

# CONTENTS

BSBFIA302 Process payroll.....	1
Assessment for this Unit .....	4
BSBHRM416 Process payroll .....	4
How to use this workbook .....	5
What you will need .....	6
How to download exercise files.....	7
<b>Chapter 1 Payroll and its components .....</b>	<b>9</b>
Components of payroll .....	10
Timelines and deadlines .....	11
Australian Taxation Office .....	12
Marginal tax rates and thresholds .....	13
Levies.....	14
Allowances .....	14
Child support.....	17
Study and higher education repayments.....	17
Fringe benefits tax .....	18
Superannuation.....	18
Tax and superannuation on salary and wages summary.....	22
<b>Chapter 2 Legislation and professional bodies .....</b>	<b>24</b>
Fair Work Act 2009 .....	25
National Employment Standards.....	26
Paid parental leave .....	28
Long service leave .....	28
Enterprise agreements.....	29
Privacy Act 1988 .....	29
Code of professional conduct .....	30
Single Touch Payroll .....	30
Progressive assessment 1 .....	31
<b>Chapter 3 New employees .....</b>	<b>32</b>
Legislative requirements .....	33
Commencement of employment .....	33
Tax file number declaration.....	33
Superannuation standard choice form .....	35
<b>Chapter 4 Employer obligations.....</b>	<b>36</b>
Responsibilities of processing payroll .....	37
Keeping records of hours worked .....	38
Payment of employee wages and salaries.....	40
Pay slip requirements .....	41
Progressive assessment 2 .....	41
<b>Chapter 5 Process payroll manually.....</b>	<b>42</b>
Manual payroll systems .....	43
Manual payroll systems and Single Touch Payroll.....	43
ABC Catering Pty Ltd manual payroll procedures.....	47
Calculating hours worked.....	54
Calculating leave entitlements .....	56
Preparing EFT wage payments.....	57
Preparing a pay slip .....	57
Preparing the payroll journal .....	57
Individual pay records .....	59
End of month reconciliation.....	64
Posting payroll to the general ledger.....	64

Preparing a monthly trial balance.....	66
Preparing end of month liability payments .....	66
End of year procedures .....	67
PAYG payment summary and Single Touch Payroll finalisation.....	67
Progressive assessment 3 .....	68
<b>Chapter 6 Using MYOB AccountRight .....</b>	<b>69</b>
How to use MYOB for this workbook.....	70
MYOB AccountRight student edition .....	71
Installing MYOB AccountRight for PC .....	71
MYOB troubleshooting .....	72
Confirming a company file.....	73
Backing up a company file .....	74
Restoring a backup .....	75
Exiting the MYOB AccountRight company file .....	76
<b>Chapter 7 Exploring the Payroll Command Centre .....</b>	<b>77</b>
Computerised accounting and payroll systems.....	78
Payroll requirements and MYOB.....	79
Best Consultants Pty Ltd payroll procedures .....	81
Payroll Command Centre .....	83
Checking the payroll year .....	84
Wages accounts in the Accounts List.....	86
Exploring Payroll Categories .....	87
Wages category .....	88
Superannuation category .....	91
Entitlements category .....	93
Deductions category.....	95
Taxes category.....	97
Employment classifications .....	97
Single Touch Payroll setup.....	98
Employee card files .....	98
<b>Chapter 8 Processing payroll using AccountRight .....</b>	<b>110</b>
Reviewing the Electronic Payments Account.....	111
Processing pays .....	111
Payroll verification .....	119
Recording pays .....	119
Preparing the electronic payment file .....	119
Viewing payroll figures in a profit & loss.....	122
Correcting payroll errors.....	125
Editing banking details .....	126
Processing pays using MYOB Timesheets .....	129
End of month payroll reports .....	132
Payroll queries.....	133
Reconciling gross wages and superannuation.....	134
Reconciling payroll liabilities to general ledger accounts .....	135
Displaying employee entitlements.....	136
Correcting entitlement errors.....	137
<b>Chapter 9 Paying deductions withheld.....</b>	<b>138</b>
Paying superannuation using SuperStream.....	140
<b>Chapter 10 Processing pays and handling inquiries .....</b>	<b>143</b>
<b>References.....</b>	<b>154</b>
<b>Index.....</b>	<b>155</b>
<b>BSBHRM416 Process payroll supplement .....</b>	<b>159</b>