



Payroll Fundamentals



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Cost: \$850 per person

Duration: One Day

Program Overview

Payroll, taxation and superannuation are the core elements of your payroll systems. Each financial year there are changes to legislation. These changes can challenge your understanding of payroll guidelines and may affect your business. Learning the impact on your business will give you the confidence that you are meeting the necessary requirements, all while networking with other payroll professionals.

This program is ideal for:

- New payroll professionals
- Experienced payroll professionals wanting updates to payroll legislation
- HR professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

Note: This program is not ADP product specific.

Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

Prerequisites

- Nil

Learning Objectives

By the end of this session you will be able to:

- Classify various employment categories
- Understand the National Employment Standards
- Identify who is entitled to work in Australia
- Outline unfair dismissal provisions
- Explain mandatory and optional leave types
- Detail tax and reporting requirements of allowances and deductions
- Know record keeping requirements
- Define taxation (including PAYG, Payroll Tax and Fringe Benefits Tax)
- Determine the difference between employees and contractors
- Identify termination types, including tax and reporting requirements
- Understand superannuation requirements and legislation, including Superstream

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For more information email learning@adp.com or call 1800 000 729