



COURSE CODE : MYOB02

MIND YOUR OWN BUSINESS.....EASY

Have you just started employing staff and are not sure how to set MYOB up?
Do you wonder if the holiday leave and sick leave are accruing correctly for your staff? Are you complying with current employment legislation?

PAYROLL – UNRAVEL THE MYSTERIES OF PAYROLL PROCESSES – EASY & EFFECTIVE

Benefits for you

- Ensure you have your payroll set up correctly to provide accurate information
- Payroll explained in simple terms that you will understand
- **Save money and time** by learning powerful techniques in payroll processing
- Guaranteed small class sizes

Key topics covered

- Use contact logs to keep up with employee record keeping obligations
- Exploring the Payroll Command Centre
- How to set up entitlements correctly
- Processing pays – hands on exercises
- What reports do I need to make my compliance reporting easier
- Understand what wages means for WorkCover, payroll tax and superannuation

Who should attend

Small business owners with staff, or looking at employing staff in the future. Bookkeepers processing payroll through MYOB.

Course details

Cost : \$195.00 (or bring a friend and pay \$340 for two) (inc GST)
A comprehensive manual will be provided on the day

Course Date : 6 November 2009 (Friday)

Duration : 3 hour workshop

Time : 9.00am to 12.00pm

Location : Pallara (right next to Forest Lake)
ample off street free parking available

Morning tea provided

Enquiries

For any enquiries or questions, it be would my pleasure to assist you.
Contact Lynne on 0412 765 507 or email on the contact us form on our website.

"Liability limited by a scheme approved under professional standard legislation"