IN THE BUSINESS OF YOUR SUCCESS℠

Demystify the complexities of payroll

Payroll Fundamentals

What if you could have payroll peace of mind?

Imagine having a better understanding of payroll leglislation

Imagine networking with like-minded payroll professionals

Payroll, taxation and superannuation are the core elements of your payroll systems. Every new financial year changes to legislation can challenge your understanding of payroll guidelines that may affect your business.

In this course you will learn the impact that payroll legislation has on your business. You will gain confidence that you are meeting the necessary guidelines and requirements all while networking with other payroll professionals like yourself.

This course is ideal for:

- New payroll professionals
- Experienced payroll professionals wanting updates to payroll legislation
- HR professionals

Learning Outcomes

After completing this course you will be able to:

- Identify various employment and leave types
- Describe various allowances and deductions
- Explain the National Employment Standards (NES)
- Explain who is entitled to work in Australia
- Outline unfair dismissal provisions
- Learn record keeping requirements
- Outline taxation (including PAYG, Payroll Tax and Fringe Benefits)
- Calculate leave
- Explain termination types including tax and reporting requirements
- Detail superannuation requirements and legislation

Course Requirements

- Nil

Duration

- 1 day

Cost

ADP clients

- $525 pp inc GST

Non-ADP Clients

- $575 pp inc GST

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An opportunity to network with your payroll and financial peers to discuss current issues
- A small class size with plenty of opportunities to apply what you have learnt
- An interactive classroom experience where learning is enhanced
- Lunch, morning and afternoon tea
- Certificate upon successful completion

Enrol for Payroll Fundamentals »

For more information email learning@au.adp.com or call 03 9566 5100.

This offer is valid to 31 December 2013

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