

Xero Payroll

DURATION**2 hours****LEVEL****Advanced****DELIVERY****Online or in person****WHO IT IS FOR****Owners, accountants, bookkeepers**

This course is designed for business owners, accountants and bookkeepers who are starting out with Xero Payroll. Your trainer takes you through payroll setup, adding employees, and processing pay runs, through to superannuation and Single Touch Payroll (STP).

Course Syllabus

UNIT 1

Payroll Settings

- Understand payroll settings
- Set up payroll settings
- Add a pay calendar
- Add pay items
- Add earnings rates
- Add leave types

UNIT 2

Employees

- Add an employee
- Complete the employment tab
- Add tax codes
- Add bank account details
- Set up a pay template
- Payslips
- Add leave entitlements
- Accrue leave entitlements
- Add leave applications
- Approve leave applications

UNIT 3

Timesheets

- Add a timesheet
- Approve a timesheet
- Invite an employee to timesheets

UNIT 4

Processing Pay Runs

- Understand pay runs
- Add a pay run
- Post a pay run
- Revert a pay run to draft
- Send payslips
- Download the ABA file
- Reconcile a pay run

UNIT 5

Payroll Reports

- Understand payroll reports
- Payroll report templates
- Export payroll reports

UNIT 6

Online Superannuation

- Understand online superannuation
- Set up online superannuation
- Process super payments

UNIT 7

Single Touch Payroll

- Register for STP
- File an STP pay run
- Payment summary

Ready to book?

Delivered online via Zoom anywhere in Australia, or in person at our Xero Training Centre on the Gold Coast. Online sessions are recorded and the recording is yours to keep.

[Book This Course](#)