

# Payroll

## Course Overview

### You can manage the business payroll!

The Payroll function in an organisation is vital. The team must be paid on time and with accuracy. This role is crucial for the smooth running of the business and to ensure a motivated work force. It's also essential that record keeping is accurate and up to date, with confidential information well managed. If you think this sounds like you, but you don't yet have the expertise needed to deliver, then the Payroll course will help build your knowledge base. Pre/co requisites: CBASS 401 Accrual Accounting

**Level:** 4    **Fee:** \$116.18    **Hours per week:** 12.5    **Credits:** 10    **Weeks:** 8

### Course Aim:

To collate and maintain payroll administration records and prepare a PAYE return in an ethical and culturally appropriate manner.

### Learning Outcomes

On successful completion of this course students will be able to:

1. Collate and maintain payroll administration records for employees
2. Comply with the internal policies, legislation and other external requirements for the entity
3. Demonstrate an understanding of ethical behaviour, and act in a culturally appropriate manner in dealing with employee Payroll records.
4. Calculate and prepare payroll using payroll software
5. Prepare a PAYE return and associated schedules and determine the due date.

### Indicative Course Content

- Contract of employment
- Records for employees
- Ethical and culturally appropriate behaviour
- Payroll calculations
- Processing payroll and incorporating deductions

### Assessment

No	Assessment Type	Weighting	Outcomes Met
1	Individual Portfolio of Work	100%	1-5



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### Contact Us

Any questions or queries please contact one of our enrolment team members below:

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