

NON-ACCREDITED EVERYDAY WITH XERO PAYROLL

COURSE OBJECTIVE

This Xero Payroll Course is designed to build and develop the necessary skills to effectively use payroll features within Xero, whether you are a business owner managing your own accounts, or just wanting to learn the payroll function within the Xero Accounting Software.

COURSE CONTENT

Topics covered include;

- Introduction
- Payroll Settings
- Adding Employees
- Processing Payroll
- Using Xero timesheets
- Superannuation and PAYG Reporting
- End of Payroll Year

COURSE DELIVERY

- Classroom based, small class sizes
- Instructional, trainer led demonstrations
- Hands-on student practice
- Revision tasks for each unit covered
- Extremely knowledgeable and experienced trainer
- Laptops supplied
- Trainers laptop projected for easy view by all students, easy to follow along

COURSE DETAILS

Duration: 1 day

Time: 9.00am - 5.00pm

Location: 1a Hedley Street, Mt Gambier SA

PRE-REQUISITES

- Basic literacy & numeracy skills
- Basic computer skills
- Suitable for people with some experience using other accounting packages

DELIVERY

- Classroom participation
- Written/verbal activities

COST

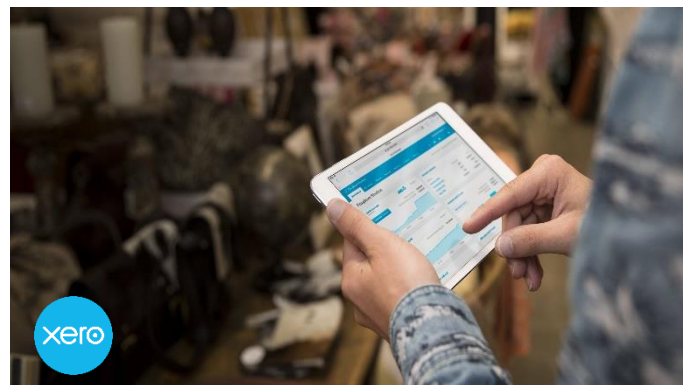
\$220 per participant

Includes training materials and delivery

(Discount bundles available – conditions apply)

COURSE OUTCOME

- On completion of this course, participants will receive a Certificate of Attendance



(08) 8724 8577

www.gramacsolutions.com.au

GRAMAC TRAINING SOLUTIONS (RTO#70249)

1a Hedley Street, Mount Gambier SA 5290

Email: info@gramac.com.au

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PARTICIPANTS MUST

- **Photo identification is mandatory requirement** (Australian Drivers Licence, Passport or Proof of Age card). ID must contain photo, signature and date of birth

COURSE PATHWAYS

