necessary.

Declaration:

I (Name) _____ of (Company Name) _____

have read, understood and agree to the Terms and Conditions as stated on this form.

Signature: _____ Date: _____